



CITY OF
FORT SASKATCHEWAN



EVENT PACKAGE



BUSINESS OR PLEASURE, OUR VENUES SUIT **ANY OCCASION.**

Fort Saskatchewan offers small town charm with everything you'd expect from the big city. From work conferences to cocktail receptions, our diverse range of facilities are sure to create a memorable experience your guests will never forget.

FACILITY BOOKINGS
FORT SASKATCHEWAN, AB
780.992.6266 | BOOKINGS@FORTSASK.CA



DOW CENTENNIAL CENTRE

8700 - 84 STREET

DOW CENTENNIAL CENTRE

8700 - 84 STREET

LIONS BANQUET HALL AND ROOMS

Looking for something modern for your next event? The Dow Centennial Centre is a contemporary 170,000 square foot complex that offers a variety of options. With three different room configurations, multiple layout options and the sophisticated Shell Theatre to choose from, this is a great location to make your special day memorable.

All rooms are wheelchair accessible and equipped with vinyl flooring.

Amenities available:

- Podium and microphone
- Drop down screens
- LCD projector
- White table linens
- Stage
- Upright piano
- Cocktail tables

SHELL THEATRE

This 538 seating style theatre puts your event centre stage. Shell Theatre is wheelchair accessible, and offers balcony seating, professional sound and lighting, and a lobby to host up to 650 guests—complete with a full-service bar. To book the theatre, please contact the Event Supervisor directly at 780.992.6401.

FACILITY BOOKINGS

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DOW CENTENNIAL CENTRE

8700 - 84 STREET

		Buffet Tables	Bar	Dance Floor	DJ Table	Built-In Screens	Onsite Catering
LIONS PRIDE 1,776 ft ² 5-80 guests	5-60 guests	✓	✓	✓	✓	✓	
	61-80 guests	✓	✓		✓	✓	
LIONS MANE 3,681 ft ² 81-170 guests	81-170 guests	✓	✓	✓	✓	✓	
LIONS BANQUET HALL 5,479 ft ² 171-430 guests	171-270 guests	✓	✓	✓	✓	✓	
	271-350 guests	✓	✓		✓	✓	
	351-430 guests					✓	
SHELL THEATRE up to 650 guests	up to 650 guests		✓			✓	



FACILITY BOOKINGS

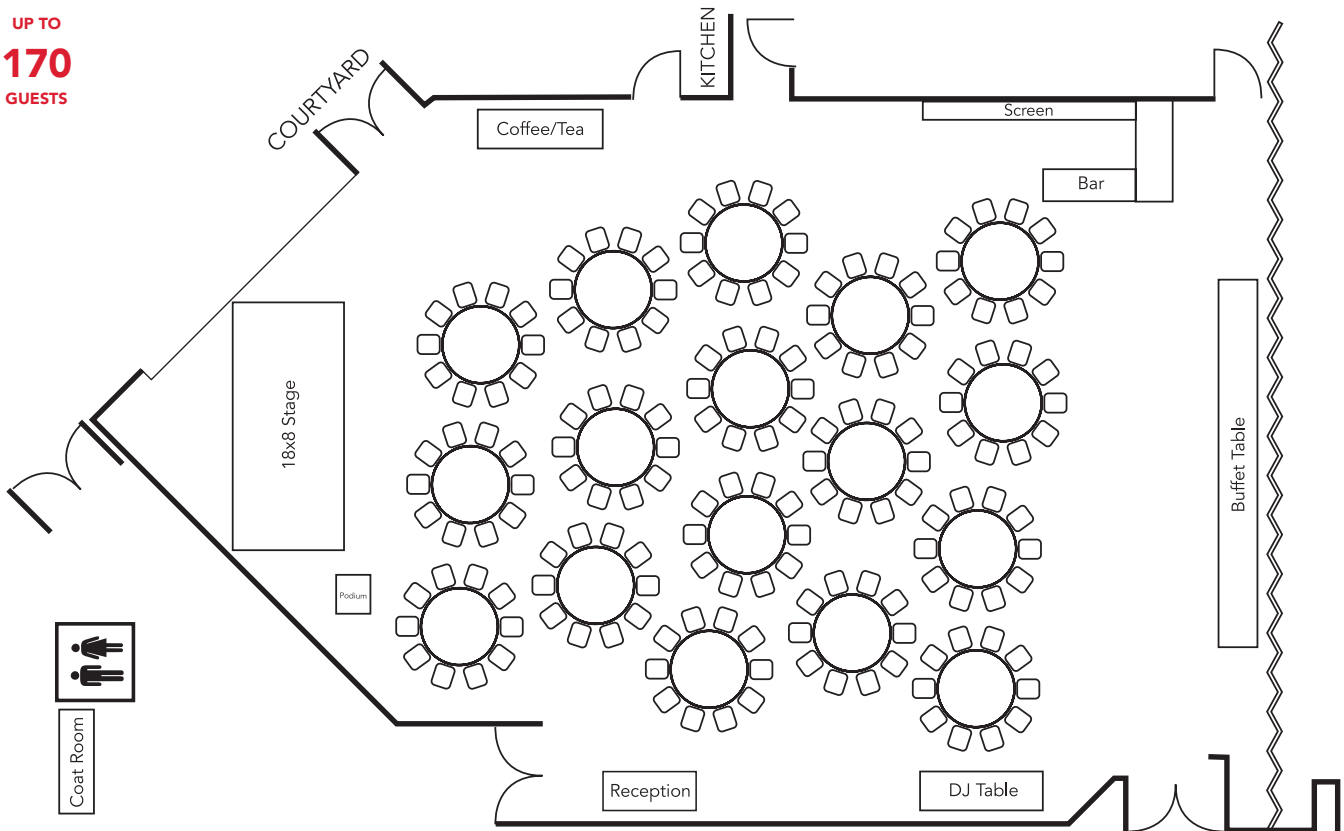
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DOW CENTENNIAL CENTRE

FLOOR PLAN SAMPLES

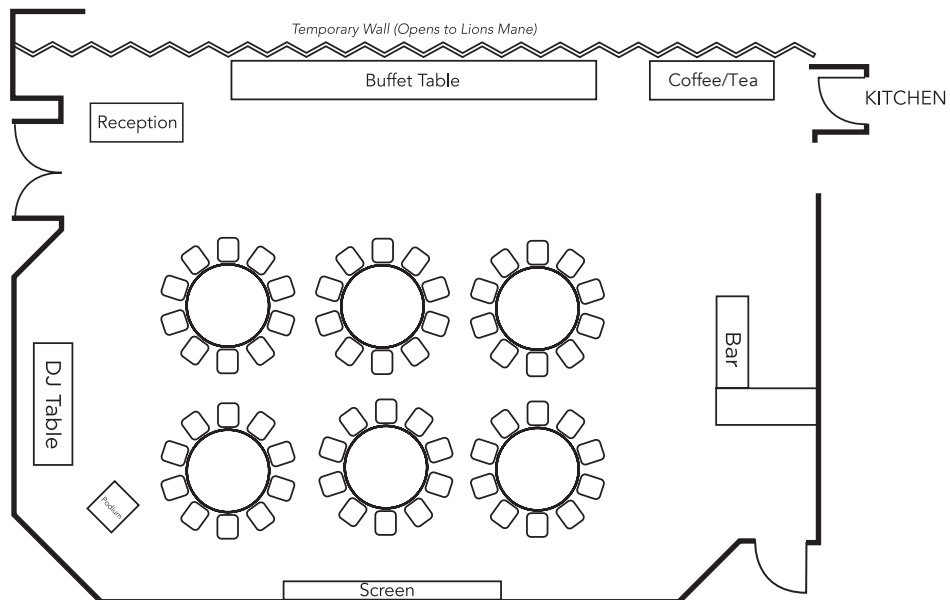
LIONS MANE

UP TO
170
GUESTS



LIONS PRIDE

UP TO
60
GUESTS



Additional floor plans available. Please contact Facility Bookings

FACILITY BOOKINGS

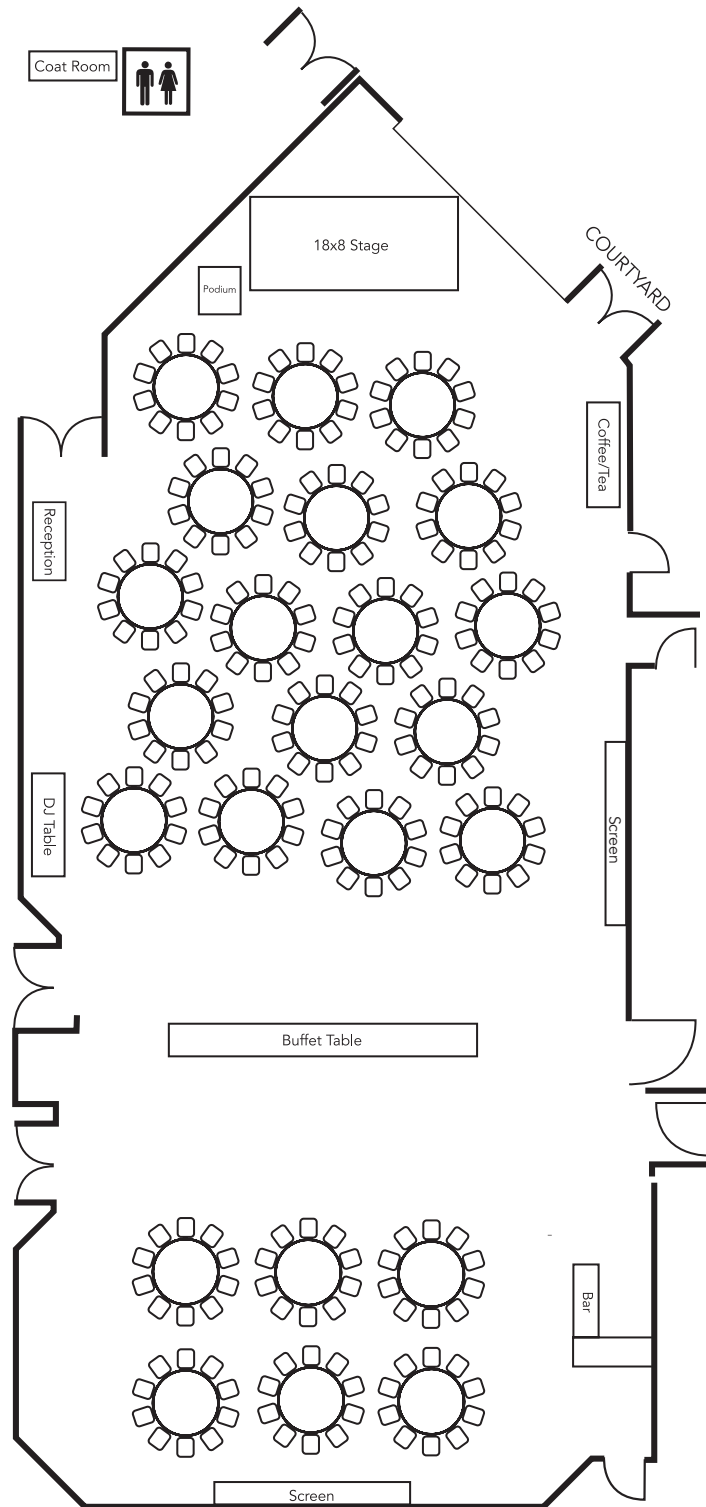
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DOW CENTENNIAL CENTRE

FLOOR PLAN SAMPLE

LIONS BANQUET HALL (LIONS MANE & PRIDE COMBINED)

UP TO
230
GUESTS



Additional floor plans available. Please contact Facility Bookings

FACILITY BOOKINGS

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FORT SASKATCHEWAN COMMUNITY HALL

9964 - 93 AVENUE

FORT SASKATCHEWAN COMMUNITY HALL

9964 - 93 AVENUE

With the ability to accommodate up to 300 guests, Fort Saskatchewan Community Hall delivers everything you need to keep your guests happy. This hall is ideal for everything from family celebrations to corporate office parties, with setup options for parties large and small.

		Buffet Tables	Bar	Dance Floor	DJ Table	Screens	Onsite Catering
ORTONA ROOM 1,204 ft ² up to 40 guests	up to 40 guests	✓	✓		✓	✓	
NORMANDY ROOM 4,717 ft ² 160-260 guests	up to 200 guests	✓	✓	✓	✓	✓	
	up to 201-260 guests	✓	✓		✓	✓	

Liquor Service until 12:00 am, consumption until 1:00 am.

Amenities available:

Ortona Room

- Flip charts
- Portable screen and projector
- Podium
- White table linens

Normandy Room

- Flip charts
- Built-in screen and projector
- Podium and microphone
- Built-in sound system
- White table linens
- Stage

FACILITY BOOKINGS

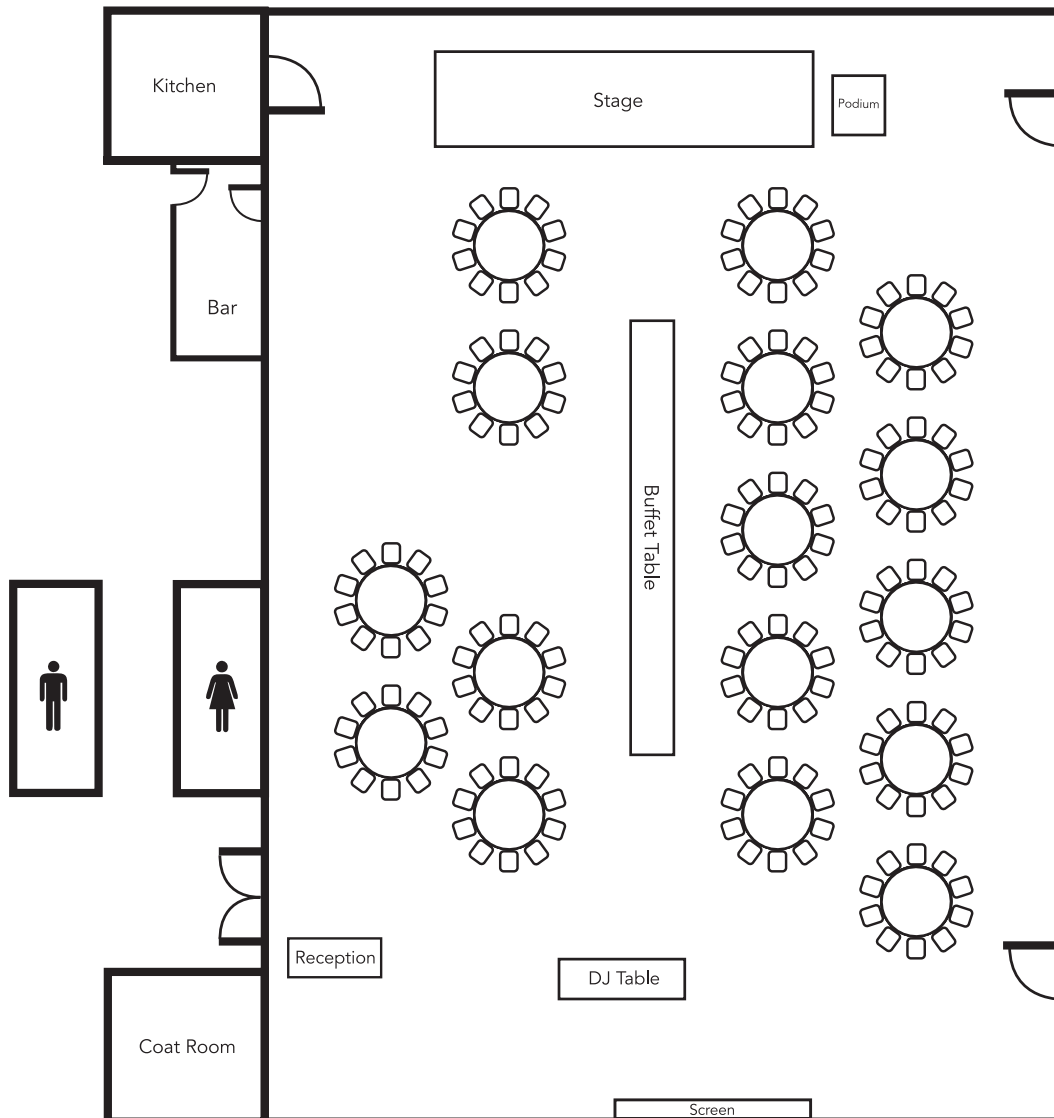
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FORT SASKATCHEWAN COMMUNITY HALL

FLOOR PLAN SAMPLE

NORMANDY ROOM

UP TO
160
GUESTS



Additional floor plans available. Please contact Facility Bookings

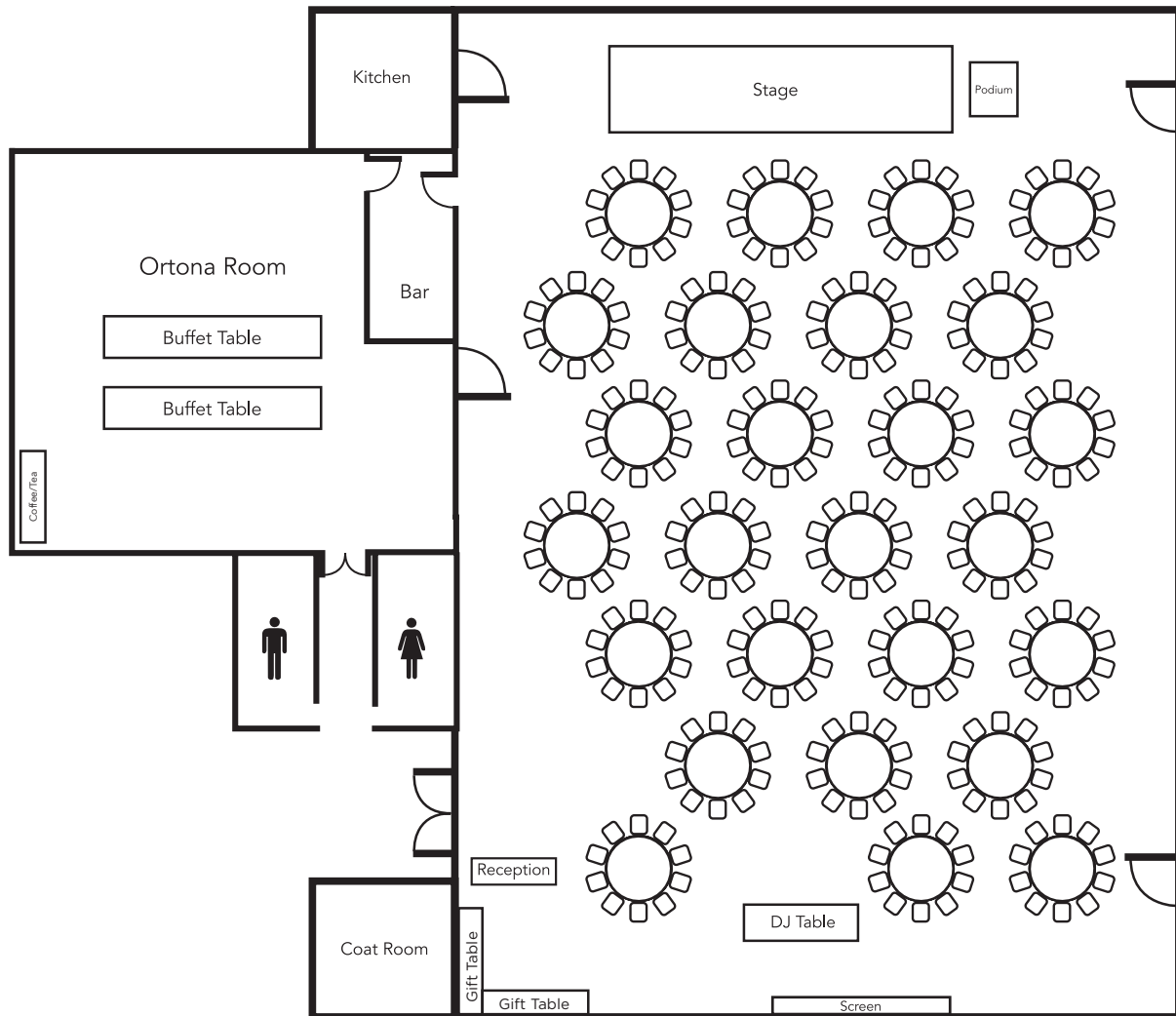
FORT SASKATCHEWAN COMMUNITY HALL

FLOOR PLAN SAMPLE

NORMANDY ROOM

(ORTONA ROOM INCLUDED)

UP TO
260
GUESTS
WITH BUFFET
IN ORTONA
ROOM



Additional floor plans available. Please contact Facility Bookings

FACILITY BOOKINGS

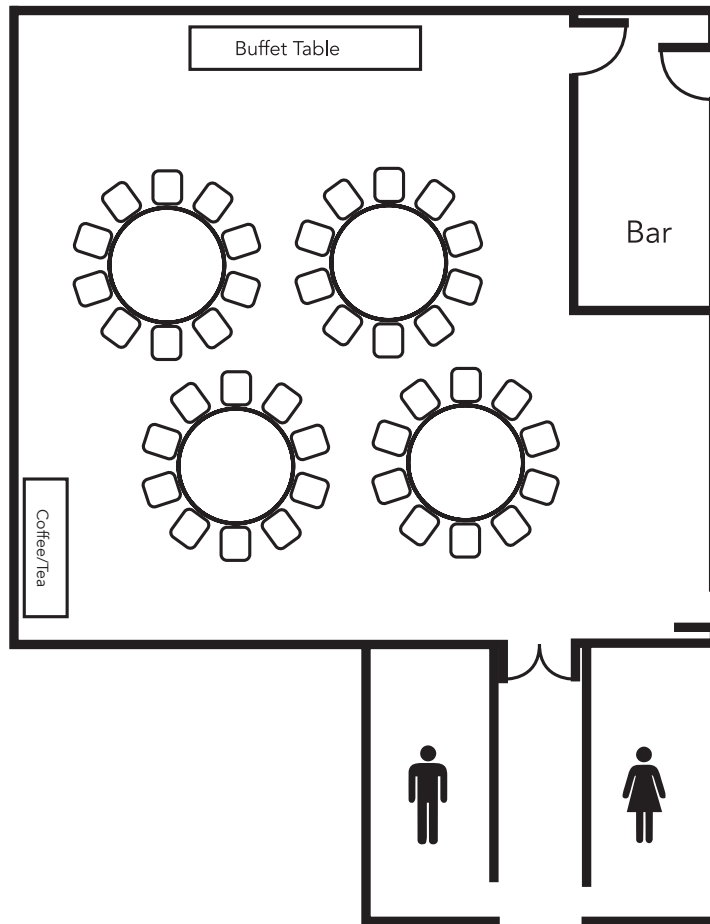
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FORT SASKATCHEWAN COMMUNITY HALL

FLOOR PLAN SAMPLE

ORTONA ROOM ONLY

UP TO
40
GUESTS



Additional floor plans available. Please contact Facility Bookings

FACILITY BOOKINGS

FORT SASKATCHEWAN, AB | 780.992.6266 | BOOKINGS@FORTSASK.CA



WEST RIVER'S EDGE PAVILION

1875 RIVER VALLEY DRIVE

WEST RIVER'S EDGE PAVILION

1875 RIVER VALLEY DRIVE



Beautifully nestled near the North Saskatchewan River, West River's Edge Pavilion offers a spectacular setting for social gatherings, meetings, conferences, and other events. The main room is wheelchair accessible and equipped with a kitchen and built-in sound system.

		Buffet Tables	Bar	Dance Floor	DJ Table	Built-In Screens	Onsite Catering
MAIN FLOOR 720 ft ²	up to 40 guests (4 people/table)	✓	✓		✓	✓	
	up to 50 guests (5 people/table)	✓	✓	✓	✓	✓	

Amenities available:

- Flip charts
- Two built in TVs
- Podium and microphone
- Built-in sound system
- BBQ/Picnic area available upon request (BBQ not provided)
- Deck available upon request (40 person max)

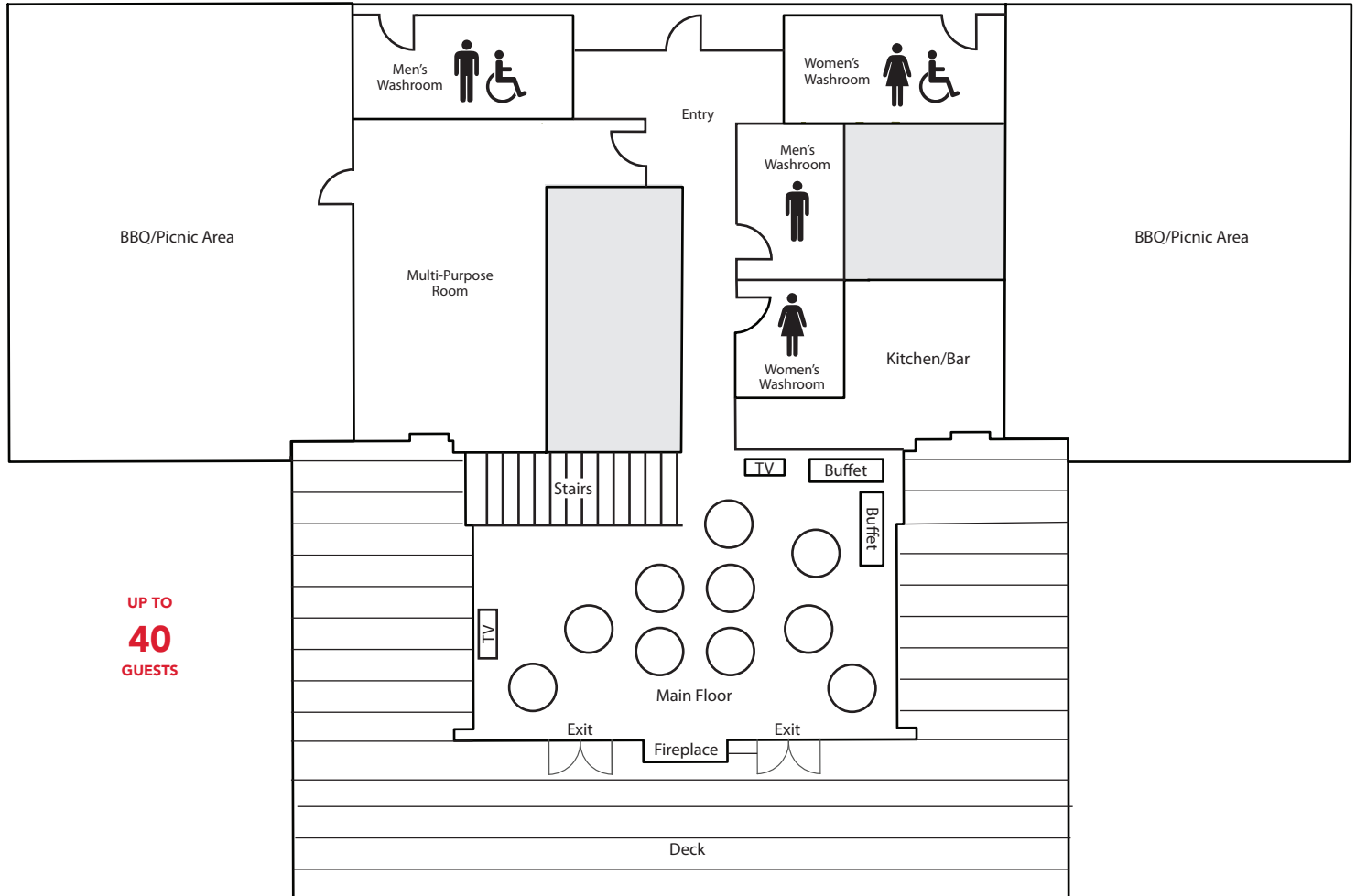
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WEST RIVER'S EDGE PAVILION

FLOOR PLAN SAMPLE

MAIN FLOOR



Additional floor plans available. Please contact Facility Bookings

FACILITY BOOKINGS

FORT SASKATCHEWAN, AB | 780.992.6266 | BOOKINGS@FORTSASK.CA



FORT HERITAGE PRECINCT

10006 - 100 AVENUE

FORT HERITAGE PRECINCT

10006 - 100 AVENUE



If you're looking for a unique, rustic space full of rich history to facilitate small events, parties, conferences, and more, the Fort Heritage Precinct is your place! Host a meeting in our North West Mounted Police (NWMP) Fort Program Space, complete with access to the Parade Square and Bastion. At the Fort Heritage Precinct, there are gorgeous, natural backdrops available for every occasion.

The Fort Heritage Precinct is home to irreplaceable heritage buildings and historical objects. Some objects and furniture cannot be removed. Please note that displays and furniture are subject to change between the initial booking and rental dates. The program spaces and grounds of the Fort Heritage Precinct are wheelchair accessible. Gazebos.

	Capacity
GAZEBO Small: 118 ft ² Large: 392 ft ² 4-10 guests	4-6 guests
	8-10 guests
PROGRAM SPACE 900 ft ² 40 guests	45 guests

Electrical outlets on site for large gazebo only.

Program Space Amenities available:

- Bar fridge
- Sink
- Built-in screen and projector
- Built-in sound system

FACILITY BOOKINGS

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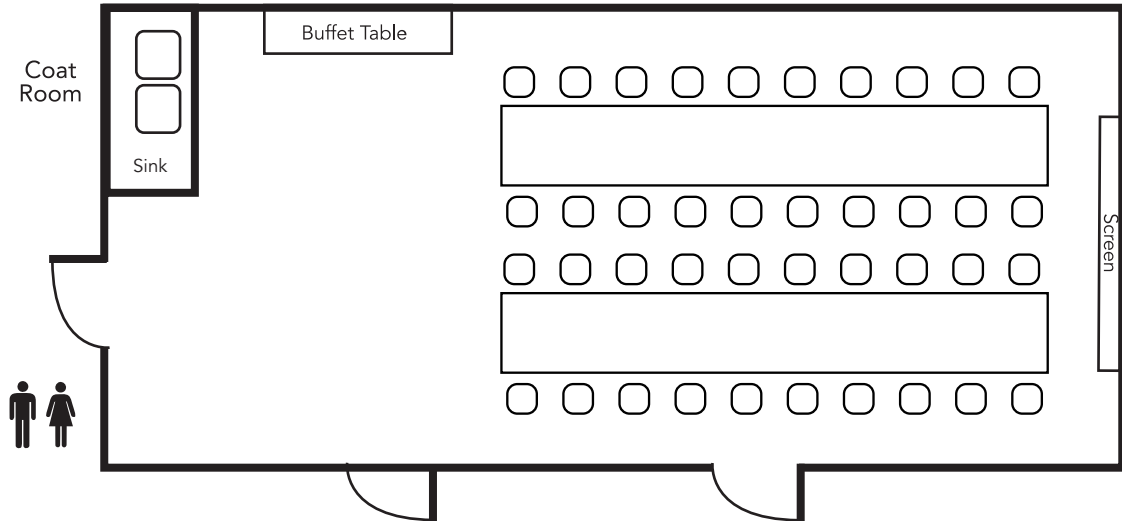
FORT HERITAGE PRECINCT

FLOOR PLAN SAMPLES

PROGRAM SPACE

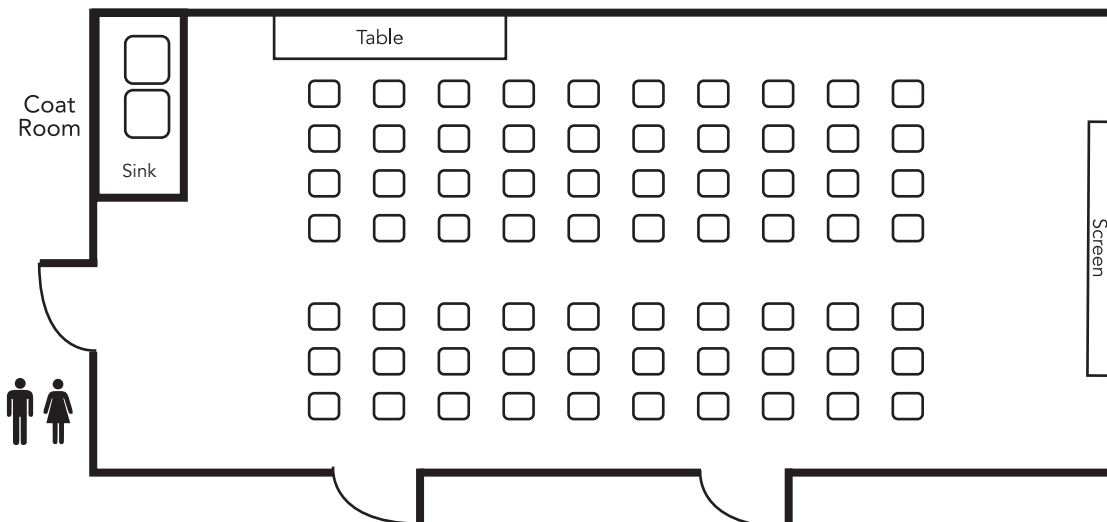
OPTION 1

UP TO
40
GUESTS



OPTION 2

UP TO
70
GUESTS
(45 CHAIRS
AVAILABLE)



Additional floor plans available. Please contact Facility Bookings

FACILITY BOOKINGS

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CURLING CLUB

9420 – 101 STREET

CURLING CLUB

9420 – 101 STREET

The Curling Club has everything you need to sweep up the compliments for your next event. The two banquet halls can accommodate up to 120 guests.

Both rooms are wheelchair accessible and equipped with a dance floor and Vinyl flooring. Banquet A also has a bar, cooler, and ice maker.

		Buffet Tables	Bar	Dance Floor	DJ Table	Built-In Screens	Onsite Catering
BANQUET ROOM A Small: 838 ft ² up to 50 guests	up to 50 guests	✓	✓		✓		
BANQUET ROOM B 1,807 ft ² up to 90 guests	up to 90 guests	✓		✓	✓		
BANQUET ROOMS A & B 2,645 ft ² up to 120 guests	up to 120 guests	✓	✓	✓	✓		

Liquor Service until 12:00 am, consumption until 1:00 am.

Amenities available:

- Flip charts
- Podium and microphone
- Portable screen
- Portable projector and screen
- Portable sound system
- Kitchen (Additional rates apply)

FACILITY BOOKINGS

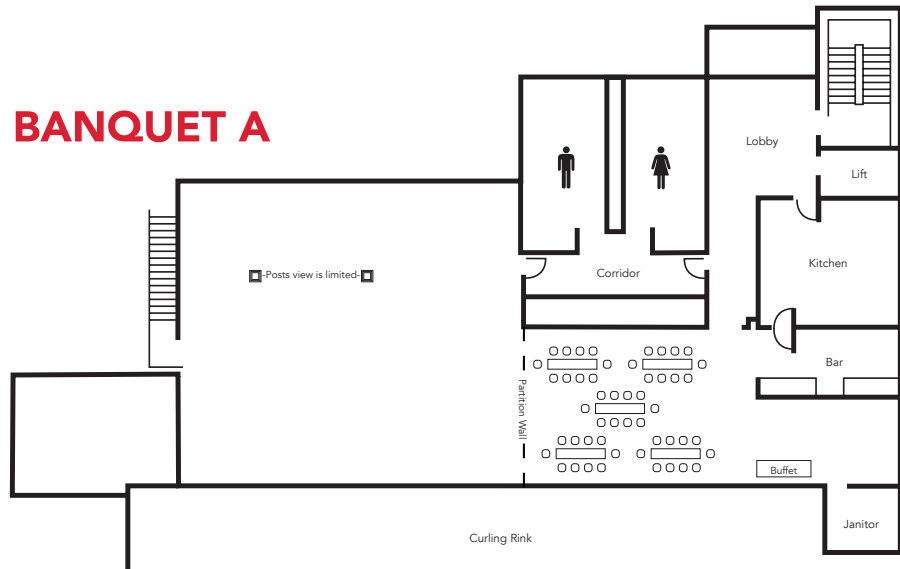
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THE CURLING CLUB

FLOOR PLAN SAMPLES

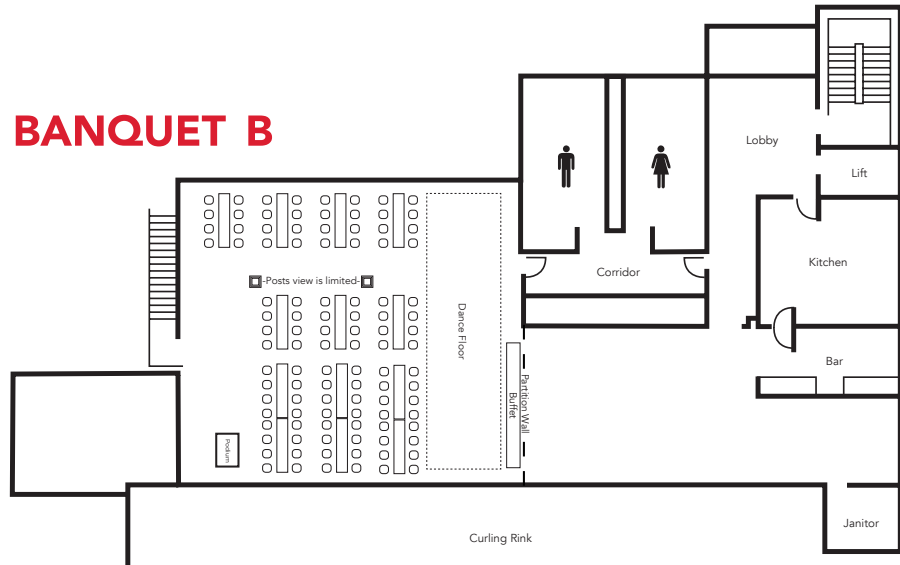
UP TO
50
GUESTS

BANQUET A



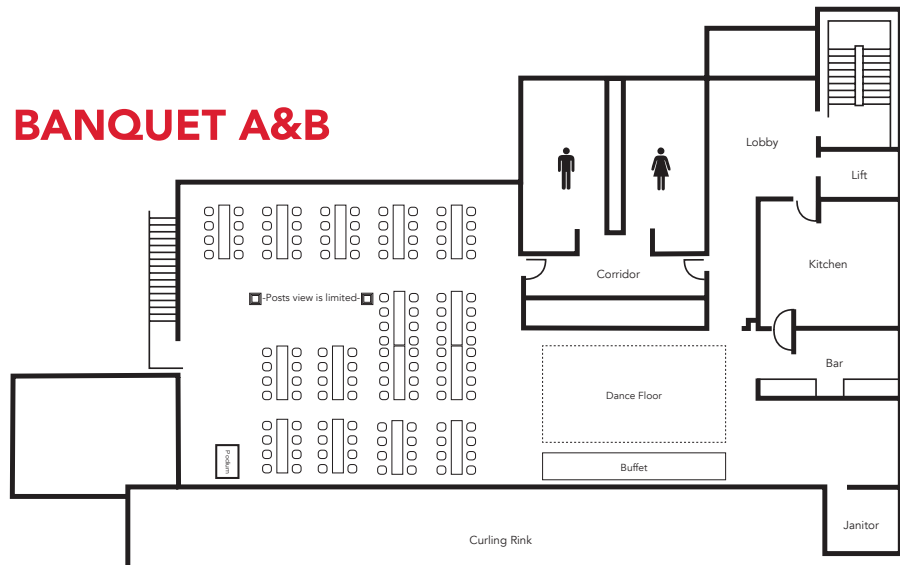
UP TO
104
GUESTS

BANQUET B



UP TO
120
GUESTS

BANQUET A&B



Additional floor plans available. Please contact Facility Bookings

FACILITY BOOKINGS

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EVENT GUIDELINES

Use our helpful event guide to ensure you have everything you need before the day of your event.



BOOKING PROCEDURES

1. For all inquiries, please contact Facility Bookings at bookings@fortsask.ca or 780.992.6266.
2. A damage deposit is required at the time of booking for events serving alcohol or taking place at the Fort Heritage Precinct and Legacy Park.
3. The cancellation policy for all locations is 90 days. A cancellation fee of \$30.00 will apply to any cancellations before the 90 days. Cancellation with less than 90 days but more than 30 days will forfeit half of the rental cost. With less than 30 days, the entire rental cost will be forfeited. Damage deposits on cancelled events will be returned.
4. Outstanding balances must be paid 90 days prior to your event. All prices are subject to change annually.

INSURANCE

You will be required to purchase Facility Users insurance, which is available at most insurance companies. Please ensure coverage is for a minimum of \$2,000,000 and name The City of Fort Saskatchewan as "Additional Insured". If serving alcohol, you will also need to state Host Liquor Liability. A copy of this insurance must be provided to us at least three weeks prior to your event.

LIQUOR PERMIT

	PERMIT PROVIDED	PERMIT REQUIRED	VENUE RESTRICTIONS
DOW CENTENNIAL CENTRE		✓	A copy of the liquor permit is required a minimum of three weeks prior to your event. Please ensure it states liquor service until 12:00 am and consumption until 1:00 am.
FORT SASKATCHEWAN COMMUNITY HALL		✓	
WEST RIVER'S EDGE		✓	
FORT HERITAGE PRECINCT		✓	A copy of the liquor permit is required a minimum of three weeks prior to your event. Please ensure it states liquor service until 9:00 pm and consumption until 10:00 pm. Liquor service and consumption can only take place inside one of the permitted buildings. Buildings close at 10:00 pm.
CURLING CLUB BANQUET HALL		✓	A copy of the liquor permit is required a minimum of three weeks prior to your event. Please ensure it states liquor service until 12:00 am and consumption until 1:00 am.

Clients are responsible for ensuring copy of permits are onsite.

FACILITY BOOKINGS

VENUE CATERING INFORMATION

Clients may use any caterer of their choice, as long as the caterer holds a valid City of Fort Saskatchewan business license.

For added convenience, we also offer a list of pre-approved caterers. These caterers already have the required documentation on file and are familiar with our venues, helping ensure a smooth experience.

Clients work directly with their chosen caterer to select menu options and arrange delivery. Our Facility Bookings team will assist with all other details to help make your event a success.

APPROVED CATERERS

Cena Catering

- Phone: 780.416.2926
- Email: catering@cenacatering.com
- Website: cenacatering.com

Freson Bros.

- Phone: 780.968.6924
- Email: catering@freson.com
- Website: cateringbyfreson.com

Ken's Catering

- Phone: 780.691.3262
- Email: info@kenscatering.ca
- Website: kenscatering.squarespace.com

Modo Mio Italian Restauran

- Phone: 780.998.1189
- Email: gomodomio@gmail.com
- Website: modomioab.com

Sawmill Banquet & Catering

- Phone: 780.468.4115
- Email: pdoucette@sawmillcatering.ca
- Website: sawmillcatering.ca

Tom's Catering

- Phone: 780.918.7406
- Email: tomhcatering@gmail.com
- Website: tomscatering.ca

If you are using a caterer that is not listed above, please contact our Facility Bookings department at bookings@fortsask.ca or 780.992.6266 for information on required documents. **Note:** Vendors without required documentation may not be allowed on site.

To explore additional local restaurants that may offer catering, visit the Fort Saskatchewan & District Chamber of Commerce website at fortsaskchamber.com.

FACILITY BOOKINGS

BAR SERVICE

	PROVIDED	NOT PROVIDED	VENUE RESTRICTIONS
DOW CENTENNIAL CENTRE		✓	Bartenders must be 18 years of age or older and have their ProServe training. Please bring your own liquor/ beverages, cups, bottle opener, corkscrew, ice and anything else you require.
FORT SASKATCHEWAN COMMUNITY HALL		✓	
WEST RIVER'S EDGE		✓	
FORT HERITAGE PRECINCT		✓	
THE CURLING CLUB		✓	

SET-UP

Set-up requirements must be provided to us a minimum of three weeks prior to your event. This applies to all venue locations.

DECORATING

Please contact Facility Bookings at 780.992.6266 or bookings@fortsask.ca for decoration guidelines and restrictions for your location of choice. Additional time must be booked for set up and/or take down.

Book your next event in Fort Saskatchewan.

Facility Bookings Office

8700 84 Street, Fort Saskatchewan AB, T8L 4P5

Email: bookings@fortsask.ca

Phone: 780.992.6266

Office Hours: Monday to Friday, 8:00 am - 4:30 pm



CITY OF
FORT SASKATCHEWAN