

# Event Planning Toolkit



**Your event, made easy**

explore our Evergreen Park Event Planning Guide for venues, specs, and everything you need to plan your **perfect event**.



# Welcome to Evergreen Park

From corporate galas and fundraisers to weddings, trade shows, and holiday celebrations, Evergreen Park offers a versatile setting that blends modern amenities with the natural beauty of the County of Grande Prairie No 1.

With multiple event spaces, full-service catering, and a team dedicated to making your vision a reality, Evergreen Park is here to help you plan a seamless and memorable experience.

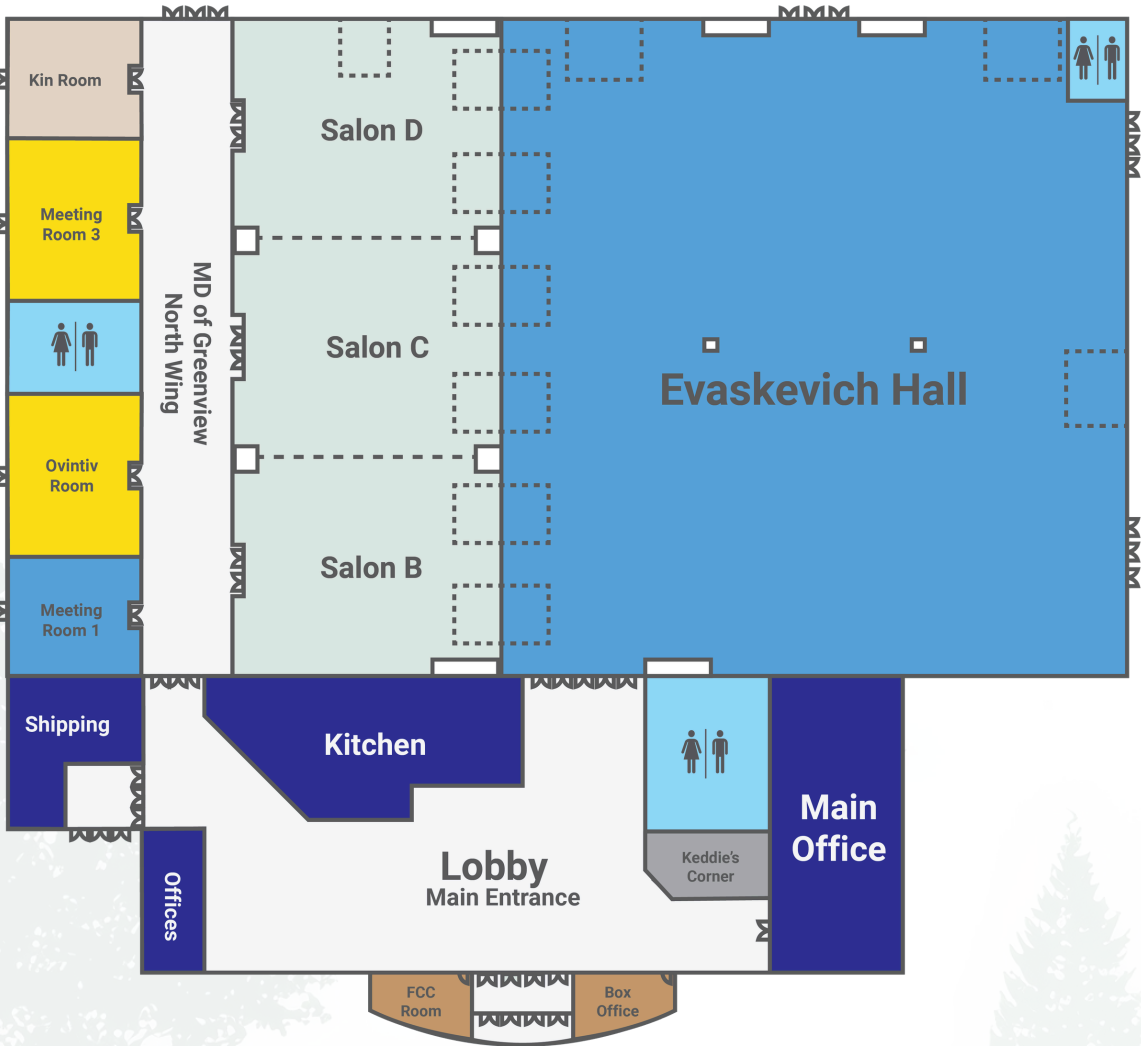
We take pride in our reputation for hospitality and flexibility. Whether you're hosting a small private gathering or a large-scale public event, our team will work closely with you to create something special every detail, every time.

Your vision. Our venue. Let's make it unforgettable.

— The Evergreen Park Events Team

# TARA Centre

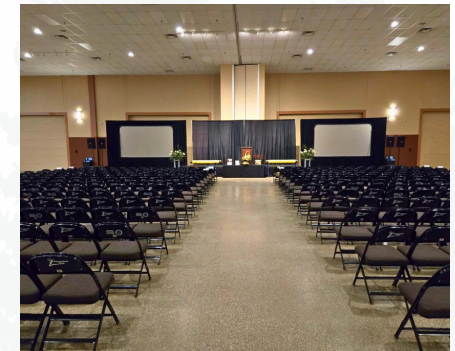
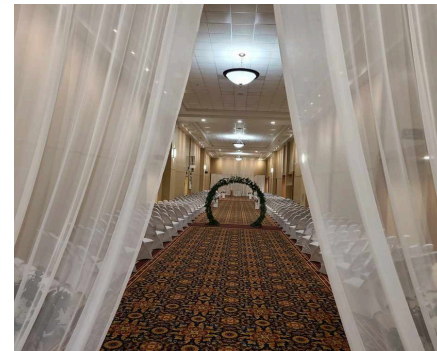
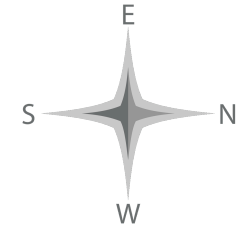
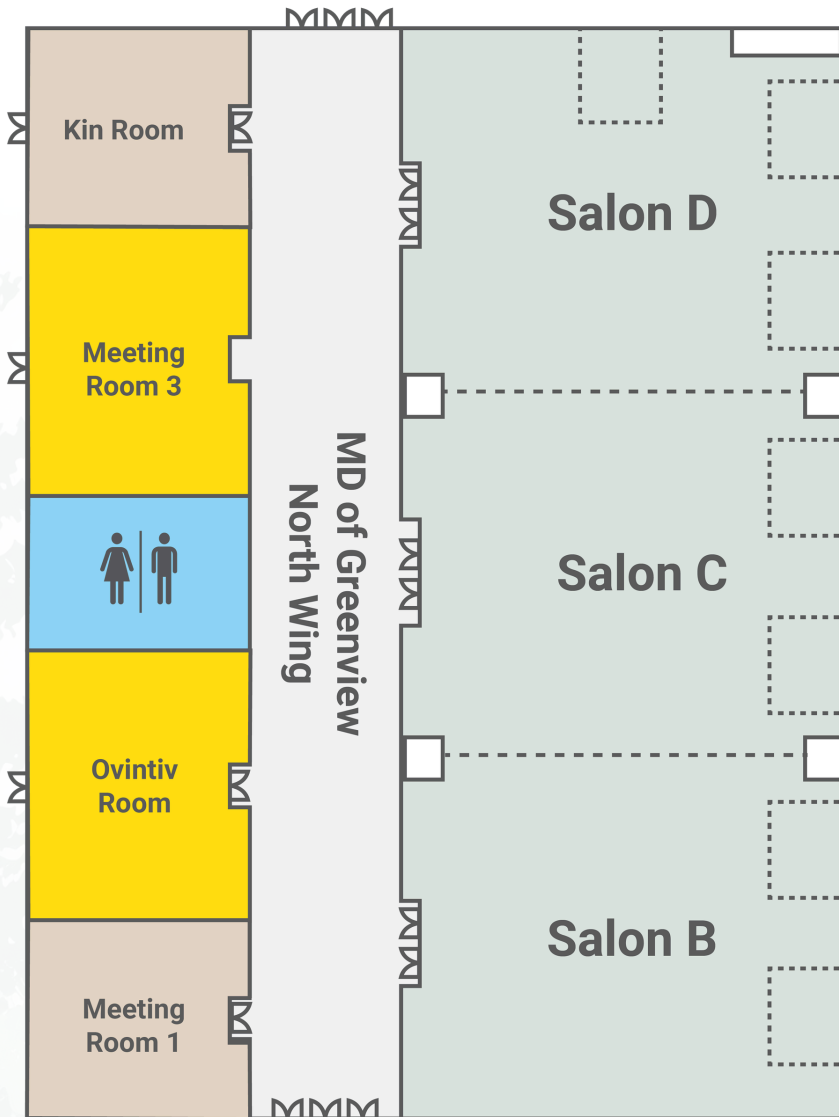
112,396 sq/ft (Street Level)



- Public
- Washrooms
- Halls or salon
- Supports or Maintenance
- Back of House
- Lobby or hallway
- ..... Overhead Door
- ⌂ Door

# MD Of Greenview North Wing

21,716 sq/ft (Street Level)



- Public
- Back of House
- 🚻 Washrooms
- Halls or salon
- Lobby or hallway
- ⦶ Overhead Door
- ⦶ Supports or Maintenance
- ⦶ Door

## Ovintiv Room & Meeting Room 3

Max Capacity: 130  
Size: 2,452 Square Feet  
Theatre style capacity:130  
Banquet style capacity:80-100  
Boardroom style capacity: 40  
Classroom style capacity:20

Ideal For:

- Meetings
- Small Weddings
- Corporate Events
- Break Out Room
- Christmas Parties

## Salons BCD

Max Capacity: 300 each salon  
Size: 6,606 sq/ft per salon  
  
Theatre style capacity: 300/  
salon. Banquet style capacity:  
300/ salon

Ideal For:

- Banquets
- Galas
- Meetings
- Special Occasions
- Conferences
- Small Weddings
- Corporate Events
- Tradeshows
- Celebrations of Life
- Festivals
- Christmas Parties

- Air Conditioning
- Accessible Building
- Accessible Washrooms
- Free Parking
- Flip Charts
- Round Tables

## Meeting Room 1 & Kin Club Room

Max Capacity: 100  
Size: 1,800 Square Feet  
Theatre style capacity: 100  
Banquet style capacity: 60  
Boardroom style capacity:30  
Classroom style capacity:10

Ideal For:

- Meetings
- Christmas Parties
- Corporate Events
- Small Weddings
- Break out Room

- Staging
- Podium
- Coat Racks
- Rectangle Tables
- Pipe & Drape
- Portable Bar

## Grand Hallway

Max Capacity: 300  
Size: 6,570 Square Feet  
Theatre style capacity: 300  
Banquet style capacity: 300

Ideal For:

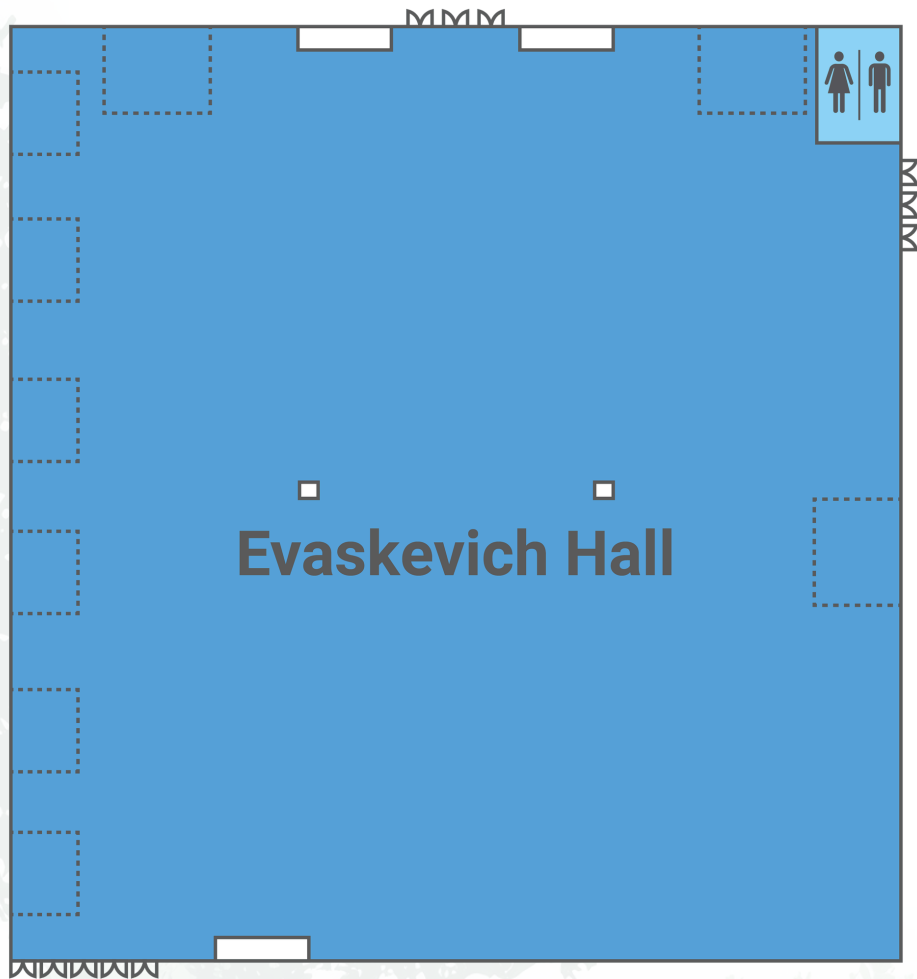
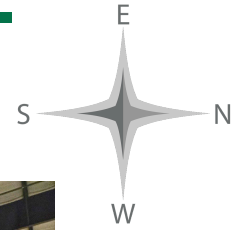
- Mixers
- Receptions
- Tradeshows
- Wedding Ceremonies
- Conferences
- Corporate Events

- Adjustable Lighting

## Amenities

# Evaskevich Hall

46,200 sq/ft (Street Level)



- Public
- Back of House
- 🚻 Washrooms
- ⦿ Supports or Maintenance
- ⌂ Door
- ⋯ Overhead Door

# Evaskevich Hall

46,200 sq/ft (Street Level)



Max Capacity: 2,000

Size: 46,200 square feet

Theatre style capacity: 2,000

Banquet style capacity: 1,500

Ideal For:

- Banquets
- Galas
- Meetings
- Tradeshows
- Special Occasions
- Conferences
- Large Weddings
- Celebrations of Life
- Corporate Events
- Concerts
- Christmas Parties

Amenities:

- Air Conditioning
- Accessible Building
- Accessible Washrooms
- Portable Whiteboards
- Flip Charts
- Round Tables
- Staging
- Podium
- Coat Racks
- Rectangle Tables
- Pipe & Drape
- Portable Bar



● Public

♿ Washrooms

○ Supports or Maintenance

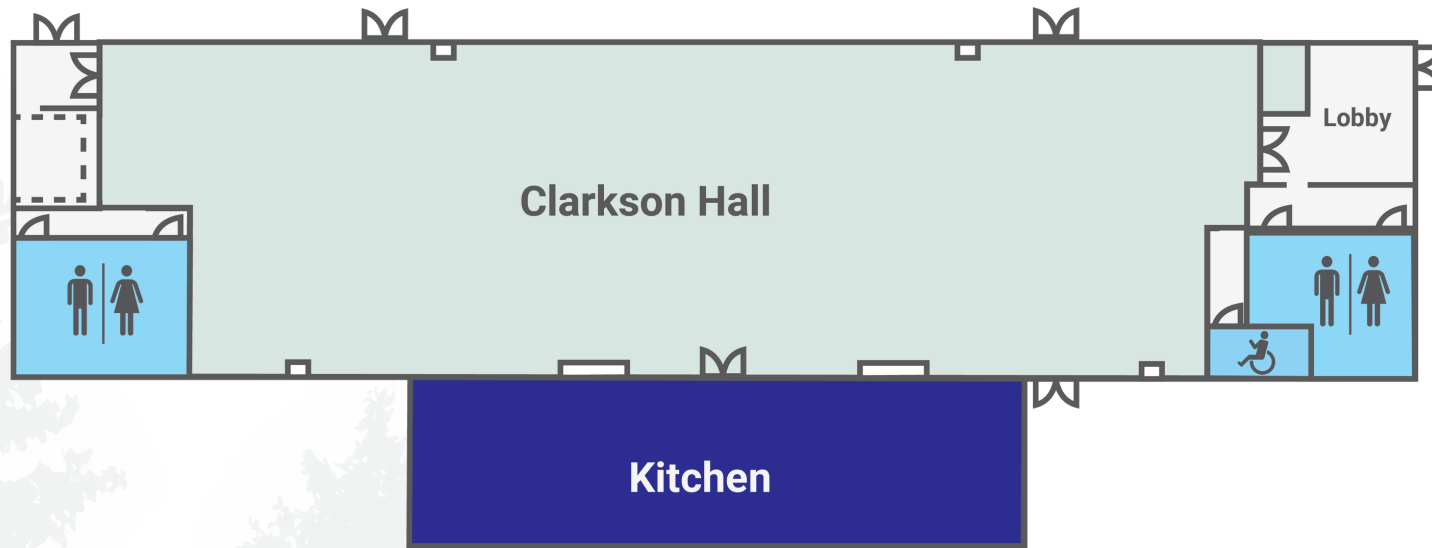
● Back of House

⋯ Overhead Door

⌂ Door

# Clarkson Hall

9,600 sq/ft (Street Level)



- Public
- Back of House
- ♿ Washrooms
- Lobby or hallway
- Halls or salon
- Supports or Maintenance
- ⋯ Overhead Door
- ⌵ Door

# Clarkson Hall

9,600 sq/ft (Street Level)



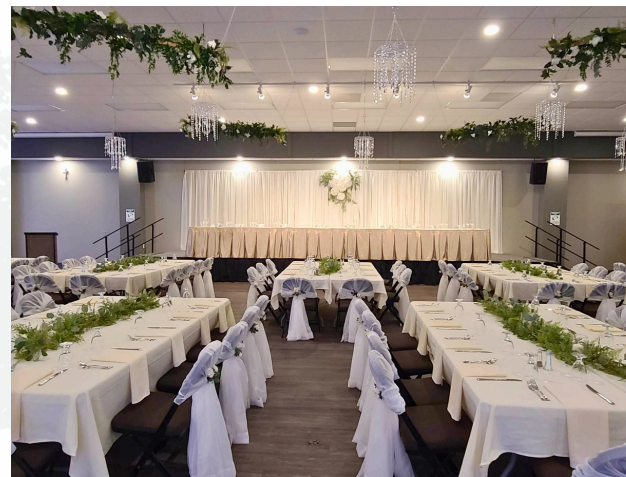
Max Capacity: 500  
Size: 9,600 Square Feet  
Theatre style capacity: 500  
Banquet style capacity: 300  
Boardroom Style: 84

### Ideal For:

- Banquets
- Christmas Parties
- Meetings
- Corporate Events
- Galas
- Weddings
- Celebrations of Life

### Amenities:

- Private Bars
- Accessible Building
- Private Accessible Washrooms
- Coatroom
- Audio Visual
- Staging
- Pipe & Drape
- Loading Dock
- Round Tables
- Rectangle Tables
- Air Conditioning
- Adjustable Lighting
- Separate Ceremony Space



# Gordon Badger Stadium & MNP Concourse

7,938 sq. ft (Street Level).

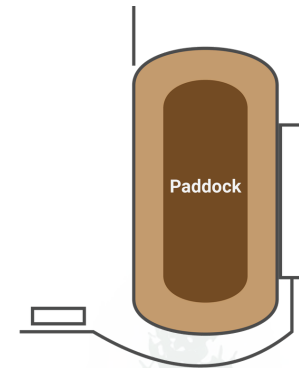
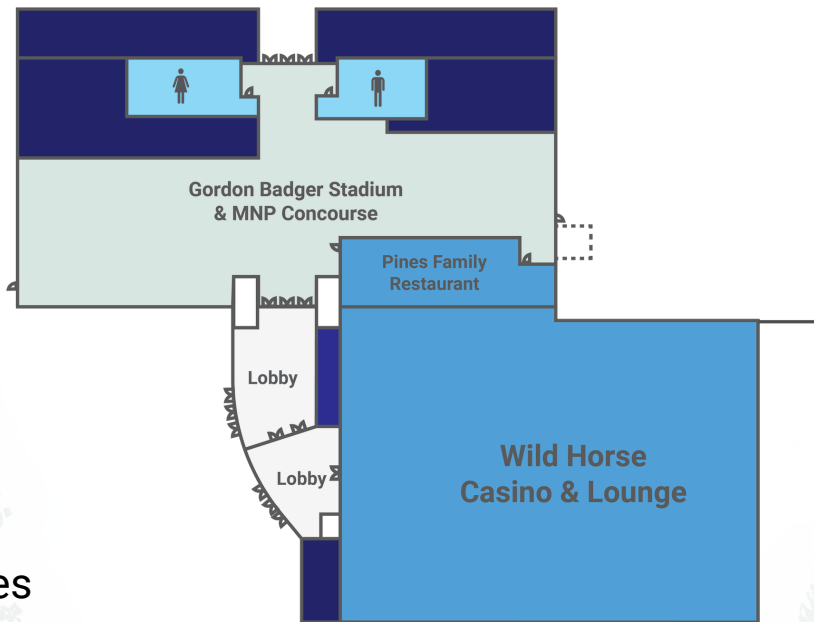
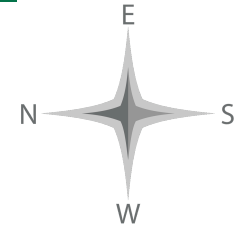
Stadium Seating: 2,668  
MNP Capacity: 600  
MNP Size: 7,938 sq. ft.  
Gordon Badger Stadium

## Ideal For

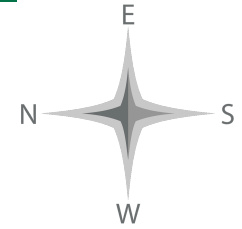
- Trade Shows
- Sporting Events
- Luncheon
- Training

## Amenities

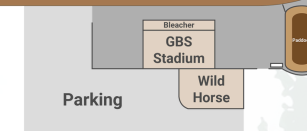
- Accessible Building
- Round and Rectangular Tables
- Pipe and Drape
- Portable Bar
- Accessible Washrooms



- Public
- Back of House
- ♿ Washrooms
- ⋯ Overhead Door
- Supports or Maintenance
- ⌂ Door



# JDA Raceway



### Ideal For

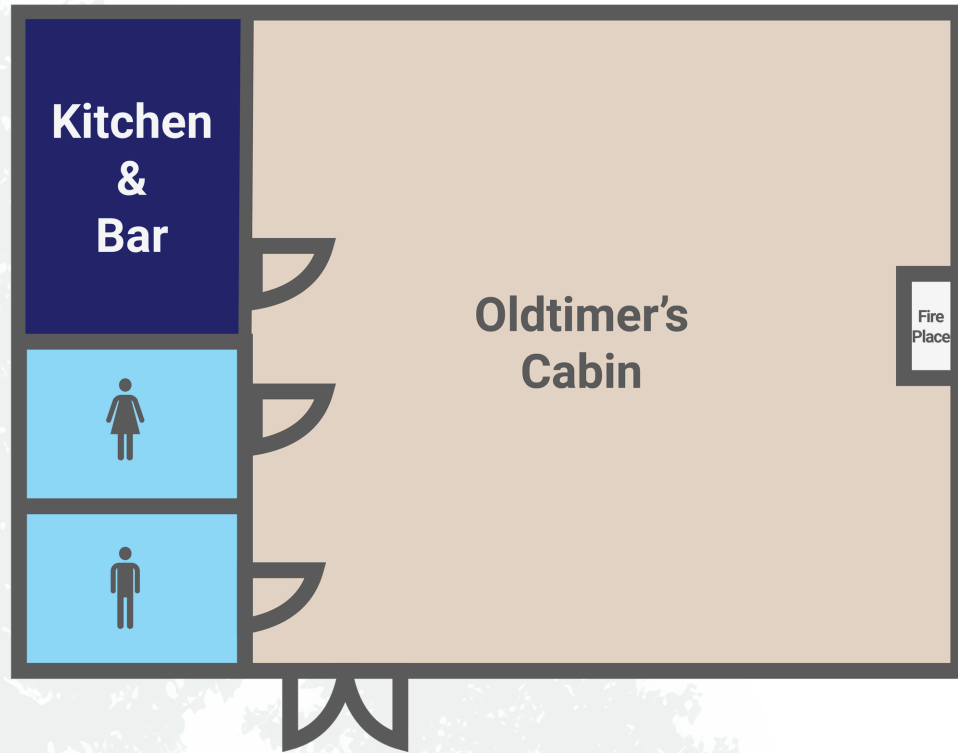
- Monster Trucks
- Rodeos and Chuckwagon Racing
- Outdoor Concerts
- Horse Racing and Other Equine Events

### Amenities

- Bleachers to Increase Capacity
- VIP Tents
- Sound System
- Reserved Seating Areas
- Partially Covered Grandstands

# OldTimers Cabin

841 sq. ft (Street Level)



- Public
- Back of House
- 🚻 Washrooms
- ⋯ Overhead Door
- Supports or Maintenance
- 🚪 Door

# OldTimers Cabin

841 sq. ft (Street Level)

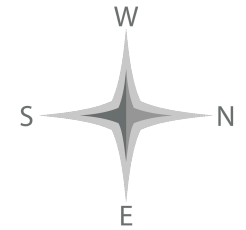
Maximum Capacity: 50  
Size: 841 sq. ft.  
Classroom Capacity: 30  
U-shape Capacity: 20  
Banquet style: 50

## Ideal For

- Christmas Parties
- Private Events
- Training
- Small Weddings
- Corporate Events
- Small Celebrations of Life
- Special Occasions

## Amenities:

- Kitchenette
- Fire Pit
- Private Bathrooms
- Round and Rectangular Tables



● Public

🚻 Washrooms

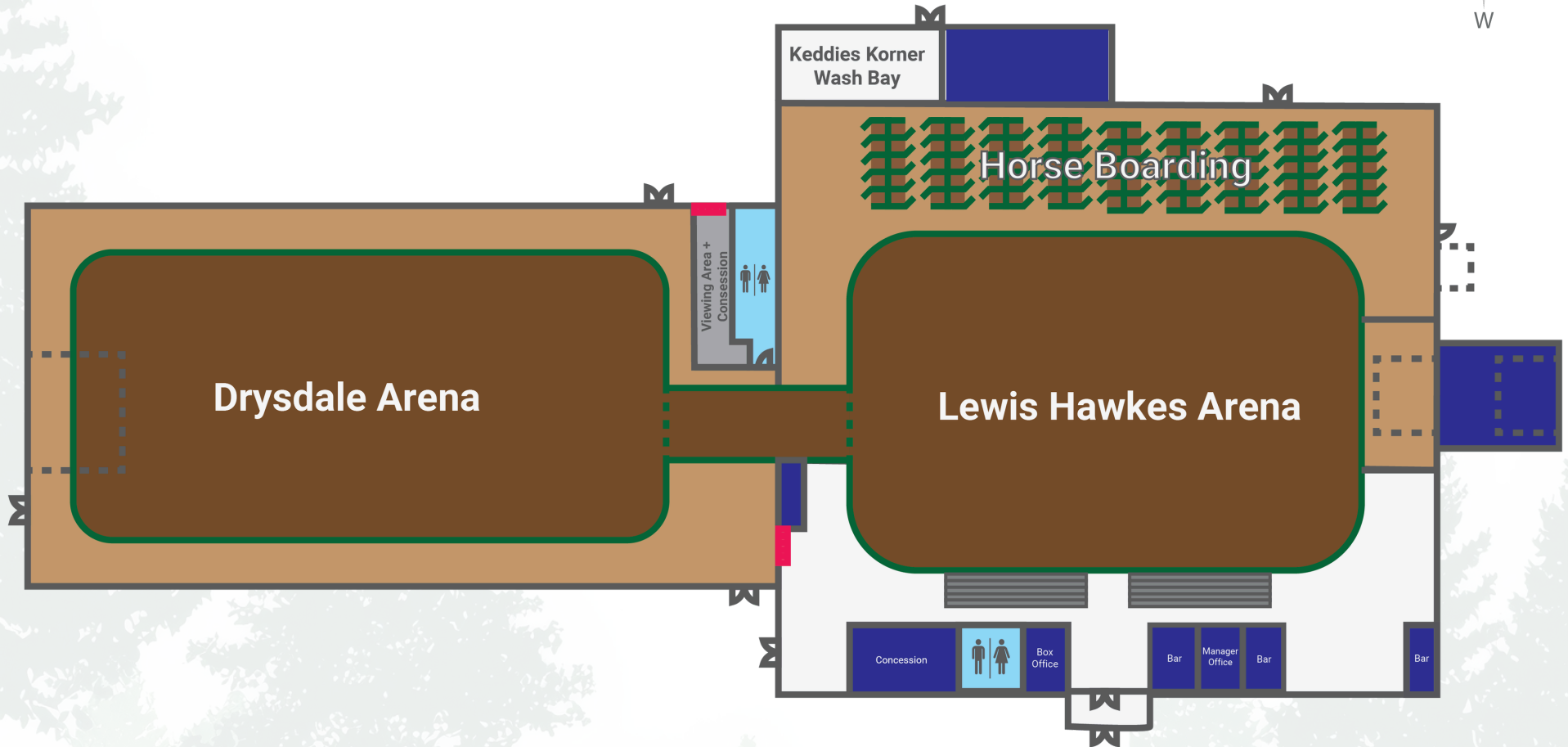
○ Supports or Maintenance

● Back of House

⋯ Overhead Door

🚪 Door

# Foster's Pavilion



- Public
- Back of House
- Washrooms
- Stairs
- Supports or Maintenance
- Lobby or hallway
- ⌂ Door

## Foster's Pavilion

### Lewis Hawkes Arena

Capacity: 600 bleacher seating and additional standing room

Size: Arena area 190 feet by 90 feet

Surface: Arena and stabling area dirt and other areas cement

Horse Boarding Stalls: 38 hi-hog

Additional: Large wash bay, concession, lounge area, washrooms and box offices

### Drysdale Arena

Capacity: Dependent on setup. Mobile bleachers available.

Size: Arena area 170 feet by 90 feet. Able to be configured for a variety of events.

Surface: Dirt

Additional: Washrooms, concession and upper viewing area.

### Stabling

In the Lewis Hawkes Arena in Foster's Pavilion are yer-round stables.

There are 38 boarding spots available with the option of long or short-term and, if available, overnight stabling for travelers passing through the area.

Included with boarding fees are shavings and use of the indoor riding arena (if not in use for an event). Keddie's Korner Wash Bay, a large rubber-surfaced facility, is available for rent.

## Evergreen Park Office

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## Facility Sales Manager

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