



2016-2017

“The Lodge at Seven Oaks and Conference Center”
Terms for Reunions, Parties, Galas, Expos...

Thank you for considering *The Lodge at Seven Oaks* and Conference Center for your upcoming event! Whether you are looking for a location for a retirement party, planning a gala, or putting together your class reunion, the Seven Oaks staff is committed to working with you to make your event a success. We have several options for you and are flexible when packaging your event. We will take the time to explain each service and its associated costs. No request is too big for Seven Oaks, so please do not hesitate to ask.

The Lodge at Seven Oaks and Conference Center is located on 150 acres of beautiful timber in the scenic Des Moines River Valley conveniently located on Highway 30 only minutes from Ogden, Boone or Ames. Situated at the bottom of the ski trails, *The Lodge at Seven Oaks* and Conference Center with vaulted ceilings and natural knotty pine interior seats over 400 in a relaxed and private atmosphere. This facility is made up of our Main Lodge, Conference Center, Coal Creek Lounge and Kitchen.

Our facilities are used for a wide variety of functions that vary in group size, days of the week, seasons, hours, activities, food/beverage selections and special requests. Prices are established with all these variables taken into consideration. Seven Oaks does allow outside caterers. During our winter ski season, rental of the Main Lodge and Conference Center, although limited, are available on certain days.

Contact the Seven Oaks Event Planner at 515-432-9457 ext. 303 to schedule a tour or discuss your needs so we can provide a custom package and price for your event.

***SERVICE FEES ARE INCLUDED IN PRICES**

***NO HIDDEN FEES**

THE MAIN LODGE

The Main Lodge is 4,600 square feet and seats 220 people. This space has a sixteen foot vaulted ceiling and natural knotty pine walls with large windows facing the ski slopes. Your rental of *The Main Lodge* will include:

- exclusive use of Coal Creek Lounge
- use of the outdoor courtyard with tables, umbrellas & tiki torches
- large lawn suitable for outdoor tents and yard games
- use of wireless internet
- pre-event setup of tables and chairs by site staff
- 40 classroom tables (18" X 48") Seats 2 per table
- 16 round tables (60") Seats 8 per table
- 14 round tables (48") Seats 6 per table
- 6 rectangular tables (6ft)
- 2 rectangular tables (8ft)

Saturday Reunions, Parties, Galas...

- Saturday rental of the Main Lodge at Seven Oaks for reunions, parties or galas will be at a rate of **\$695.00**. This includes one bartender for up to eight hours. Each additional hour will be charged at **\$50.00/hour**.
- Add **\$250.00** for non-alcoholic beverage event
- Setup/decorating can normally commence at **1:00 pm** on the day of event. Cleanup is required to start by **12:00 midnight** and must be completed no later than **1:00 am**. Each additional hour will be charged at **\$50.00/hour**.

Sunday through Friday Reunions, Parties, Galas...

- Use of the Main Lodge at Seven Oaks for *any day other than Saturday* for reunions, parties, galas, etc. for up to seven hours will be at a rate of **\$595.00**. This rate does NOT include a bartender (*bartender available at \$17.00 per hour*).
- Set up/rehearsal time begins when you or your equipment arrive.
- Each additional hour beyond the seven hours will be charged at **\$50.00/hour**.

THE CONFERENCE CENTER

The Conference Center is 2,880 square feet and seats over 200 people. This room is attached to the Main Lodge via a short hallway. This space has knotty pine side walls, vaulted ceiling, a fireplace and large windows facing the ski slopes. Your rental of *The Conference Center* can include 30 round tables (48”) - Seats 6 per table.

Reunions, Parties, Galas...

- The Conference Center may be rented at a rate of **\$555.00** only in addition to the Main Lodge.
- The terms for the Conference Center rental are the same as terms for your Main Lodge Rental regarding hours, clean up, etc.

KITCHEN

The kitchen space may be rented and consists of a refrigerator, freezer, oven, stove, microwaves and sinks.

- A fee of **\$100.00** is charged for the use of the kitchen space and/or kitchen equipment
- Fee waived if meal is catered by Seven Oaks

FOOD AND BEVERAGE

- Catering (breakfast, lunch, dinner or snacks) – Contact Seven Oaks’ Event Planner
 - Dinner menu available online:
<http://www.sevenoaksrec.com/menu/seven-oaks-dinner-buffet-2014.pdf>
 - Lunch menu available online:
<http://www.sevenoaksrec.com/menu/seven-oaks-lunch-buffet-2014.pdf>
 - Backyard Lunch menu available online:
<http://www.sevenoaksrec.com/menu/seven-oaks-backyard-lunch-menu-2014.pdf>
- 40 cup coffee maker- **\$10.00** each (coffee and cups not included)
- Hosted soda
 - **\$140.00** Unlimited- starts once the meal is completed
 - **\$1.50** per 16 ounce anytime throughout the event
- Bartenders
 - One bartender is included in rental fee for Saturday events. For all other events, the bartender fee is **\$17.00** per hour with a 4 hour minimum.
 - Events with 125 guests or more require a second bartender at **\$17.00** per hour with a 5 hour minimum.
 - Events with more than 220 guests require a third bartender at **\$17.00/** hour (4 hour minimum).
- Bus Boy/Girl- **\$17.00/hour/person** (4 hour minimum per busser)
- Domestic keg beer (2 keg maximum)
 - **\$250.00** for first keg
 - **\$250.00** for second keg (Minimum of 125 guests to purchase second keg)
- Import, craft beer, champagne and wine available- Contact Seven Oaks’ Event Planner

ACCESSORIES

- Table Linens
 - \$9.70 for round tables and classroom tables
 - \$11.95 for rectangular tables
- Cloth napkins - \$.95 each
- Rice Screens- \$9.00 each
- 2 Audio/Video systems (includes overhead projector and screen) - \$60.00 each/day
- PA system - \$40.00 per day

ACTIVITIES

- Camp Fire (approx. 3 hours) - \$45.00
- Volleyball or Horseshoes - \$30.00
- Full service canoe, kayak and river tube floats- Contact Seven Oaks' Event Planner
- Paintball – Contact Seven Oaks' Event Planner

Prices do not include sales tax. All prices are subject to change.