

EVERGREEN PARK FACILITIES

Welcome to Evergreen Park.

We are a not-for-profit organization that offers the largest full featured exhibition facility North of Edmonton. Our Chefs are passionate about food. Our skilled team has developed menus that accentuate all occasions. With a variety of versatile function spaces including Clarkson Hall, four large ballrooms, meeting rooms of all sizes, and the unique Old Timers Cabin, we have a diverse range of facilities customizable for your event.

Evergreen Park is proud to be the host venue for such events as the Festival of Trees Gala, Presidents Ball, Stars Hangar Dance, and more.

Whether you are planning a meeting, wedding, tradeshow or gala our experienced team will work with you to ensure your event is a great success!

EVERGREEN PARK WOULD LIKE TO ACKNOWLEDGE THAT WE ARE MEETING ON TREATY 8 TERRITORY AND WE HONOUR AND ACKNOWLEDGE ALL OF THE FIRST NATIONS, METIS AND INUIT PEOPLES WHOSE FOOTSTEPS HAVE MARKED THESE LANDS FOR CENTURIES.



EVERGREEN PARK

HOSPITALITY

BOOKING INFORMATION

In order to hold space on a definite basis a signed contract and a deposit equal to the amount of the room rental is required. Event space is booked only for the times indicated. Should setup and dismantle times be required, please specify at the time of booking as additional charges may apply. Evergreen Park reserves the right to provide an alternate function room best suited for the group should the number of guests attending the function or room setup differ from the original contract.

A final guaranteed number of guests for each event will be required by 12:00 noon, seven working days prior to the function. Should we not receive your guaranteed numbers by this date, we will invoice you for the original estimated number or total number of guests attending – whichever is greater.

Supplies and equipment must be removed from the property at the end of the function. Additional space may be rented for overnight storage and would be subject to applicable room rental fees.

All functions must be paid in full prior to the event date unless credit has been approved by the Evergreen Park Accounting Department.

Cancellation charges will be applied to all functions once the contract has been signed. Please note that the deposit is non-refundable and will be applied to your function costs.

Limited Audio Visual equipment is available. Details can be arranged through the Facility Sales Department or you may choose an alternate supplier.

Food Service:

Children ages 5 and under are free, ages 6 - 12 are half price and 13 and older are full price on all dinner buffets. Numbers must be confirmed 7 days prior to the event.

CATERING INFORMATION

Food & Beverage

- All Food & Beverage served in Evergreen Park is to be provided by Evergreen Park, the only exception being wedding and special occasion cakes. In accordance to Health & Safety Regulations, Evergreen Park prohibits guests from removing any food and beverage products after the function, with the exception of special occasion cakes.
- A final guaranteed number of guests for each event will be required by 12:00 noon, seven working days prior to the function. Should we not receive your guaranteed numbers by this date, we will invoice you for the original estimated number or total number of guests attending – whichever is greater.
- Evergreen Park is responsible for all beverage sales and service in accordance with the Alberta Gaming and Liquor Commission. Evergreen Park will supply alcoholic beverages served in a licensed public area. No alcoholic beverage of any kind is allowed to be brought into Evergreen Park areas for sale or consumption other than through Evergreen Park.
- As a general rule, only disposable wares are used for a licensed event. Glass service is available at an extra charge.
- Juice and soft drinks at additional prices are always available as non-alcoholic beverages for all licensed events.
- All menu prices and room rental charges are subject to change without notice to reflect current market conditions.
- Prices do not include 17% service charge or 5% GST.

Bar Types Available

****Minimum bar purchases of \$500 are required or a bartender fee of \$35 per hour will apply****

Host Bar

This type of bar service is used when you, as the host, pay for all drinks consumed by your invited guests. Our staff will keep track of the number of drinks consumed and you will be invoiced afterwards according to the beverage consumption. Drink tickets, host bars & tabs are subject to 17% service charge.

Cash Bar

This type of bar service is used when the guests are required to pay for their own beverages individually on a cash basis. For a larger event we will provide a cashier at a rate of \$35 per hour to sell drink tickets on site.

A labor charge of \$35 per hour, per bartender (minimum 3 hours) will be applied if beverage sales are below \$500 per bar.

RENTAL INFORMATION

Audio Visual

- LCD projector \$75
- Flip-chart & markers \$15
- Whiteboard & markers \$15
- Conference phone \$45
- Wireless internet no charge
- Stage \$25/piece
- Screen \$20
- Sound system \$80
- Built in PA system no charge

Audio Visual Clarkson Hall

- LCD projector x 3/screens x 3/ (includes AV tech for 3 hr.) \$225
- Mic/podium & sound system \$150
- Stage \$25/piece

All prices are subject to 5% GST

Connectivity

All meeting rooms are equipped with standard power.

Wireless high speed internet access is available in all meeting rooms at no extra charge.

Clients may supply their own computers and/or laptops/projectors.

Linen Rental

Assorted colors available

Tablecloths: \$4.5/each

Cloth napkins: \$0.85/each

Equipment and Decor

Evergreen Park does not permit any article to be fastened onto walls or electrical fixtures. The use of tacks, tape, nails, screws, bolts or any tools which could mark the floors, walls or ceilings is prohibited. Evergreen Park will hold the organization and/or exhibitor responsible for any and all damages to the property. Personal effects, décor items and any other equipment must be removed from the function room at the end of the function unless the room is reserved on a 24 hour basis. Evergreen Park will apply a labor charge of \$100 per hour if these items are not removed by the agreed take down time. Evergreen Park will not be held responsible or liable for any missing items. Evergreen Park is pleased to receive and assist in the handling of boxes and packages. Due to limited storage space, we are unable to accept shipments earlier than 2 days prior to event. Please coordinate the pickup of items immediately following your event as the Evergreen Park is not responsible for damage to, or loss of any articles left on the premises after the event. Candles with open flame (e.g. tabors or candelabras) are not permitted. Candles in an enclosed container (e.g. votives), where the tip of the flame is at least one inch below the lip of the container, are acceptable. Confetti (or similar) is not permitted on Evergreen Park premises, including Evergreen Park. A clean up charge of \$500 minimum will apply if used. Requests to place promotional materials and signage in Evergreen Park should be coordinated with the Facility Sales Manager. All signage should be professional quality and are subject to Evergreen Park management approval.

If you have any questions or concerns about Equipment and/or Décor, please contact the Facility Sales Team.

FACILITY INFORMATION

Entertainment – Tariffs for Music at Events

All events with musical entertainment, live or recorded, are subject to both SOCAN and Re-Sound charges listed below. The fees collected by these two agencies are licensing fees and/or distributed as royalties to the original artists and do not represent any revenue to the Evergreen Park. Evergreen Park will apply these charges to the final bill. Both SOCAN and Re-Sound charges are based on room capacity authorized under the Evergreen Park Liquor License, not on actual attendance of the event.

SOCAN (Licensing fee collected by the Society of Composers, Authors and Music Publishers of Canada)

Capacity	Without Dancing	With Dancing
1 – 100	\$22.06 plus tax	\$44.13 plus tax
101 – 300	\$31.72 plus tax	\$63.49 plus tax
301 – 500	\$66.19 plus tax	\$132.39 plus tax
Over 500	\$93.78 plus tax	\$187.55 plus tax

Re-Sound (Royalties collected for Public Performance of Sound Recordings)

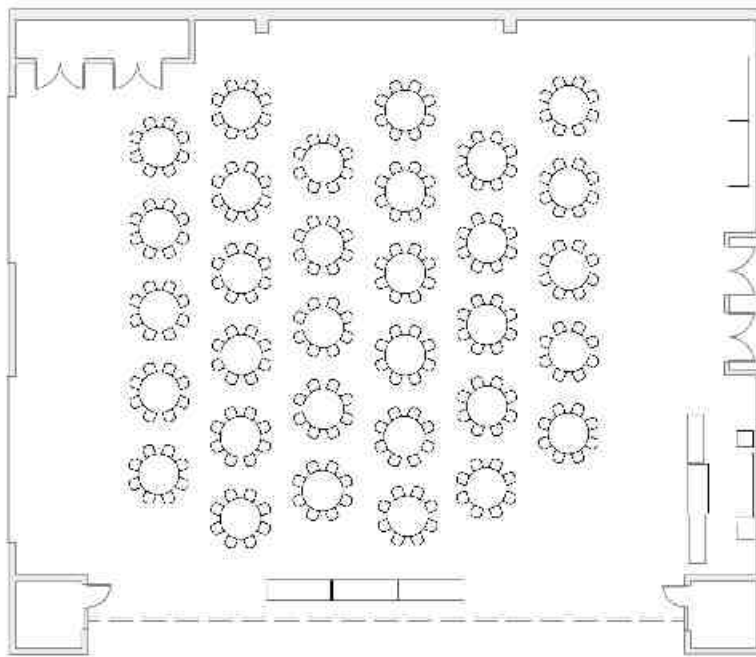
Capacity	Without Dancing	With Dancing
1 – 100	\$9.25 plus tax	\$18.51 plus tax
101 – 300	\$13.30 plus tax	\$26.63 plus tax
301 – 500	\$27.76 plus tax	\$55.52 plus tax
Over 500	\$39.33 plus tax	\$78.66 plus tax

This chart is for estimated #'s only and will depend on setup style and table size.

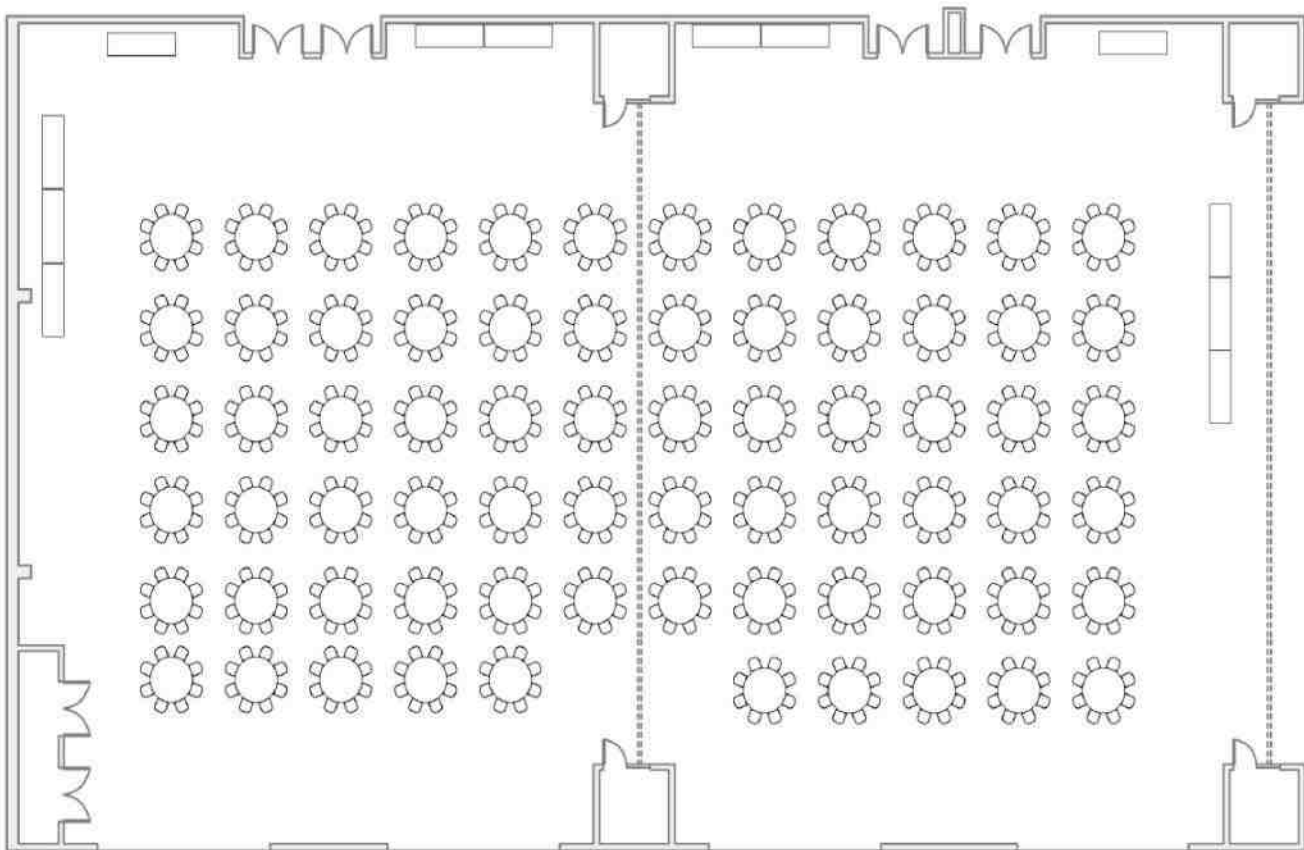
Meeting Rooms

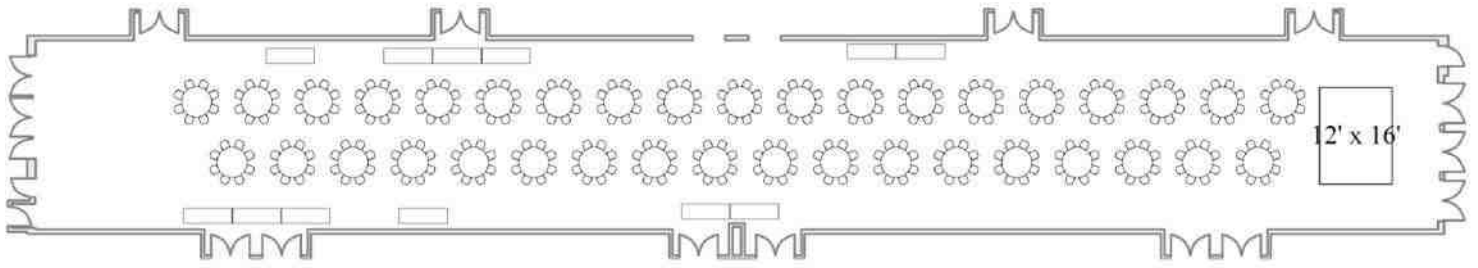
NAME	DIMENSION	SQ FT	THEATRE	CLASS ROOM	U-SHAPE	BOARD ROOM	RNDS OF 8	RECEPTION	8X10 BOOTHS
CHAMBER	40 x 45	1800	100	45	27	36	96	100	10
LSM	54.5 x 45	2452	130	60	33	42	128	130	11
CHUCKWAGON	54.5 x 45	2452	130	60	33	42	128	130	12
KIN	40 x 45	1800	100	45	27	36	96	100	10
HALL A	210 x 220	46,200	2000	2000	N/A	2000	2000	2000	200
SALON B	72.8 x 90	6552	300	144	60	78	250	300	36
SALON C	73.4 x 90	6606	300	144	60	78	250	300	36
SALON D	72.8 x 90	6552	300	144	60	78	250	300	36
SALON B & C	146 x 90	13,212	600	288	N/A	N/A	560	600	72
SALON C & D	146 x 90	13,212	600	288	N/A	N/A	560	600	72
SALON B & C & D	219 x 90	19,764	900	432	N/A	N/A	816	900	108
GRANDHALL-WAY	30 x 219.6	6570	N/A	N/A	N/A	N/A	200	400	N/A
CABIN	29 x 29	841	50	30	20	N/A	50	50	N/A
CLARKSONHALL	198 x 47	9600	500	120	69	84	300	400	

SALON B

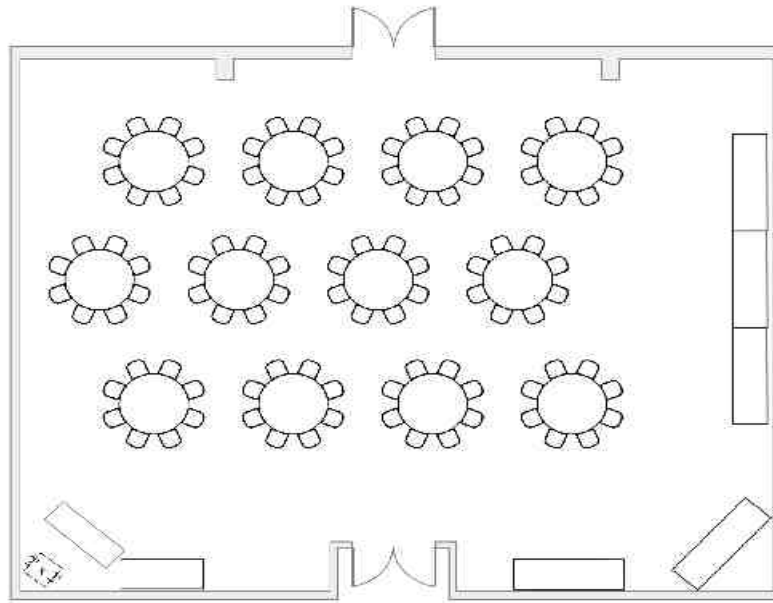


SALON B & C



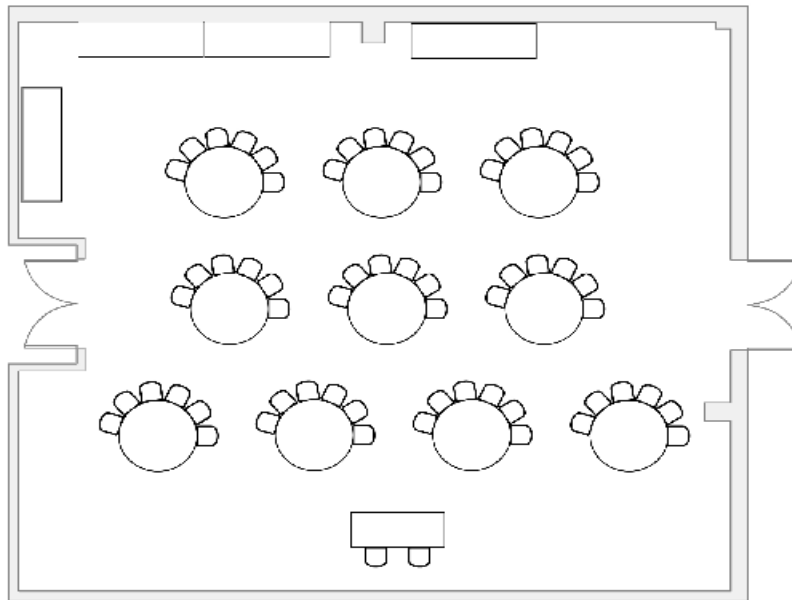


GRANDE HALLWAY

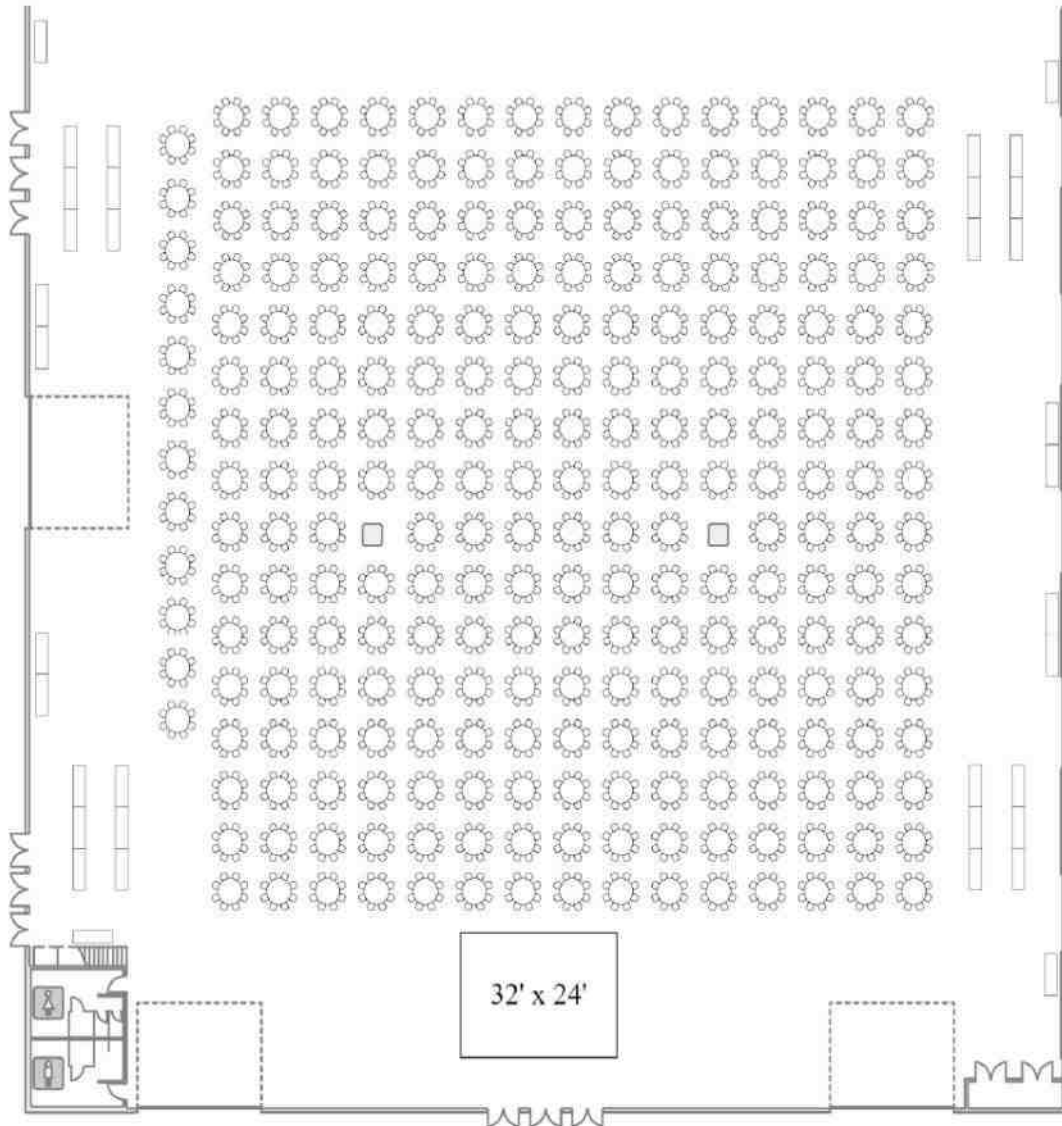
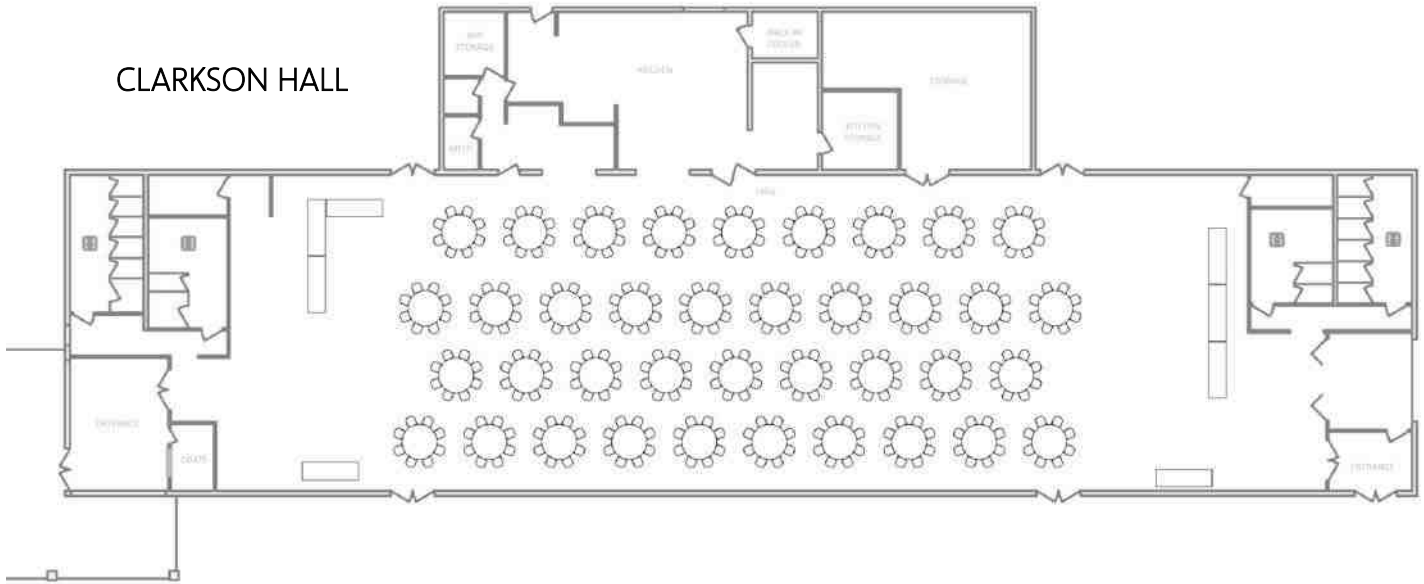


LSM OR
CHUKWAGON
ROOM

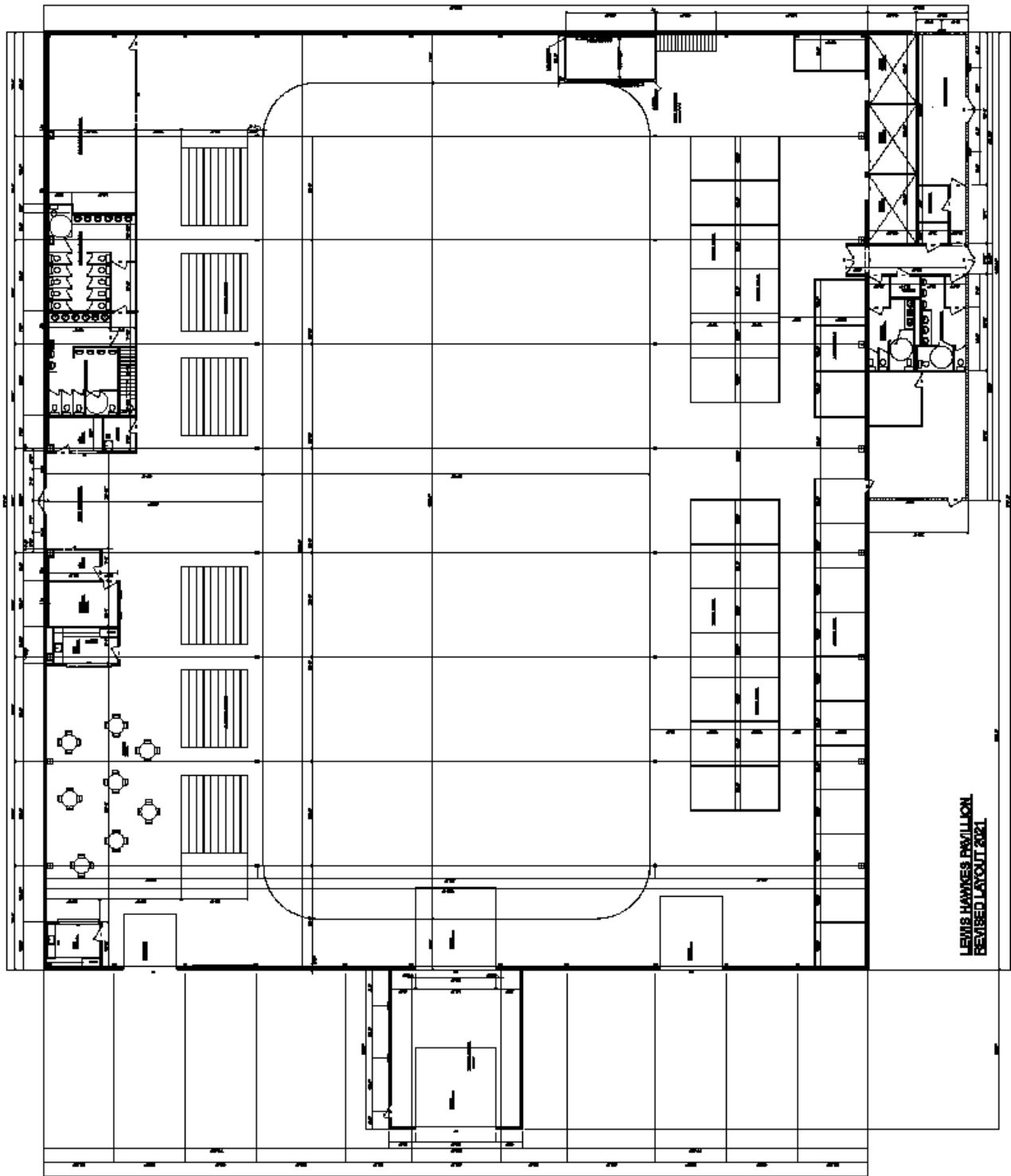
CHAMBER
ROOM

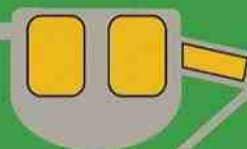


CLARKSON HALL



HALL E





BARNS



BARNS



J.D.A.
Raceway

GORDON
BADGER
STADIUM

Drysdale
Centre

Lewis
Hawkes
Pavilion

Parking



Oldtimers
Cabin

Parking

Archery Centre

Parking



TARA
CENTRE

Stompede Office

Clarkson Hall

Group
Camping



Parking

Parking Lot A

Parking Lot B

Parking Lot C

Parking Lot D



Minor
Ball
Diamonds

RESOURCES ROAD
- To City centre 5km

CORRECTION ROAD
- To Hwy 40 - Grande Cache, Hinton, Edson