



EVENT PLANNING GUIDE



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BALLROOMS



Prairie Rose Ballroom • Seating for 325 Guests



Roosevelt Board Room • Seating for 80 Guests



Sheyenne Ballroom • Seating for 150 Guests



Dakota Ballroom • Seating for 200 Guests

Millennium Ballroom

Seating for 400 Guests - Main Floor Dinner Style
Seating for 700 Guests - Main Floor Theater Style

The Loft in Millennium Ballroom - Seating for 200 Guests

The Mezzanine in Millennium Ballroom - Seating for 150 Guests

All Rooms: Room Rental and Food & Beverage Minimums Apply





ROOM SET UP



Table Information

- Large Round Table — 5 ft Diameter – Seats 8 Guests- Table Cloth Dimensions: 81 x 81 inches
- Small Round Table — 4 ft Diameter – Seats 6 Guests- Table Cloth Dimensions: 72 x 72 inches
- 6 ft Long Table — 2 1/2 ft wide X 6 ft long – Seats 8 Guests- Table Cloth Dimensions: 52 x 114 inches
- 8 ft Table — 3 ft wide x 8 ft long – Seats 10 Guests- Table Cloth Dimensions: 52 x 114 inches
- Guest Book Table – 6 or 8 ft Long Table & Skirting
- Side Tables (Gift Table, Punch Table, Cake Table, etc.) - Side tables are typically small round tables or short long tables depending upon the room. All side tables are also skirted
- Head Table - The head table is skirted and is there are a few options for the style of set up of the head table
- Buffet Tables - Buffet set-up will vary depending on the size of event and space of event
 - Buffet lines are taken down when the meal is finished in order to prepare space for dance area

Dance Floor & Entertainment Space

Depending upon the final guest count, there may be large round tables that will be on the dance floor for the meal portion of the event. After dinner and dessert, the tables on the dance floor may be removed if needed. A sign will be placed on tables that will be removed to inform guests that their table will not be available after the meal is served. Typically, some guests will leave after the meal and before the dance begins and this transition goes smoothly.

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DECORATING



Decorating

- Outside decorations may be used, but we require them to be removed by the end of the event. Candle flames must be contained. All candles must be approved by the Avalon. All flames for candles or votives must be contained inside a vase per City Fire Code.
- Keep in mind the safety of your guests if you are doing anything with electrical cords that would need to be run across the floor. All cords must be provided by the patron, and secured down to avoid trips or falls.

Other Decorating Information

- Ivory linens are provided and are included in the room rental fee.
- A 12x12 glass mirror and an oil candle are provided at no charge
- Trees in various rooms are pre-lit with white lights (not included in Millennium Ballroom)
- A variety of linen napkin colors are available for an additional charge of 50 cents per napkin or \$2.00 per tablecloth.

DJ Information & Technology

- The Avalon welcomes all DJ's. Each DJ provides their own equipment. Set up time for DJ's is recommended between 10am-3pm the day of the event.
- Sound & Light Fee Applicable for Millennium Ballroom - Fee Based on Event Type & Equipment Needed
- Speakers, microphones, projectors and screens available upon request. All rooms at Avalon Events Center are equipped with projectors and screens. State of the art technology is built into each ballroom.

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FOOD & PAYMENT



Food Policy

- Food orders must be completed 30 days prior to the event. Final guaranteed guest count must be received 14 days in advance.
- No outside food or beverage is allowed in the facility without prior approval from the event coordinator.
- Wedding desserts are allowed (wedding cake, cupcakes, favors, or a candy bar).
- All Entrée selections (breakfast, lunch and dinner) include unlimited coffee and water
- If hors d'oeuvres are ordered in place of a full meal, coffee may be purchased by the gallon.
- Special buffet prices include:
 - Children ages 4 and under – no charge
 - Children ages 5-10 – half price
- Please inform the Avalon staff of any special meal requests or allergies.
 - Vegetarian and Gluten-Free meals available by request.
- It is not permissible to keep left over food. Our policy stands in compliance with food safety regulations.

Payment Policy

- All invoices are sent once final guest count is given to the Avalon Events Center.
- Final payment is due 10 days prior to event.
- If final payment is not received 10 days prior and no other arrangements have been made, the Avalon Events Center reserves the right to cancel your event.
- Food & Beverage Minimums do not include tax and service charge.
- All events require security guards, One Security guard per 250 guests, unless prior approval by event coordinator.

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Call For Booking Information and a Private Tour

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EVENTS CENTER

2525 9th Avenue South
Fargo, ND

701.478.9600

Phones answered 9 AM - 10 PM seven days a week.



www.avaloneventcenter.com