

CORPORATE EVENTS

at Oakwood Resort



Where Ideas and Business Connect

Events We Host

Corporate Meetings & Board Sessions
Team-Building & Executive Retreats
Seminars, Workshops & Training
Product Launches & Networking Events
Award Ceremonies & Galas

What We Offer

In-House Catering and Bar Services
Dedicated Event Staff
Audio-Visual Rentals
Décor Rentals
On-Site Accommodations & Room Blocks

Schedule a Tour

574 - 457 - 7100 | events@oakwoodresort.com

EVENT VENUES



Hilltop

Hilltop is ideal for corporate events, offering a flexible two-floor layout. Meals can be served on the lower level while sessions take place upstairs, or use airwalls to create up to seven private rooms, accommodating a variety of meeting and event needs.

Maximum Capacity: 200 Guests



The Wawasee Boardroom

The Wawasee Boardroom is conveniently located in the Event Center and offers a comfortable, professional setting. The room provides ample space for audio-visual equipment, flexible tables, and rolling chairs, making it ideal for intimate board meetings, training sessions, and focused discussions.

Maximum Capacity: 20 Guests



Event Center

The Event Center is a versatile space designed for impactful meetings and presentations. Featuring a stage in Room A and airwalls that create up to three individual rooms, it easily adapts to events of any size. A getting-ready suite, also known as a green room, provides a private space for special guests and speakers.

Maximum Capacity: 500 Guests

EVENT VENUES (Continued)



Lakeside Patio

The Lakeside Patio offers a scenic lakeside setting ideal for corporate events. The 30-by-60-foot tent provides a flexible space for meetings, receptions, or networking events. String lights around the perimeter and tent sides create a private atmosphere and offer weather protection, while optional fire pits add a unique element for team building or evening gatherings.

Maximum Capacity: 80 Guests



The Morrison-Conklin Room

Morrison-Conklin Room features two versatile spaces ideal for corporate use. The Morrison offers an open floor plan with three large windows that bring in abundant natural light, while the Conklin provides an intimate, private setting well suited for focused meetings or breakout sessions. Both spaces can be opened to create one large area, making them ideal for trainings, small meetings, and meals.

Maximum Capacity: 100 Guests



The Brembeck Boardroom

The Brembeck Boardroom is located inside the hotel and offers a comfortable, convenient setting for intimate meetings. Equipped with a Smart TV, it is ideal for small discussions, presentations, or focused work sessions.

Maximum Capacity: 6 Guests

PRICING

May - October

Celebrate your special day in the picturesque setting of Oakwood Resort. Our pricing is seasonal to reflect the beauty and demand of each time of year:

Rental Fee	Venue Space	Maximum Capacity
\$3,000.00	Hilltop	200
\$2,500.00	Event Center - All	500
\$800.00	Event Center - A	200
\$2,000.00	Event Center - B or C	75
\$1,500.00	Event Center - A and B	350
\$1,600.00	Event Center - B and C	150
\$1,250.00	Lakeside Patio*	50
\$150.00	The Brembeck Boardroom	6
\$300.00	The Wawasee Boardroom	20
\$600.00	The Morrison Conference Room*	45
\$600.00	The Conklin Conference Room*	30
\$1,200.00	The Morrison-Conklin Conference Room*	100

Rental Times and Policies

- Rental times begin at 9:00am Eastern Time.
- *Outdoor and hotel rentals conclude at 10:00pm Eastern Time.
- Hilltop and Event Center rentals conclude at 12:00am Eastern Time.
- All personal items must be removed the night of the event.
- Bar service closes no later than one hour before the rental concludes.

PRICING

November - April

Embrace the charm of winter and early spring at Oakwood Resort. These seasons offer the same stunning venues and expert event support, enhanced by cozy, seasonal touches that create a warm, intimate, and unforgettable celebration.

Enjoy exclusive off-season savings with 25% off venue rental.

Rental Fee	Venue Space	Maximum Capacity
\$2,250.00	Hilltop	200
\$1,875.00	Event Center - All	500
\$600.00	Event Center - A	200
\$1,500.00	Event Center - B or C	75
\$1,125.00	Event Center - A and B	350
\$1,200.00	Event Center - B and C	150
\$115.00	The Brembeck Boardroom	6
\$225.00	The Wawasee Boardroom	20
\$450.00	The Morrison Conference Room*	45
\$450.00	The Conklin Conference Room*	30
\$900.00	The Morrison-Conklin Conference Room*	100

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VENUE INCLUSIONS

Services and Items Included with Your Venue Rental

- Day-of access to the venue for decorating and setup
- Black or white table linens
- Linen napkins in assorted colors
- Standard chairs
- Standard floor plan diagram
- In-person and virtual planning consultations

ENHANCEMENTS

Additional Items Available for Rent

- Upgraded Napkin Folds
- Upgraded Dinnerware
- Upgraded Table Linens
- Table Overlays
- Decor Rentals
- Ceiling Draping
- Chair Upgrades

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ADDITIONAL SERVICES

Catering and Bar Services

Oakwood Resort offers a wide variety of catering and bar services to complement any event, including plated dinners, buffet options, hosted bars, and cash bars. We invite you to explore our menus for full details, noting that offerings may vary each year. All food and beverages are subject to a 20% service charge.

Hotel Room Blocks

Keep your guests close to the celebration and let them enjoy the full Oakwood Resort wedding experience. With special group rates, stunning lakefront accommodations, and the convenience of being just steps from your venue, a room block provides comfort, ease, and lasting memories for everyone.

- **1–39 rooms:** *No deposit required*
- **40–79 rooms:** *10% of the estimated room block value required*
- **Utilization Requirement:** *An 80% utilization rate is required for all room blocks*

Golf Cart Shuttle Service

Provide a comfortable and convenient mode of transportation for your guests. Our shuttle service operates one hour before the event, thirty minutes between the ceremony and reception, and one hour after the event. The driver will pick up and return guests directly from the hotel, ensuring stress-free travel to and from your celebration.

Tour Boat Rides

Add a unique element to your celebration with Oakwood Resort's scenic boat rides on Lake Wawasee. Public tours are available on Fridays and Saturdays from Memorial Day through Labor Day, offering a fun and relaxing way for guests to enjoy the lake together. For a more private or personalized experience, private cruises can be arranged at any time.

BOOKING PROCESS

1. Inquire with Our Team

Submit your request through our website or contact us directly to share your event details and objectives.

2. Schedule a Tour

We'll arrange a personalized tour of our venues so you can explore the spaces and envision your event.

3. Receive a Proposal

After your tour, we'll provide a detailed proposal including available dates, pricing, and package options.

4. Confirm Your Date

Reserve your preferred date by signing your contract and submitting a deposit to secure your venue.

Deposit: *The full venue rental amount and the room block deposit, if applicable.*

5. Plan Your Details

Work with our team to select catering, décor, and any additional services to tailor the event to your goals.

6. Finalize Your Event

Confirm final guest count, menu selections, and schedule in the weeks leading up to your event.

7. Host Your Event!

Enjoy a seamless, professional experience with the support of our dedicated Oakwood Resort team.

FAQ'S

What types of corporate events can Oakwood Resort host?

We host a variety of corporate gatherings, including meetings, conferences, training sessions, team-building retreats, product launches, networking events, award ceremonies, and holiday celebrations.

Are your venues flexible in size and setup?

Yes! Our spaces can accommodate small executive meetings to large-scale conferences, with customizable layouts to meet your event needs.

Can Oakwood Resort assist with catering and audio-visual needs?

Absolutely. Our team can coordinate catering, beverages, décor, audiovisual equipment, and additional services to ensure your event runs smoothly.

What is the deposit?

The deposit includes the full venue rental amount and a percentage of your room block estimate (if applicable).

Can we hold multiple dates while deciding?

We offer a 7-day complimentary hold on your preferred date while you make your decision.

Do you allow outside catering?

Outside catering is allowed only if the caterer is licensed and pre-approved by Oakwood Resort. Dessert-only vendors are an exception to this rule. A fee applies for outside catering.

When is final payment due?

Final payment is due 30-days prior to the event.

Are there hotel room block discounts for corporate events?

Yes! Oakwood Resort offers discounted room blocks for you and your guests.

CONTACT US!

Have Questions or Ready to Start Planning?

We'd love to hear from you! Reach out to our events team to schedule a tour, check availability, or discuss your vision.

Oakwood Resort Events

574 - 457 - 7100

events@oakwoodresort.com

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