

Event Planning Guide



Your Guide to plan a successful event
for your family, business or association

Quick Reference Chart

ACCOMMODATIONS

	Single Guest Rooms	Double Guest Suites	Meeting Rooms	Banquet Facilities	Swimming Pool	Hot Tub	Fitness Centre	On Site Restaurant	Beverage Room
Carra Valla Inn	•	•						•	
Canalta Hotel	•	•	•			•	•		
Melfort Inn	•	•						•	
Melfort Travelodge	•	•	•	•	•	•	•	•	•

HALLS AND VENUES

	Capacity Under 100	Capacity Under 200	Capacity Over 200	Kitchen Facilities	Bar/Service
Beatty Hall	•	•			
Legion Hall			•		
Melfort Ag Society	•				
Melfort Curling Club		•	•		
Melfort Elks Hall	•				
Melfort Golf Club	•		•		
Wildlife Federation	•		•		
Wapiti Ski Chalet		•			
Northern Lights Palace		•	•	•	
Kerry Vickar Centre		•	•	•	
Creekside Equine Centre		•			

RESTAURANTS

	Drive Thru	Free Delivery	Licensed Dining	Private Banquet Room	Reservations Accepted	Catering Available
A&W Melfort	•					
Dairy Queen	•					
Co-op Bistro						•
Golden Grain Bakery						•
Subway						•
Tim Hortons	•					
Kentucky Fried Chicken						•
Jana's Java						
CG's Hollywood Bistro			•	•		
Crossroads Café				•		
Damar Holdings						
Escape Food and Bottle		•	•	•	•	•
Smitty's Family Restaurant			•	•	•	•
TJ's Pizza		•				•
New Regal Restaurant			•	•	•	
Venice House Pizza		•	•	•	•	•

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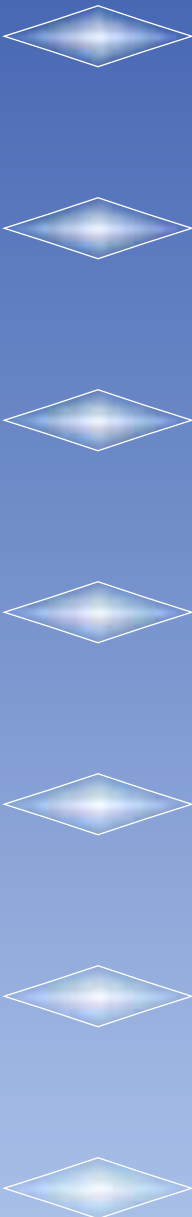
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Event Checklist and Worksheet

Steps To A Successful Event



Helpful Hint.... “If you are like everyone else your first question when planning an event is, “Where do I start?”. This guide will lead you through the steps you need to take and offer resources to make your decision making process much easier.

Decide the Dates

Depending on the event that you are organizing you will need to choose a couple of dates that you could possibly have the event on. If the event you are organizing is a conference or a seminar, then choosing a bank holiday would be a terrible mistake, as there would be a huge chance that many of your potential attendees will decline the invitation, but at the same time, if you are organizing a wedding, it would be a better idea to do so on a weekend, as more people would be able to attend.

Create the Budget

The budget for an event is probably the most important thing that you need to decide upon while planning an event, for it is this sum of money that will decide how much you can spend on your event and how the finances should be planned for each necessary item on the list. You will have to consider charges for the venue, the catering (if you plan to have it), publicity, printing and many other such expenses. Any decision you take for the event will depend on the budget allocated for that particular category.

Choose the Venue

Once you have decided on the budget and the possible days for the event, you can start your search for possible venues. The things you need to keep in mind while choosing the venue is the number of guests you expect to have, the location of the venue, the services provided by the venue managers, etc.

Planning a local, regional, provincial or national event for your family, group or organization? Melfort is an ideally located on the boundary of four Provincial Tourism Regions, only 90 minutes away from the Saskatoon International Airport and an easy day's drive from Calgary, Edmonton, Winnipeg and Minot, N.D. We've got unparalleled amenities for a community of our size, with all of the services you would find in a larger centre, yet small enough that visitors will immediately feel at home!Steps To A Successful Event

Plan Logistics

There are many logistical details that you need to plan and check. These include the setup and support that you need which would include the tables, chairs, etc. the transportation, a team for coordination of the event, emergency services that you may need, and any other miscellaneous things that may come up on the day the event is being held.

Plan Publicity

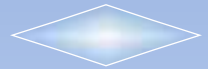
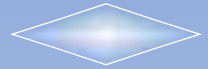
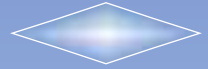
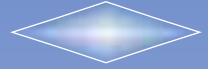
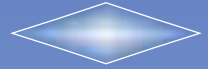
If the event is not a personal party like a wedding, baby shower or anniversary, but one that depends on attendance and people buying passes, then an important responsibility that you will have while planning the event is working on your publicity campaign. You can send out invitations to last year's invitees to generate a pre-event buzz about the event. You can promote your event in various newspapers and magazines and also post details on the concerned websites and social networking sites. Radio channels and local event listings are other good mediums for the publicity of an event. The publicity of the event is as important after it is over to ensure that you give out press releases about the event to the newspapers in town.

Relax and Enjoy

If you have done all your preplanning you can sit back and enjoy your event and make sure to thank everyone involved.

Evaluate the Event

Don't forget this important point to be ticked off after the event is over. You need to return everything that was rented, settle the bills and most importantly ensure that you get proper post event publicity to ensure that people talk about it for a while to come.



Accommodations

Helpful Hint... "When choosing a place to stay, consider the budget and expectations of your guests and provide them with a number of options to choose from."



Carra Valla Inn

www.carravalla.com • Email carravalla@sasktel.net

Ph: 306-752-2828 • Fax: 306-752-5686

708 Saskatchewan Ave. East • Box 2019, Melfort, SK S0E 1A0

Choose us for comfort and convenience. Stay in one of our 41 main level motel rooms with entry access direct from parking. Enjoy free cable TV, wireless internet service, direct dial phone, microwave, fridge and coffee maker in every room. Sit down for a tasty meal at Smitty's Family Restaurant located right on site or cook up something special yourself on our barbeque patio area. Single, double and suites are available, with laundry facility on premises. Smoking or nonsmoking rooms available; pets allowed in smoking rooms.



Melfort Inn

Ph: 306-752-2836 • Fax: 306-752-2700

516 Saskatchewan Avenue East • Box 412, Melfort, SK S0E 1A0

Stay with us in one of our 35 motel rooms offering daily, weekly and monthly rates. In your air conditioned room you'll find a TV, coffee maker, fridge and telephone. We offer single and double rooms plus a suite with kitchenette. Relax and enjoy a drink or try your luck at the VLT's in our lounge or pick up your refreshments at our cold beer and wine store. If you are hungry choose from many restaurants just a short walk from your room.



Travelodge Melfort

www.travelodge.com • Email fdtravelodgemelfort@gmail.com

Ph: 306-752-5961 • Fax: 306-752-5592

101 Spruce Haven Road • Box 3250, Melfort, SK S0E 1A0

Visit our newly renovated, full-service hotel. Relax in one of our 63 beautifully appointed hotel rooms each equipped with TV, coffee maker, fridge & hair dryer. You'll receive free local calling, high-speed internet, ATM and VLT's are located on site. Plus there is plenty of room to park your RV or Truck. Enjoy home-style comfort food at CG Hollywood Bistro or stop for a drink with friends at the bar or lounge. Take a dip in our Award Winning Aquatic Courtyard with heated pool, hot-tub & fitness centre. We can host your banquet with meeting rooms for up to 400 people.



Canalta Hotel * OPENING FALL 2011

www.canaltahotels.com

Stonagate Shopping Centre • Highway 6, South, Melfort, SK S0E 1A0

Our newest addition to the Canalta Hotel chain, this 67 room hotel is currently under construction and will feature free continental breakfast, meeting rooms and fitness spa. Whether on corporate business or pleasure travel, you'll find that our high quality facilities and friendly staff will exceed your expectations. Continue to stay with the Canalta Hotel chain you've come to depend on over the years, or, discover us for the first time. We're waiting to welcome you. Give us a call when planning your next function. You'll find our staff ready to help

Where to Stay

Helpful Hint... *“Thinking outside the box can make your event truly memorable. Why not consider a unique setting for your stay, like a bed and breakfast, a quiet cabin in the woods or maybe bring your tents or trailers and enjoy the great outdoors at our campgrounds?”*

Mount Forest Bed and Breakfast

Ph: 306-752-4224 • Cell 306-921-7565 • Fax: 306-752-9874

Toll Free: 1-866-284-0052

Box 3775, Melfort, SK S0E 1A0

Your hosts Trent and Shelley Zwingli welcome you to their country home. We serve up breakfast plus a big dose of prairie hospitality and quiet comfort. Just 9 miles from Melfort, minutes away from waterfowl hunting and trophy fishing. Open Sept 15 – June 15.



Four Seasons Resort

Ph: 306-862-3242 • Email fourseasonswapitivalley@yahoo.ca

Box 601, Nipawin, SK S0E 1E0

Located 30 minutes North of Melfort at Wapiti Regional Park on Codette Lake we offer a total of six 2 & 3 bedroom cabins having a large washroom, kitchen, dining and living room. Each cabin has an 8x24 covered deck. All cooking utensils, dishes and linen provided. 10 serviced campsites available with electrical and water plus 16 unserviced sites. Boat Launch and Store adjacent to Wapiti Ski Hill.



The Outer Banks

Ph: 306-277-2020 • Fax: 306-277-2019

Email theouterbanks@staffcomm.com

Luxury Country Vacation Rental Chalets overlooking the majestic Saskatchewan River as it winds through the beautiful Fort a La Corne forest reserve just minutes north of Melfort. The chalets are self contained and completely private, situated 200 feet above the river and overlook the Wapiti Valley Ski area. The chalets are fully modern (including phone, internet, and satellite) and designed to accommodate up to 10-16 people for an extended stay



Melfort Campground

Ph: 306-752-5911 • Fax: 306-752-5556

Box, Melfort, SK S0E 1A0 • Email city@cityofmelfort.ca

Looking for a quiet place to stay for you or your group when you are in Melfort? Visit the Melfort Campground, located on the south end of Melfort on Highway # 41 close to the junction of Highway # 6. Operated by the City of Melfort, this quiet, well-treed campground features electric and nonelectric sites, along with several pull through sites. A modern shower and washroom facility will allow you to refresh yourself during your stay.



Comfy Kennels

Ph: 306-752-5411 • Fax: 306-752-5411

Melfort, SK S0E 1A0 • Web site www.comfykennels.ca

Melfort Comfy Kennels offers daycare, long and short term boarding for your pets. We care for cats, dogs, birds, small mammals and reptiles.



Northern Lights Palace



Northern Lights Palace Arena

To book an ice event or for other events contact:
The City of Melfort at 306-752-5911
www.facilitybookings@cityofmelfort.ca

One of the two facets of the jewel of the City of Melfort, the Northern Lights Palace Arena is located at 110 MacLeod Avenue West. This beautiful facility has played host to such major events as the Royal Bank Cup and the Men's Provincial Curling Championships, as well as many concerts and other events.

The arena has ice from August to April and is home to the Melfort Mustangs of the Saskatchewan Junior Hockey League. During the summer months it is home to Melfort Lacrosse. The Palace is available year round for concerts, cabarets, trade shows, craft shows and many other functions. With seating for 1,807 for arena events and over 2,400 for concerts, this facility can host many of the first class events in the province! The arena can be used for major functions such as concerts and trade shows. We have an insulated ice deck that can be put in place to allow large events to take place during the winter months when the Palace has ice. The layout of the arena includes numerous dressing rooms as well as a skater's lounge. The other features of this arena include a box office and full concessions services located in the main lobby and two satellite arena concessions.



Northern Lights Palace Pool

Call 306-752-7200 for more information
email poolmanager@cityofmelfort.ca



The Northern Lights Palace Pool is located at 110 MacLeod Avenue West. The facility is a leisure pool with a wave generator, waterslide, hot tub, spray bar, dry sauna, and a zero depth entrance. The pool is open year round offering swimming lessons, Aquafitness, lane swimming, family swimming, public swimming and birthday parties.

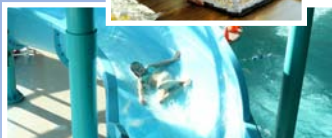
- 25 meters with 5 lanes (30°C)
- Zero depth 2.2m (7'4")
- Wave Generation
- 150' Waterslide
- Hot Tub/Whirlpool (40°C)
- Dry Sauna
- Outdoor sun tan area
- Large beach and deck area
- Completely accessible
- Family change rooms
- Concession



All this at the only indoor wave pool in northeast Saskatchewan – a year round splash and fun destination. Plan a visit while you're in the area. It's an attraction not to be missed! We welcome everyone to have a blast at the palace all to themselves. Rent the entire pool for one, two, three, or more hours. We supply the opportunities for a good time, it's up to you to bring all your friends.

Schools from all corners of the province regularly book rental times during school hours. Sports club wind-ups and seasonal parties book weekend and evening times. Everyone is welcome to book a rental time at the pool. Most rentals have between 30 & 140 swimmers. Our max capacity at the pool is 278 swimmers, but that is dependent on the number of guards we have at the time.

During a rental you have the pool to yourself. The wave pool, waterslide, hot tub, and sauna are yours for that time. If you request the concession to be open we can arrange that to happen with the concession manager.



Kerry Vickar Centre

Kerry Vickar Centre

206 Bemister Avenue East
PO Box 310, Melfort, SK S0E 1A0
Contact: Leah Terry, Program Coordinator
Tel: 306-752-4177 Fax: 306-752-5556
Email: l.terry@cityofmelfort.ca
www.kerryvickarcentre.ca

Driving Directions: 5 Blocks North on Main Street and 2 Blocks East on Bemister Avenue

The Kerry Vickar Centre is an exceptionally diverse, multi-use facility that can accommodate a variety of functions and events.

- CJVR Performing Arts Theatre – 370 seats, full stage, green room and dressing rooms, 184 seats banquet style, AV Equipment, screen, sound and light system
- Swartout Hall – convention centre (900 seats theatre style, 500 seats banquet – style, portable stage) and gymnasium (regulation indoor soccer pitch, full – court and cross – court basketball, volleyball, badminton, bleachers seat approx 400)
- Sherven – Smith Art Gallery (New exhibits every month)
- Advantage Credit Union Meeting Room (96 seats/12 round tables, 250 seats theatre style)
- Bourgault Board Room (Seats up to 18 people)
- Wet & Dry Craft Rooms
- Servery/bar
- Rotary Atrium
- Winter Games Outdoor Amphitheatre

Event Possibilities

The Kerry Vickar Centre is an exceptionally diverse venue which can accommodate a variety of functions and events, such as:

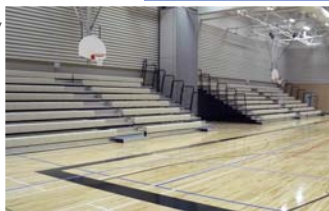
Weddings:

Host your ceremony, reception and dinner all in one spectacular setting. Located right in the heart of Melfort, the Kerry Vickar Centre is ideal for both intimate and large weddings. It offers astounding versatility and affordability that makes it one of the most attractive and ideal locations from which to stage every aspect of your dream wedding. Get the technology to make your event shine, from microphones to a state-of-the-art sound system to lighting and presentation screens. Dressing rooms are available for your ceremony and move-in time the evening prior to for decorating is included in the rental rate. We offer all the necessities to make your special day truly enjoyable.

Conferences and Meetings:

The Kerry Vickar Centre is built to host conferences and conventions. From a large space for group gathering to more intimate settings for break-out meetings, the Centre was designed with this purpose in mind. Highly flexible meeting space allowing many possible configurations to accommodate small and large meetings and banquets, the Kerry Vickar Centre has many places to meet. Whether you need a comfortable room for brainstorming, a boardroom to impress a new client, the Centre has the space for you. Our spaces can accommodate several different types of meeting set-ups from boardroom to classroom, theatre to dinner, with features such as sound proofing you're sure to have a successful meeting. Other possible events: art classes, art exhibits, banquets, birthday parties, board meeting, concerts, conferences, dances, dance festivals, dinner theatres, drama performances, meetings, music festivals, private parties, reunions, seminars, social functions, sports practices, sports tournaments, trade shows, workshops and many more!

Wireless internet is available in the Bourgault Board Room, CJVR Performing Arts Theatre and the Advantage Credit Union Room.



Halls & Meeting Rooms

Helpful hint..... "Make sure you consider who will be attending your event, where will they be staying, how they will they get around and if they have any special accessibility needs?"



Beatty Hall

Val Taylor: 306-752-4102

Located just 10 minutes from Melfort in the Village of Beatty, the Beatty Hall offers a large banquet hall and kitchen facility.

Legion Hall

Ph: 306- 752-2713 101 McLeod Ave. East

Our historic building is a designated municipal heritage property. Book our hall for your next event. Kitchen, hall, and lounge with bar service are available.

Melfort Ag Society

Ph: 306- 752-2240 Fax: 306-752-2240, Box 816, S0E 1A0
melfortagsociety1906@hotmail.com

Located on the Melfort Agricultural Exhibition Grounds our hall can accommodate your next event. Our Grandstand has hosted numerous forms of entertainment including concerts and demonstrations. If you need a large indoor venue ask us about the Four Seasons Arena. Call for rental information.

Melfort Curling Club

Ph: 306-752-2779 Fax: 306-752-2779 Box 1058, S0E 1A0

Located in the heart of downtown, our facility includes; kitchen, lounge, and a large lobby suitable for dining or many other events. In the off season our large ice surface can host trade shows, large gatherings and events. Catering arrangements are available.

Melfort Community Churches

Many of our Churches have halls, banquet rooms and meeting rooms available for rent for weddings, anniversaries and family gatherings. A full listing of all churches and contact numbers is available on our web site <http://www.cityofmelfort.ca/Directory/Category/Churches>

Melfort Golf & Country Club House

Ph: 306-752-3279 Fax: 306- Box 621, S0E 1A0

Host your special event in our casual club house surrounded by our scenic 18 hole golf course. Bar service and catering can be provided. Large outdoor patio and BBQ pit offer just one more option to make your event special.

Melfort Schools

North East School Division

Ph: 306-752-5741 Fax: 306-752- Box 6000, S0E 1A0

Burke, Brunswick and Reynolds Elementary Schools all have gyms available for rent. MUCC High School has two large gymnasiums plus cafeteria with full kitchen facility.

Melfort Wildlife Federation Club House

Ph: 306- 752-5464 Fax: 306- Box 146, S0E 1A0

Rent our club house for your family reunion, special event or gathering of any kind. Nestled in the trees on the outskirts of Melfort, we've got plenty of parking and room for outdoor activities.

Wapiti Ski Chalet

Ph: 306-862-5621, Highway 6 N

Consider hosting your next event at our rustic ski chalet. The natural scenery, along the slopes of Wapiti Ski Hill, offers an outdoor feeling with modern comfort and conveniences. The licensed beverage room with large fireplace, commercial kitchen and outdoor patio add to the charm of this unique setting. We are located just 30 minutes North of Melfort. We can accommodate groups of up to 200 people. Off season and after hour rentals are available. Call us today to check on availability.



Venues and Food Services

Catering & Planners

Helpful hint...“Don’t underestimate the importance of food when planning your event. Consider whether you will need assistance planning the menu, for food preparation or buffet service or if you just want to pick it up and serve it yourself.”

Co-op Bistro & Deli

Ph: 306-752-9384 Fax: 306-752-5116

Box 1450, Melfort, SK S0E 1A0 Email: pmellon.pncoop@sasktel.net
If you have got a gang to feed, we can help you with a wide variety of party platters; meat, cheese, veggies, fruit, wings, ribs or dainties. We have a host of hot food ideas as well. Call us to discuss your needs and let us suggest what we can offer to make your event memorable.

Escape Food and Bottle

Ph: 306-752-5333 Fax: 306-752-3837 Melfort Mall

Box 4330, Melfort, SK S0E 1A0 Email chad.escape@sasktel.net

Our Red Seal Chef will prepare a special menu just for you. He can help you plan an exquisite banquet, a soup and sandwich luncheon or appetizers for your reception. Let us help you make your event special.

Page Seven Catering

Ph: 306-863-2220 Fax: 306-863-2221

Box 1027, Melfort, SK S0E 1A0

Contact: Angela Herzburg

Choose us for your next event. We are a licensed, family run, commercial catering business, serving the north east from rural Saskatchewan. Call us for; weddings, anniversaries, corporate lunches, auctions, fundraisers with menu variety to suit the needs or budgets of all clients.

Smitty's Catering

Ph: 306-752-9335 Fax: 306-752-9340 710 Sask. Avenue East

Box 579, Melfort, SK S0E 1A0 Email ab.smittys@sasktel.net

No matter the occasion, small or large, family celebrations to memorial services, let us bring our great food to your next event. Our catering van will arrive with your food piping hot and our friendly staff to serve you.

TJ's Pizza Melfort

Ph: 306-752-5299 Fax: 306-752-2038 214 Main Street

Box 2078, Melfort, SK S0E 1A0 Email tjspizza@sasktel.net

We offer catering for up to 500 people from our diverse menu including pizza, lasagna, salads, dry ribs, wings, non-alcoholic beverages, dessert pizza, breakfast omelets and more? With over 40 pizzas to choose from your choices can seem endless! Call for pricing on larger orders!

Venice House 2 for 1 Pizza

Ph: 306-752-7227 620 Saskatchewan Avenue

Box 1448, Melfort, SK S0E 1A0

Enjoy our authentic Greek and Italian specialties or let us plan a special menu to your liking. The great taste of Venice House at your next event is sure to be a hit.

Stylish Party Décor by Penny

Ph: 306-752-2582 Cell 306-921-5304

Box 1448, Melfort, SK S0E 1A0

Whether your planning a private intimate party or a convention banquet, let us give your event pizzazz with colorful and unique party decorations. Call for free consultation.



Fast Food & Light Fare



A&W Melfort

Ph: 306-752-4960 Fax: 306-752-4962

678 Saskatchewan Ave. East

Box 3700, Melfort, SK S0E 1A0 Email

awmelfort@sasktel.net

Since 1956, A&W has been serving up great tasting burgers, A&W Root Beer®, Chubby Chicken®, and handmade onion rings. Eat in fast food restaurant with seating for 60 plus, take out or drive thru.

Dairy Queen Melfort

Ph: 306-752-2561 Fax: 306-752-2702

502 Saskatchewan Avenue East Box 909, Melfort,

SK S0E 1A0

Email dd.dq@sasktel.net

We're serving up burgers, fries and all your favorite frozen soft serve treats. Drive thru, take out or dine in; it is always delicious. Don't forget to take home some frozen novelties or an ice cream cake for your next event.



Co-op Bistro & Deli

Ph: 306-752-9384 Fax: 306-752-5166

Melfort Mall

Box 1450 , Melfort, SK S0E 1A0 Email

pmellon.pncoop@sasktel.net

Daily specials plus soup, sandwich and salad bar.

We're serving up breakfast and lunch located in the Prairie North Co-op Food Store. Meat, cheese, veggie, fruit and daintie trays available.



The Golden Grain Bakery

Ph: 306-752-5700 Fax: 306-752-5714

108 Burrows Ave West

Email Box 118, Melfort, SK S0E 1A0

Bakery and coffee shop with a wide variety of buns, breads, donuts and pastries. Some of the province's best sticky buns are made here. For a quick lunch try a fresh made sub or individual size pizza and what's a bakery without cakes! Order your specialty or personalized picture cake for your next event. Meat, cheese and daintie trays are available plus frozen pizza dough.



Restaurants

Subway Melfort

Ph: 306-752-4210 Fax: 306-752-4210

106 Sask. Avenue East

Box 3189 , Melfort, SK S0E 1A0 Email
subwaymelfort@yahoo.ca

SUBWAY® restaurants are committed to offering high quality food and exceptional service. The SUBWAY® brand is famous for its made-to-order sandwiches and salads. Sandwiches are made right before your eyes and are served on Italian, Wheat and a variety of seasoned breads, baked daily in each restaurant. Dine in or take out, we are always fresh.



Tim Horton's Melfort

Ph: 306-752- 5656 Fax: 306-752-4959

500 Highway 6 South, Stonegate Shopping Centre
Box 4074 , Melfort, SK S0E 1A0

Melfort's newest offering with seating for 48, drive thru and take out. Quick service restaurant specializing in always fresh coffee, baked goods and home-style lunches. Make sure you take us with you whether your on the go, taking a break or attending a business meeting.



KFC/Pizza Hut

Ph: 306-752-2856

310 Sask Avenue East

Box 2787 , Melfort, SK S0E 1A0

The Colonel's secret recipe is finger licking good and for pizza, it's Pizza Hut and nothing but. Dine in, bring the whole team and enjoy our private banquet room or pick it up and take it home and remember KFC is always a favorite for a do it yourself buffet.



Java & Subs

Ph: 306-752-7221, 1121 Main Street, Melfort Mall
Box 2621 , Melfort, SK S0E 1A0

The coffee is always on and if hunger strikes enjoy a fresh made sub, chicken nuggets, fries or a tasty frozen treat like hard ice cream. Sit down and take a break while you're visiting the mall.



Full Menu Dining



CG'S Hollywood Bistro & Drafties Pub

Ph: 306-752-5961 Fax: 306-752-5592

101 Spruce Haven Road

Box 3250, Melfort, SK S0E 1A0

Email fdtravelodgemelfort@gmail.com

Located in the Travelodge Hotel, CG's Hollywood Bistro serves up home-style comfort food. Whether you dine in our bright café or our sunken dining room your bound to find one of your favorites on our menu. Kick back with friends for a drink at Drafties Pub or in the lounge.

Crossroads Café and Bar

Ph: 306-752-9898 Fax: 306-752-5373

1931 Highway #6 South Box 2801, Melfort, SK S0E

1A0 Email geo7@sasktel.net

Haul in your appetite because were always serving up a generous helping of home cooking. Seating for 100 patrons plus a private banquet room for up to 40 of your friends or family. Stay a while at GP'S Lounge or fuel up at the Tempo gas bar.



Damar Holdings Ltd.

Ph: 306-752-9066 Fax: 306-752-9066

Highway #6 South Box 459, Melfort, SK S0E 1A0

Email damarshop@gmail.com www.da-mar.com

A full menu restaurant with seating for 76. Lots of parking conveniently located at the junction of highway #3, #6 & #41. Grocery, convenience store, lottery tickets, ice cream, CD's, hunting and fishing licenses and supplies, plus ammunition, knives, gloves and rods. Make sure you stop here to fuel up and stock up before heading out on your hunting or fishing expedition.



Escape Food and Bottle

Ph: 306-752-5333 Fax: 306-752-3837

1121 Main Street

Box 4330, Melfort, SK S0E 1A0

Email chad.escape@sasktel.net

Whether for a business lunch in our private banquet room or an intimate evening out, you will find casual dining at it's best. Choose from our eclectic menu or have Chef Chad prepare something special just for you at his elegant Chef's table. Enjoy a special bottle of wine with your meal or relax in the lounge while watching your favorite team on the big screen.



Restaurants

Smitty's Family Restaurant

Ph: 306-752-9335 Fax: 306-752-9340 710
Saskatchewan Ave. E Box 579, Melfort, SK S0E 1A0
Email ab.smittys@sasktel.net

We offer daily specials for noon and supper or choose from our award-winning menu offering Smitty's™ famous buttermilk pancakes, waffles, and omelettes to salads, sandwich, steaks, and pastas. Smitty's menu offers something for each member of the family including a kid's menu. Our friendly, efficient service will keep you coming back.



TJ's Pizza Melfort

Ph: 306-752-5299 Fax: 306-752-2038 214 Main Street
Box 2078, Melfort, SK S0E 1A0
Email tjspizza@sasktel.net

Our delicious pizza is always 2 for 1 and in town delivery is FREE. At TJ's you can choose from over 40 different pizzas including our breakfast omelet pizza or dessert pizzas. If you can't decide, why not try our other specialties; lasagna, salads, dry ribs and wings. When it comes to great tasting food and staff that cares; look no further than TJ's Pizza.



New Regal Restaurant

Ph: 306-752- 4883 Fax: 306-752-4883, 111 Main Street
Box 3291, Melfort, SK S0E 1A0

Our menu features Chinese and Szechuan specialties plus American standards. Dine in or take out, either way you will keep coming back for more. Enjoy our Chinese smorg at noon on Wednesday, Thursday or Friday and Sunday evenings. Your fortune says "you will enjoy a great dining experience at New Regal Restaurant".



Venice House 2 for 1 Pizza & Murphy's Sports Pub

Ph: 306-752-7227 620 Saskatchewan Avenue E
Box 1448, Melfort, SK S0E 1A0

Venice House Pizza is pizza and a whole lot more. Whether you dine in, take out or have us deliver you will always enjoy our authentic Greek and Italian specialties made with only the freshest and finest ingredients. Buffet style catering available. Why not stop for a drink after work at Murphy's Sports Pub where you'll find friends, food and fun.



Public Facilities

Melfort and District Museum

306-752-5870 email Melfort.museum@sasktel.net

The Melfort & District Museum is located in the heart of Northeast Saskatchewan in Melfort at 401 Melfort Street West, next to the fairgrounds. It features a Pioneer Village as well as an extensive



collection of vintage farm machinery, equipment and tools that were used in the development of the agriculture industry and the settling of our area. The Melfort & District Museum collection focuses on the agricultural and social history of Melfort and area. We have many artifacts on display throughout our museum, in our main building, the Powerhouse and in our Pioneer Village

buildings: the Bennett pioneer house, a grist mill, a blacksmith shop, a barber shop, Rothwell School, St. Paul's Anglican Church, a general store with doctor's and dentist's offices, Beatty's Real Estate office, South Melfort Post Office, an Exhibit Hall and a working sawmill. We also have a large archive of photographs, documents, history books, record books and oral histories available for genealogical research. We are open all year round with guided tours from May to September with special events planned throughout the season or call and arrange a private booking. Our grounds can make a memorable venue for your next event.

Melfort Campground

City of Melfort: 752-5911

e-mail city@melfort.ca

Looking for a quiet place to stay when you are in Melfort? Visit the Melfort Campground, located on the south end of Melfort on Highway # 41, close to the junction of Highway # 6. Operated by the City of Melfort, this quiet, well –



treed campground features electric and non – electric sites, along with several pull through sites. A modern shower and washroom facility will allow you to refresh yourself during your stay. The campground has an attendant during the summer months to look after the grounds and to provide assistance during your stay. This facility is usually open in late May until the end of September (weather dependant). The campground is also a great place to hold events, whether it be a family reunion, birthday party or social, consider renting the campground for your next event.

Public Facilities

Helpful hint..... "Creativity is the hallmark of a great event. Use your imagination and turn an unconventional locale or a very common place into the location a special activity."

Melfort Public Library

Ph: 306-752-2022 Email:
melcirc@panet.pa.sk.ca

The Melfort Public Library is conveniently located downtown at 106 Crawford Avenue West, across from the Northern Lights Palace. The library offers a collection of over 45,000 books, magazines, DVDs, videos, talking books, toys and more. We also provide public access to computers and the internet as well as wireless internet access. Many programs are offered throughout the year for kids and adults. Craft, painting, computer and other classes and speakers are offered to an occasional basis for adults, kids and teens. For kids, we have regular Toddler Time, Preschool Story time and occasional special story times. Most programs are offered free of charge.



Main Arena

306-752-5911 email at
facilitybookings@cityofmelfort.ca .

The Main Area, located at 115 Stovel Ave West, serves as the second arena and ice surface for the City of Melfort. It plays host to minor hockey, figure skating, and recreation hockey during the winter months. Open from the middle of October to the first week of March, with great ice this arena is available for rental and sees lots of action during the winter months, hosting many tournaments. The arena has a concession, six dressing rooms, radiant bleacher heating, and has an ice surface size of 80' X 180'.



Local Attractions



Tourism Centre/Mini Golf/Spruce Haven Park

306-752-5791

Located on the corner of Shadd Drive and Spruce Haven Road, the Melfort and District Chamber of Commerce Tourism Center is situated in the beautiful Spruce Haven Park and adjacent to the Centennial Walking Trail. The Tourism Information Centre offers local information, plus souvenirs and crafts from local artisans. It also sports an 18-hole Mini Golf Course. Call to book a tee time or reserve a picnic gazebo in Spruce Haven Day Park.

Dynasty Theatre

752-5523 – 112 Burrows Ave W.

The Dynasty Twin Cinema shows two current movies twice nightly. To obtain information on current movies call our “show line” at 752-5499 or our main office at 752-5523.



Creekside Equine Riding Arena

Ph: 306-921-6100 ~ 3 kilometers east of Melfort on highway # 3

Creekside Arena, is the largest privately owned equine facility and events center in Western Canada. The facility consists of: 100' by 220' fully heated indoor arena, 60' by 160' heated and attached warm up arena, dance floor area with canteen, indoor stalling and outdoor horse pens, 200' by 300' outdoor arena. Private arena rental, Longhorn cattle rental available plus clothing and tack store. Creekside is a great venue for everything for weddings, office parties and cabarets.



Flat Lands Paint Ball

Ph: 306-752-3901 ~ 5 Miles North West of Melfort Flatlands Paintball is located just 5 miles outside of Melfort. We are open year round and offer a fully stocked pro shop, concession, annual memberships and great group prices. Paintball is great for sports windups, birthday parties, family activities, stags, youth groups, or just for having a great time with friends.

Paintball Apocalypse

Phone 306-921-9962 ~ 13 Miles South on Highway 6

Open everyday by appointment with four courses to choose from. We can accommodate groups of up to 50 people. Concession on site and ask us about a free wiener roast.



Creekside Orchard

Ph: 306-752-2454 Fax: 752-4484 Cell: 921-6423

E-mail: CreeksideOrchard@sasktel.net

101 Reservoir Drive Melfort, SK S0E 1A0

Creekside Orchard is a u-pick apple and cherry orchard located in Melfort. We also have black currants and raspberries.

You are invited to relax in the park-like environment of our orchard and enjoy refreshments and desserts at Creekside Café.

Things to Do

Helpful hint..... "Add interest and fun to your event by including a special activity. Team building and socializing are a great way to break the ice and get your participants fully involved in your event. Here are a few suggestions."

Melfort & District Curling Club

The Melfort & District Curling Club owns and operates the Melfort Curling Rink. The club maintains a six sheet facility and offers programs for adults, seniors, Special Olympic and youth teams. The facility has kitchen and lounge services and the entire facility is available for off-season rentals. The Curling Club has had a successful history of hosting local, regional, and provincial events.



Melfort Golf and Country Club

Ph: (306)752-3279 Fax: (306)752-4459
700 South Avenue P. O. Box 621, Melfort, SK S0E 1A0
www.golfmelfort.com email melfortgolfclub@sasktel.net
The Melfort Golf & Country Club is a public eighteen-hole championship golf course with a fully stocked Pro Shop, excellent restaurant and spacious lounge. Golfers of all ages and abilities will enjoy the golf experience and everyone is welcome to come out and play a round of golf or visit the clubhouse for breakfast, lunch or dinner. The Melfort Golf Club has hosted a number of local, regional, and provincial tournaments including the Ladies Provincial Championships and Men's Mid-Amateur. Call us to book your group event.



Melfort Wildlife Shooting Range/Memorial Trout Pond

For those that need to get some fishing in without leaving town; A recently established trout pond is located to the west of the City off of Highway 41A and Melfort St. A great opportunity for people of all ages to enjoy fishing and the outdoors.



Melfort Bowl

105 McLeod Avenue West
Ph: 752-3279 Fax: 752-4459
Melfort Bowl is a 6 lane, 5 pin-bowling center with some of the most modern equipment available in the industry, including synthetic lanes, computerized scoring, and glow bowling. It is open to the public for public bowling every evening from Thursday through Sunday, as well as Saturday and Sunday afternoon.



Recreation & Leisure

Helpful hint.... "Make sure to offer your participants suggestions to pass time between your scheduled activities."

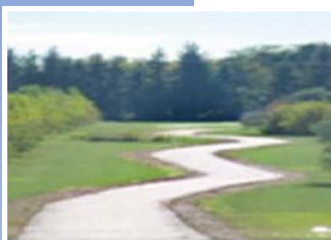


Spruce Haven Ball Park

Contact: City of Melfort at 752-5911 or 752-7906 (Facility Bookings)

e-mail: facilitybookings@cityofmelfort.ca

The Park consists of three softball – sized diamonds and one baseball diamond. The three softball diamonds are suitable for minor baseball, slow – pitch and softball, all with groomed, shale infields. The main diamond has fixed bleachers and has field lighting to allow for night games. The baseball diamond has a grass field and shale base paths. Complete with field lighting, this diamond is suitable for midget and adult baseball. All of the diamonds have enclosed dugouts. These beautiful diamonds are all irrigated to keep the grass soft and green during the playing season. Spruce Haven Ball Park has a concession building with washrooms and change rooms and score clocks. These diamonds have seen some high caliber action over the years, hosting the Annual Ducks Unlimited Fast Pitch Shoot – Out, a tournament featuring some of the top men’s fastball teams in North America and numerous provincials. In addition to this beautiful ball facility, the City also has diamonds located on the Exhibition Grounds on the south side of the city and a baseball diamond located on the Kerry Vickar Centre grounds. Rental fees vary for the ball diamonds.



Centennial Walking Trail

The walking trail consists of 3.6 kms, following a path on the north edge of the city along McDonald Road before turning south to follow Shadd Drive towards Spruce Haven Park, with a scenic detour around Melfort Creek as well. Get outside and enjoy a walk or a run along this popular feature in the community (dogs must be kept on a leash).

Dale Frier Memorial Skate Board Park/Outdoor Ice Surface

This outdoor ice surface is located on Brunswick Street just east of MUCC. This facility has an outdoor ice surface in the winter months and includes boards and a warm up shack to put on and remove skates as well as warm your fingers and toes. There are lights on timers that illuminate the surface in the evening for those after supper shinny games. Once the ice is gone and the warmer weather arrives, you will find the boarders and skaters converging on the area to try their skills on the quarter pipes, ramps and grind rails. The City of Melfort places skateboard ramps on the asphalt surface during the summer months for the kids to enjoy.



Tennis/Ball Courts

A two-court tennis facility, located at the corner of Brunswick Street and Bemister Avenue East, is fully lit for evening use. The facility also consists of a fenced ball hockey court and a fenced basketball court. Two additional lit courts are located at the corner of Matilda Street and Third Avenue - one for tennis and one for combination basketball and ball hockey.



Play Grounds

Burke, Broadway and Brunswick neighborhoods have playgrounds with up-to-date play structures geared towards the 2 – 5 year olds and have paddling pools or spray pad water features. A rotating City-operated playground program runs during the months of July and August from 12:00 noon to 5:00 p.m. In addition to these playgrounds with water features, there are also two other playground areas. One of these is located just off Broadway Avenue North at the former Broadway School, with green space and playground equipment. There is also a play area located on the east end of Park Avenue, called the Melfort Creek Playground.



Regional Parks

Wapiti Regional Park



Ph: (306)-862-5621 Campground: 862-3242

Winter: 862-5621 Fax: 862-2828

Box 181, Gronlid, SK S0E 0W0

Email: wapitivalley@sasktel.net

www.skiwapitivalley.com

Located just 30 minutes north of the City on the banks of the Saskatchewan River and Codette Lake is Wapiti Regional Park, a four-seasons resort complete with quad chair, downhill and cross country skiing, chalet and a marina, houseboats, excellent fishing, picnic, and camping areas. Wapiti is the home of the annual Codette Lake Walleye Challenge at the end of June and the Codette Lake Walleye Cup Fish Derby held the first weekend of August. The park has a number of winter activities - downhill skiing which is the most popular sport, with 8 ski-runs, a quad chair lift and a Terrain Park for Snow Boarders, cross country skiing and snowmobiling. Adjacent to the ski park is Four Seasons Resort which offers 6 rental cabins, a 10 site campground, and store on a year round basis. Wapiti is truly a year round recreational area.

St. Brieux Regional Park

Ph: 275-2255 Fax: 275-4433

Box 414 St. Brieux, SK S0K 3V0 E-mail:

stbrieuxregionalpark@gmail.com

St. Brieux Regional Park on the shores of St. Brieux Lake and connected to the larger adjoining Lake Lenore is just a short drive from the City of Melfort.

St. Brieux Lake offers great swimming and excellent fishing for walleye, northern pike, and perch. The campground is lush & beautifully treed with poplar,

birch, saskatoon, chokecherry, high bush cranberry, and hazelnut bushes (a berry pickers paradise). The park also boasts a well treed and beautiful 9 hole grass green golf course with a full service clubhouse. Sporting activities in the park include golfing, fishing, boating, beach & swimming area, mini-golf, baseball diamonds, volleyball court, modern playground structures, horse shoe pits. The park is well known for its nicely treed camp sites, with choices of daily, weekly, monthly, seasonal, and group camping, as well as non-reserveable sites for those campers who simply drop in for a short stay. St. Brieux Park has modern bathroom and coin operated shower facilities throughout the park. When planning your event in Melfort, make sure to put a day trip to St. Brieux Regional Park on your list of things to do. We look forward to seeing you this season.



Kipabiskau Regional Park

Ph: 873-4335 Reservations: (306)873-5625 Fax: 873-4785

Box 325 Tisdale, SK S0E 1T0 E-mail: kippark@sasktel.net

Kipabiskau Regional Park, commonly referred to as

"Kip", is nestled in the scenic Barrier Valley. The lake itself is approximately 10 kms long and 1 km wide with the largest portion of the park's land left in its natural state. Being a wooded area it is a sanctuary for wildlife.

The park opens from Mother's Day to mid-September, although winter usage is increasing with sports like ice fishing and snowmobile gaining in popularity. Activities include; Water Skiing, Snowmobile Trails, Six Nature trails, Animal/Bird Sanctuary, annual water Ski school, Jump & Slalom course, Aquatic Programs, Ball Diamond, Beach, Motor Boat Rentals, Canoe Rental, Concession, Groceries/Supplies, Horse Shoe Pits, Museum/Historical Site, Paddle boat & Kayak rentals, Picnic Tables, Recreation Programs. Cabin rentals are available as are showers, Telephone and Laundry facilities. Spend a day at Kip during your event.



Struthers Lake Regional Park

Ph: 864-3240 Fax: 864-3240 Web: www.townofkinistino.ca

Box 857 Kinistino, SK S0J 1H0

Situated 50 kms southwest of Melfort, Struthers Lake Regional Park gives the visitor a view of sand hills bordering a small peaceful lake. The park is open from the May long weekend until September long weekend with a daily admission or a regional park sticker. Located next to the concession is the sprinkler park with a waterslide that takes you down to the beach. A smaller playground for younger children is located in "G" Campground.

Though a small lake, there is room for water-skiing, tubing, canoeing and fishing. All watercraft is permitted through park gates. The Park also has a mini-golf course. If you're looking for a great place to host a company picnic, family or school reunion, church picnic, wedding, anniversary, or another special event we have a Gazebo for rent that will hold up to 150 people! Catering is also available on site for any function. A large barbecue is also available for rent from the park office. The park has six rental cabins which are furnished and electrified. Modern washrooms with showers are located in the concession. In addition to the excellent bird watching right in the park, the Waterhen Marsh is short 15 minutes away. Designated a bird sanctuary, it is host to many varieties of birds and waterfowl.



We Can Help

Helpful hint...."Consider calendar holidays and if planning your event to coincide with something else happening in the community will be beneficial or if avoiding certain dates might be wise."



Melfort & District Chamber of Commerce

Welcome to Melfort!

"City of Northern Lights" & "Diamond Gateway"

On behalf of the Melfort & District Chamber of Commerce Inc. and our members, we would like to take this opportunity to welcome you to Melfort! We are extremely proud of our community and are excited to have you here!

Melfort is a beautiful place to call home, a great place to do business and a fantastic place to host an event! The City's sport, culture & recreation facilities, parks and attractions are second to none! In addition, the members of the Melfort & District Chamber of Commerce provide the very best in products, services and customer satisfaction! We are very pleased to promote all our Melfort & District Chamber of Commerce members and invite you to visit them! For a complete member listing, please visit melfortchamber.com. If you need further assistance, friendly help is just a phone call or email away! Contact our office at 752-4636 or email melfortchamber@sasktel.net.

Be sure to contact our office and the Tourist Centre for complimentary City of Melfort Maps / Attractions Guide as well as Mini Golf Coupons! We are located in beautiful Spruce Haven Park – 102 Spruce Haven Road. Enjoy Melfort! We know "You'll Love it Here!"



Local Media

When it comes to promoting your event, local media is here to help you. Purchasing advertising is sure to get your message out locally. Contact the media to see if there may be a possibility of a news story about your event or free community advertisements. Here is a list of some of the local media options. Melfort Journal/NE Sun, Coffee Mill, Fabmar Communication - CJVR FM/CK750 AM Radio, Rawlco Radio - 101.5 and 99.5 FM, Access Communications – Community Cable Channel.



Rentals

Renting equipment can save you the cost of purchasing or the disappointment of borrowed equipment that turns out not to work. Whether you need tables, chairs, coffee urns or bbqs or maybe a tent or sound equipment, we can refer you to someone who can help.



Transportation

If you're coming to Melfort and will be using bus or air transportation, call us for details regarding STC Bus schedules or Melfort Airport services. We can offer suggestions for getting around during your event as well, ranging from arrangements for taxi shuttle service to charter bussing or car rentals.

Printing & Promotional Items

Every event requires some printed or promotional items like invitations, posters and programs or caps, tshirts or other mementos. There are numerous local businesses that can design and produce your items and deliver them right to your event.



Entertainment

We have numerous local groups available to entertain you with everything from drama, to music or comedy. If you are looking for local entertainers, a DJ or a local personality to moderate or emcee your event we can offer some ideas.

Audio Visual

If you're looking to get all of the action from your event on video or take professional photographs to capture your special moments let us give you some suggestions.



Annual Events Calendar

January	February	March
	School Break	Figure Skating Carnival
April	May	June
City Wide Registration for Sport, Culture & Recreation Melbex (Melfort Business Excellence) Award Gala	MS Walk Melfort Mustang Polka Fest	Back to the 50's Show and Shine Taste of Melfort Melfort Museum Aboriginal Heritage Days
July	August	September
Canada Day Celebrations Melfort Mile Long Parade – Melfort Exhibition Golf Camp for Kids Summer Playground Program	Back to School City Wide Registration for Sport Culture and Recreation	
October	November	December
Mustangs Ladies Fall Frolic, Melfort Folk Fest, Northern Lights Trade Show, Children's Wish Walk, Kinettes Haunted House Melfort, Mustangs Fall Frolic, Various Fall Suppers	Crop for a Cure Scrapbook Fundraiser Remembrance Day Ceremony Moonlight Madness Christmas Kick-off Light Up Melfort	Melfort Museum's Celebration of Christmas Fireman's Wing Ding

Event Planning Checklist

Helpful Hint...“Any little detail, when overlooked, can negatively impact your program. A good way to avoid such problems is to utilize a checklist when planning your event.”

PRIOR TO YOUR EVENT

Have you identified whether the purpose of your event is social, recruitment, educational, service, or recreational? Yes No

Have you considered how much you will charge or if there are other funding sources? Yes No

Have you identified your target audience, how many you expect to attend and whether attendance is open to the public, restricted, for members or just invited guests? Yes No

Have you reserved an adequate facility that is appropriate for those attending and is reserved for the proper amount of time? Yes No

What set up will you require? Will you need chairs, tables, special set-up or equipment and have you arranged for these to be provided? Yes No

Will food be served, has it been ordered and have you confirmed the details? Yes No

Have you considered whether security is needed or supervision for children? Yes No

Have you publicized your event including such things as invitations, flyers, posters, news releases, etc? Yes No

Have you arranged for RSVP's or registrations? Will you need tickets or name tags for your participants? Yes No

Have you formed committees to handle some of the details? . . Yes No

ON THE DAY OF YOUR EVENT

Have you checked the facility and the set up? Yes No

Have you checked that your necessary supplies are in place? . . Yes No

Have you confirmed assignments with workers and volunteers? Yes No

Have you collected all invoices for financial tracking purposes? Yes No

Have you collected registration fees or funding applications? . . Yes No

Have you thanked everyone involved? Yes No

AFTER THE EVENT

Have you collected participant feedback and completed an evaluation? Yes No

Have you paid bills and sent out thank you notes where necessary? Yes No

Getting Around Town

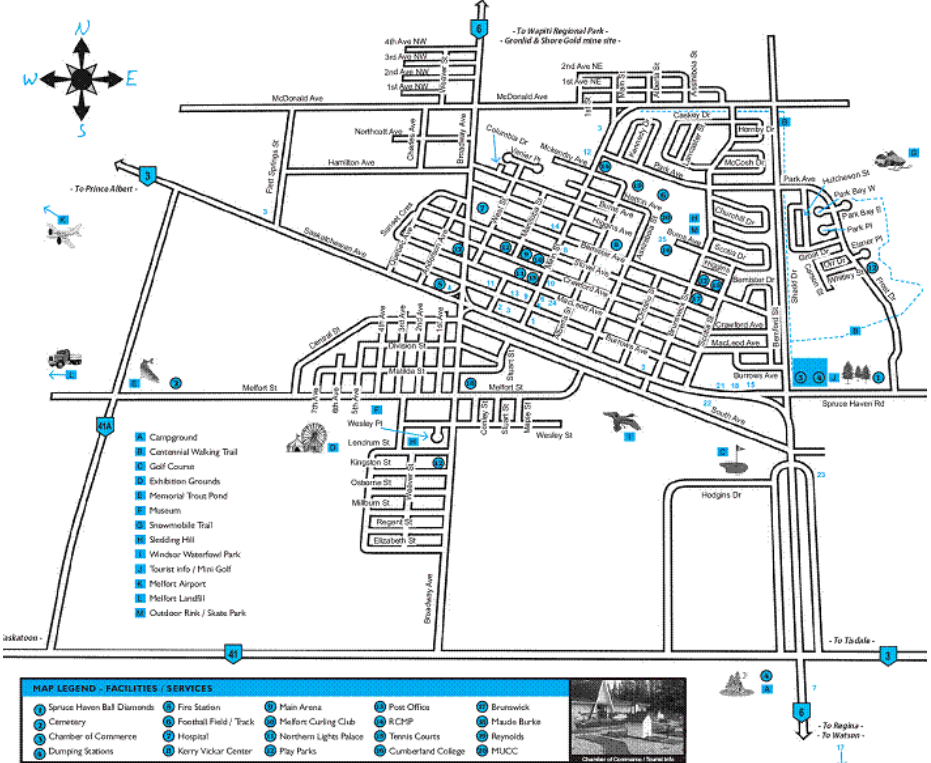
Helpful hint... "Getting from place to place is always a consideration when planning an event. Melfort is a large enough place to offer the venues you would expect in a much larger community and yet small enough to easily get from place to place."



MELFORT & DISTRICT CHAMBER OF COMMERCE



Welcomes You to Melfort!!



This resource has been compiled to assist you in planning a successful event. Though every effort has been made to assure the accuracy of the enclosed information, we encourage you to contact the businesses directly for details and references. **We look forward to hosting you and your guests in our fine city!**



P.O. Box 2230 • Melfort, SK Canada • S0E 1A0
 Phone 306-752-5911 • Fax 306-752-5556
 Email: city@cityofmelfort.ca • www.cityofmelfort.ca