



**BIGWOOD**  
EVENT CENTER

*Bigwood Event Center*

PRINTERS  
**LUNDEEN'S**  
STATIONERS

**FERGUS**

*Downtown Fergus Falls*

*Red Horse Ranch Arena*

 **FERGUS FALLS**  
CONVENTION & VISITORS  
BUREAU

*Find Us,  
Lose Yourself*

# Welcome

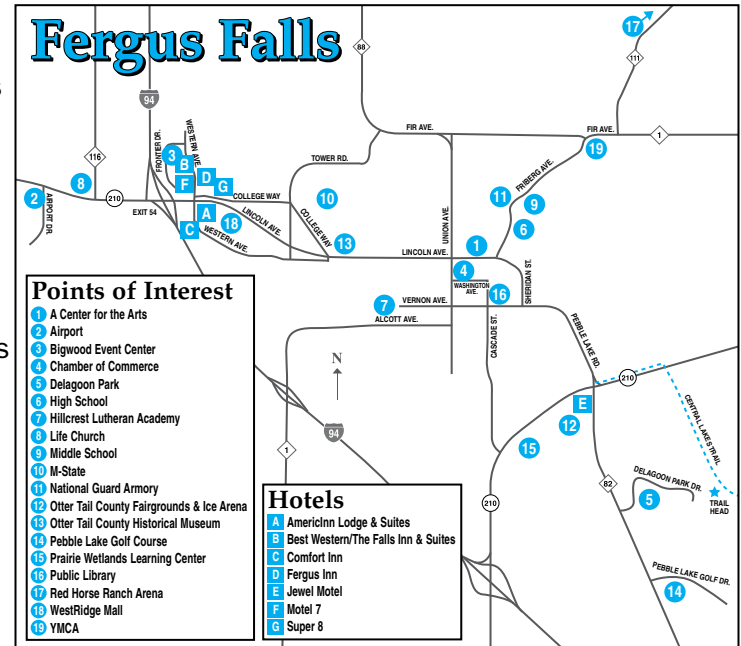


Fergus Falls, Minnesota is a beautiful community and ideally situated for meetings and events from four people up to 600 or more. Nestled in the rolling hills and tallgrass prairies of the northwest, Fergus Falls has the complete package for meeting planners:

- fabulous meeting facilities at the Bigwood Event Center
- convenient location just off I-94
- 300 hotel rooms and suites
- a variety of community amenities for tours and free-time
- a supportive business community that wants your business
- convention services and support of the convention and visitors bureau (CVB)

Details for your event and meeting planning ease are included in this guide. Additionally, please see our annual visitors guide for in-depth information about local attractions, restaurants and events.

Thank you for considering Fergus Falls for your next event. Contact the CVB at 1-800-726-8959, [meetings@visitfergusfalls.com](mailto:meetings@visitfergusfalls.com) or visit our web site at [www.VisitFergusFalls.com](http://www.VisitFergusFalls.com).



# Convention Services



## **CVB Services**

The benefits offered to your meeting, convention, or event by the Fergus Falls Convention & Visitors Bureau (CVB) are many. From hotel information and negotiations to area visitors guides, the Fergus Falls CVB staff will respond quickly to assist you.

The CVB will be glad to make presentations to your site selection committee or host them for a site visit. We can suggest suppliers of products and services to help make your job easier. We know the community and resources and will work hard to ensure your event is a success.

Here are some of the CVB meeting and event services offered:

- Make presentation at your location outlining Fergus Falls' resources and attractions.
- Host on-site inspections of prospective facilities.
- Assist with scheduling activities that match your group's interest.
- Refer qualified vendors that meet your meeting service needs.
- Distribute your meeting specifications and collect proposals for competitive hotel room rates.
- Recommend auxiliary programs.
- Help with on-site registration.
- Provide and host hospitality table during registration.
- Assist with transportation needs.
- Help arrange local publicity and advertising.

***Contact the Fergus Falls CVB for assistance with your meeting  
by e-mailing [meetings@visitfergusfalls.com](mailto:meetings@visitfergusfalls.com) or call 800-726-8959.***

# Lodging



**Fergus Falls has nearly 300 hotel rooms. They are located on the west end of town - all within a two block radius of the Bigwood Event Center.**

	Number of total rooms (includes suites)	Number of suites	Free continental breakfast	Free high speed wireless internet	Copy and fax service	Meeting room(s)	Indoor pool	Whirlpool	Sauna	Fitness center	Restaurant on-site/room service	Restaurant nearby	Guest laundry	Cable TV	Handicapped accessible rooms	Winter plug-ins	Non-smoking rooms available	Pets allowed (hotel policies vary)
<b>AmericInn Lodge &amp; Suites</b> 526 Western Ave. N., Fergus Falls, MN 56537 218-739-3900 • Reservation 866-736-5454 <a href="http://www.americinnfergusfalls.com">www.americinnfergusfalls.com</a> E-Mail: <a href="mailto:manager@americinnfergusfalls.com">manager@americinnfergusfalls.com</a>	59	14	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X
<b>Best Western The Falls Inn &amp; Suites</b> 925 Western Avenue, I-94 & Hwy. 210, Fergus Falls, MN 56537 218-739-2211 • 800-293-2216 <a href="http://www.bestwestern.com/thefallsinnandsuites">www.bestwestern.com/thefallsinnandsuites</a> E-Mail: <a href="mailto:bigwood@prtcl.com">bigwood@prtcl.com</a>	96	24	X	X	X	X	X	X		X	X	X	X	X	X	X	X	
<b>Comfort Inn</b> 425 Western Ave., Fergus Falls, MN 56537 218-736-5787 • 800-228-5150	45	4	X	X	X	X	X	X		X		X	X	X	X	X	X	X
<b>Fergus Inn</b> 610 Western Ave., Fergus Falls, MN 56537 218-739-3311	57			X								X		X		X		
<b>Motel 7</b> 616 Frontier Drive, Fergus Falls, MN 56537 218-736-2554 E-mail: <a href="mailto:motel7fergusfalls@yahoo.com">motel7fergusfalls@yahoo.com</a>	17		X	X	X							X		X	X	X	X	
<b>Super 8 Motel</b> 2454 College Way, Fergus Falls, MN 56537 218-739-3261 • 800-800-8000	15		X	X								X		X	X	X	X	X

# Community Event & Meeting Facilities



## American Legion Post #30

The American Legion Post 30 provides several options for your meeting and banquet needs. There are four spacious, private rooms available. Full banquet and bar service is available in each room. The lounge features a stage – perfect for a head table, entertainment or featured speaker. Additionally, a dividing wall can be extended, creating a private room.

2010 S. Pebble Lake Road  
Fergus Falls, MN 56537

218-739-4633  
218-736-2708 (office)  
218-736-2708 fax

post30@prtcl.com

Room Name	Room Dimension		Room Capacities			
	Sq. Ft	Ceiling Height	Theatre	Classroom	Banquet	Reception
Lounge	1,800'	10'4"	140	60	96	200
Bingo Area	800'	8'4"	80	30	60	100
Lower Level	665'	7'3"	72	32	64	80

## AmericInn Hotel

For groups up to 100 the AmericInn is a great choice for social and business meetings. Discounts are available with sleeping room reservations. Free wireless and wired high speed internet access is available. Food may be catered in or guest may bring their own. Break items are available at reasonable prices.

526 Western Ave.  
Fergus Falls, MN 56537

866-736-5452  
218-739-3900  
218-736-0742 fax

manager@americinnfergusfalls.com

www.americinn.com

Room Name	Room Dimension		Room Capacities			
	Sq. Ft	Ceiling Height	Theatre	Classroom	Banquet	Reception
Fergus and Falls Room	1,300'	11'	100	63	90	100
Fergus Room	650'	11'	45	27	36	45
Falls Room	650'	11'	45	27	36	45
Board Room	420'	8'	40	21	-	40

## Best Western the Falls Inn & Suites

This 96 room hotel and adjacent Bigwood Event Center provides professional and flexible meeting space for a variety of occasions. (Please see separate insert for Bigwood Event Center details and floorplans). Stewart Hall is part of the hotel itself and offers all the amenities and services of a large conference space in a small, private area. It is ideal for board retreats, small meetings and dinner parties.

925 Western Avenue  
Fergus Falls, MN 56537

800-293-2216  
218-739-2211  
218-736-2533 fax

www.bestwestern.com/  
thefallsinnandsuites

bwsales@prtcl.com

Room Name	Room Dimension		Room Capacities			
	Sq. Ft	Ceiling Height	Theatre	Classroom	Banquet	Reception
Stewart Hall	1,054'	9'	60	40	56	100

# Community Event & Meeting Facilities Continued

## Comfort Inn Hotel

Two meeting rooms in the Comfort Inn offer private and flexible space for events. The Monarch Room is situated adjacent to the hotel lobby and seats up to 25 people at small round tables. This space is perfect for small meetings, showers, and parties. The Oasis Room is situated off of the pool deck and seats up to 15 people. It is a great area for pool parties. Guests may bring their own food, or the hotel can provide refreshments.

425 Western Ave.

Fergus Falls, MN 56537

218-736-5787

218-736-2640 fax

[www.choicehotels.com/hotel/mn032](http://www.choicehotels.com/hotel/mn032)

## Don Pablo's Mexican Restaurant

Private banquet room is available for up to 80 people. A big screen television with VHS and DVD is available. There is no charge for the space provided reservations and food is ordered. Chips and salsa are free with food orders and there is a full bar available.

108 E. Lincoln Ave.

Fergus Falls, MN 56537

218-998-6394

## Eagles 2339

Two floors are available in this unique ship-shaped building. Seating and stage set up are available on both levels as are service bars and foodservice. This is a unique space conducive to meetings, banquets, wedding receptions and dances. The upper level is rentable private space and the lower level is semi-private and shared with bar patrons.

120 S. Peck Street

Fergus Falls, MN 56537

218-739-2523

[eagles@prtcl.com](mailto:eagles@prtcl.com)

Room Name	Room Dimension		Room Capacities			
	Sq. Ft	Ceiling Height	Theatre	Classroom	Banquet	Reception
Upper Level			300	200	250	300
Main Level			350	250	375	375

## Fergus Falls Public Library

The Jean Dahling Room at the Fergus Falls Public Library is available for non-commercial reservations with priority given to educational events that are open to the public. Space is rented as available surrounding library-related programming. The Library is handicapped accessible with level entry and power entry doors. A laptop computer, digital projector, video player and large screen monitor are available. Customers must do their own set-up and return room to as-found condition. Library days/hours only unless other arrangements are made.

205 E. Hampden

Fergus Falls, MN 56537

218-739-9387

218-739-5131 fax

[www.fergusfalls.lib.mn.us](http://www.fergusfalls.lib.mn.us)

[library@fergusfalls.lib.mn.us](mailto:library@fergusfalls.lib.mn.us)

Room Name	Room Dimension		Room Capacities			
	Sq. Ft	Ceiling Height	Theatre	Classroom	Banquet	Reception
Jean Dahling Room	816	10'	50	30		

# Community Event & Meeting Facilities Continued

## Fergus Theatre

This beautiful 450-seat theater is available for meetings, conferences, performances, parties and special events. Built in 1921 as a vaudeville house, the former Orpheum Theatre eventually became a movie house and was renamed the Fergus Theatre. Today it serves as a venue for live performances and movies. One of the theatre's unique features is its Mighty Wurlitzer Theatre Organ, reminiscent of the organs used during the silent movie era.

124 W. Lincoln Ave.  
Fergus Falls, MN 56537

218-736-5453  
218-739-5713

[www.fergusarts.org](http://www.fergusarts.org)  
[ac4ta@prtcl.com](mailto:ac4ta@prtcl.com)

## Fergus Falls Area Family YMCA

The community room at the Fergus Falls Area YMCA is a spacious, comfortable, carpeted and well-lit room with windows all along the north wall. It has good acoustics with a built-in PA system. There is plenty of on-site parking and the facility is handicap accessible. Commercial kitchen, gymnasium and pool are also available.

1164 N. Friberg Ave.  
Fergus Falls, MN 56537

218-739-4489  
218-739-5403

[www.fergusfallsymca.org](http://www.fergusfallsymca.org)  
[ffymca@prtcl.com](mailto:ffymca@prtcl.com)

Room Name	Room Dimension		Room Capacities			
	Sq. Ft	Ceiling Height	Theatre	Classroom	Banquet	Reception
Community Room	2,700'	10'	135	80	98	150

## Fergus Falls Parks/Pebble Lake Picnic Shelter - Delagoon park

The Fergus Falls Pebble Lake Picnic Shelter is a fully-enclosed shelter with full kitchen and restrooms. On the shores of Pebble Lake, guests may bring in their own food and beverages. This facility is available mid-May through September. The City parks offer covered shelters, restrooms, grilling facilities and picnic tables. Perfect for family reunions and summer parties, these seasonal green spaces should be reserved to ensure availability. Warming houses can also be rented for private skating and sledding functions.

218-739-3205

[www.ci.fergus-falls.mn.us](http://www.ci.fergus-falls.mn.us)

# Community Event & Meeting Facilities Continued

## Kaddatz Hotel

The newly renovated Kaddatz Hotel has rentable space in the lower level. Street and upper levels are home to resident artists and commercial tenants. The basement space is ideal for smaller meetings, classes and exhibits. Receptions for up to 70 people are perfect for this historic space.

113 Lincoln Ave. W.  
Fergus Falls, MN 56537

218-736-5453  
218-739-5713 fax

[www.fergusarts.org](http://www.fergusarts.org)  
[ac4ta@prtcl.com](mailto:ac4ta@prtcl.com)

## Mabel Murphy's Restaurant

Old world charm awaits your next reception or meeting in the private dining space of Mabel Murphy's. The cozy atmosphere, fine dining and services are available in this Tudor-style restaurant just off I-94.

Hwy. 210 & I-94  
Fergus Falls, MN

218-739-4406

[www.mabelmurphysmn.com](http://www.mabelmurphysmn.com)  
[mabel1@prtcl.com](mailto:mabel1@prtcl.com)

## National Guard Armory

The full main floor of the armory, the space is ideal for weddings, receptions, graduation parties, craft shows and small sporting events. A classroom on-site is also available and seats 45 people.

421 E. Cecil Ave.  
Fergus Falls, MN 56537

218-739-7581  
651-268-8281 fax

Room Name	Room Dimension		Room Capacities			
	Sq. Ft	Ceiling Height	Theatre	Classroom	Banquet	Reception
Main Floor	700'	25'			450	

## Pebble Lake Golf Course – Putters Grill

Overlook the beautiful Pebble Lake Golf Course during your private party or meeting. Seating 125 for banquets, Putters provides on-site catering, full bar and ample parking. Open deck accommodates 100 for banquets. Putters is open seasonally and coincides with the golf season.

1918 Pebble Lake Golf Drive  
Fergus Falls, MN 56537

218-739-4014

[www.playpebblelake.com](http://www.playpebblelake.com)



# Community Event & Meeting Facilities Continued

## Red Horse Ranch Arena

The Red Horse Ranch Arena (RHRA) is a beautiful new equine and event center in the rolling hills outside of Fergus Falls. The arena space is perfect for equine events, trade shows, concerts, tractor/horse pulls and motorcycle jumps. The 66,000 sq. ft. indoor arena includes a 54,000 sq. ft. dirt floor and 10,000 sq. feet of bleachers and concession areas. The adjacent side-building offers 14,400 sq. ft and has a concrete floor. Bleachers are available on site. The space is very flexible and staff is creative in making it work for your unique event needs. There are 220 acres of trees and hills for picnicking and camping options (with hook-ups) for weekends and event activities.

22671 County Highway 10  
Fergus Falls, MN 56537  
218-736-3000  
218-736-3232 fax  
www.redhorserancharena.com  
rhra@prtcl.com

Room Name	Room Dimensions		Capacities
	Sq. Ft		
Indoor Arena	54,000		Unlimited terraced hillside seating bleachers
Side Barn	14,400		
Outdoor Arena			
Event Stalls		10' x 12' each	250 stalls

## VFW Post 612

Beautiful, spacious downtown facility with ample parking. The VFW offers a modern, clean ballroom and meeting rooms to accommodate up to 300 people. Meals are offered "buffet style" and there is a full bar and gaming facilities.

420 E. Washington Ave.  
Fergus Falls, MN 56537  
218-739-2697

Room Name	Room Dimension		Room Capacities			
	Sq. Ft	Ceiling Height	Theatre	Classroom	Banquet	Reception
North	598	10.8'				
South	2,500	9.8'				
Middle	1,328	9.8'				
TOTAL			300	150	300	400

## Westridge Mall

Various spaces in the Westridge Mall are available for receptions, recitals, meetings, and classes. From 1,000 – 8,800 square feet, this flexible space provides on-site parking and power access, and offers tables and chairs to rent. Catering from outside vendors is allowed.

2001 W. Lincoln Ave.  
Fergus Falls, MN 56537

218-739-4439  
218-739-4430 fax

www.westridgemallff.com  
jeannieanderson@westridgemallff.com

# Business Resources



**Businesses are all in Fergus Falls unless otherwise noted. In those cases, the community is listed and is not more than 20 minutes from Fergus Falls.**

## Advertising and Design

Creative Partnerships	402 W. Vernon Ave.	218-736-7300	
Eggen Group Marketing, Inc.	23672 Diversion Street	218-736-5232	<a href="http://www.eggengroup.com">www.eggengroup.com</a>
Fifth Generation Communications	118 S. Vine St.	218-998-9996	
J&M Companies	1220 N. Tower Rd.	218-998-4062	<a href="http://www.jmcompanies.com">www.jmcompanies.com</a>
Live Wire Graphic Design	1325 Linwood Court	218-998-4296	<a href="http://www.livewiregd.com">www.livewiregd.com</a>
On the Brink of Advertising	26898 Riverside Dr.	218-736-4044	
Pinnacle Black Signs	514 W. Vasa Ave.	218-205-4319	<a href="http://www.blacksigns.com">www.blacksigns.com</a>

## Ad Specialty Items

JK Sports	1801 W. Lincoln Ave.	218-739-5299	<a href="http://www.jksports.com">www.jksports.com</a>
Nice Threads Custom Embroidery	218 W. Lincoln Ave.	218-736-7501	<a href="http://www.nice-threads.com">www.nice-threads.com</a>
Tag Up	831 Industrial Park Blvd.	800-528-0828/218-739-3251	
Victor Lundeen Company	126 W. Lincoln Ave.	218-736-5433	<a href="http://www.victorlundeens.com">www.victorlundeens.com</a>
Cooper's Technology Group	102 E. Lincoln Ave.	218-739-5294	<a href="http://www.coopersinc.com">www.coopersinc.com</a>

## AV Equipment Rental

The Rental Store	2010 St. Hwy. 210 E.	218-739-2294	
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## Catering

Applebees	605 N. Kennedy Park Rd.	218-998-4745	<a href="http://www.applebees.com">www.applebees.com</a>
Arby's	2622 Cenex Dr.	218-739-1111	
Bello Cucina	106 W. Lincoln Ave.	218-998-2221	<a href="http://www.bellocucina.com">www.bellocucina.com</a>
Bigwood Event Center	925 Western Ave.	218-739-2211	<a href="http://www.bestwesternminnesota.com">www.bestwesternminnesota.com</a>
Cafe 116	116 S. Union Ave.	218-998-3780	<a href="http://www.cafe116.com">www.cafe116.com</a>
City Bakery & Coffee Shop	218 W. Lincoln Ave.	218-739-1100	
Dairyland (seasonal)	1330 N. Union Ave.	218-736-3491	
Debbie's Home Style Catering	2524 College Way	218-739-2288	
Elmer's Bar-B-Que	Battle Lake	218-864-8436	
Kentucky Fried Chicken	2445 College Way	218-739-3201	
Lakeway Market	1810 E. Fir Ave.	218-736-7977	
Prante's on the Lake	Battle Lake	218-495-2995	
Mabel Murphy's	Hwy 210 W.	218-739-4406	
Putter's Bar & Grill	1918 Pebble Lake Golf Dr.	218-739-4014	<a href="http://www.playpebblegc.com">www.playpebblegc.com</a>
Service Food Market	321 W. Lincoln Ave.	218-998-9000	
Subway	2000 College Way	218-736-3138	
Somethin's Brewin'	401 S. Cascade	218-998-3102	<a href="http://www.havefaithinyourcoffee.com">www.havefaithinyourcoffee.com</a>
SunMart	1205 W. Lincoln Ave.	218-739-5272	
Zens Creative Catering	24026 Co. Hwy. 27	218-998-2979	

## Cellular Phone

All State Wireless-Sprint	1105 W. Lincoln Ave.	218-739-1000	
AT&T	2609 Cenex Dr.	218-739-7000	<a href="http://www.att.com">www.att.com</a>
Ottertail Telcom-Sprint	224 W. Lincoln Ave.	218-998-2000	<a href="http://www.parkregion.com">www.parkregion.com</a>
Verizon Wireless	409 W. Lincoln Ave.	218-998-7600	
Radio Shack-Verizon	1628 College Way	218-998-4304	<a href="http://www.desrs.com">www.desrs.com</a>

# Business Resources Continued . . .

## DJ's

Steve's Audio Plus 735 Melody Lane 218-739-9314  
Tim Torkelson 642 W. Cavour Ave. 218-736-6344

## Florists

The Flower Mill 205 W. Lincoln Ave. 218-736-7877/800-936-7877 [www.theflowermillonline.com](http://www.theflowermillonline.com)  
Sunmart Floral 1205 W. Lincoln Ave. 218-739-5272  
Wild Rose Floral & Gifts 304 E. Lincoln Ave. 218-736-6996

## Formal Wear/Tux Rental

Rainbow Cleaners 427 W. Lincoln Ave. 218-736-6647  
Sew Perfect Bridal 1304 W. Lincoln Ave. 218-739-3916

## Office Supplies

Cooper's Technology Group 102 E. Lincoln Ave. 218-739-5294 [www.coopersinc.com](http://www.coopersinc.com)  
Victor Lundeen Company 126 W. Lincoln Ave. 218-736-5433 [www.victorlundeens.com](http://www.victorlundeens.com)

## Photographers

Janssen Photography 120 S. Vine 218-739-4887/ 888-739-4887  
Strom Studios 1223 N. Union Ave. 218-998-3336

## Printers/Copy Services

Cooper's Technology Group 102 E. Lincoln Ave. 218-739-5295 [www.coopersinc.com](http://www.coopersinc.com)  
J&M Companies 1220 N. Tower Rd. 218-998-4062 [www.jmcompanies.com](http://www.jmcompanies.com)  
Midwest Printing 110 Washington Ave. E. 218-736-2364 [www.midwestprintingfergusfalls.com](http://www.midwestprintingfergusfalls.com)  
Nelson Bros 417 W. Stanton 218-739-3207  
Victor Lundeen Company 126 W. Lincoln Ave. 218-736-5433 [www.victorlundeens.com](http://www.victorlundeens.com)

## Rental Stores

The Rental Store 2010 St. Hwy. 210 E. 218-739-2294

## Signs

M-R Sign 1706 1st Ave N. 218-736-5681  
Pinnacle Black Signs 514 W. Vasa Ave. 218-205-4319 [www.blacksigns.com](http://www.blacksigns.com)  
Signworks Signs & Banners 1878 College Way 218-739-5333 [www.signsupnorth.com](http://www.signsupnorth.com)

## Sound & Lighting

Fergus Music 123 E. Lincoln Ave. 218-736-5541  
Team Electronics 2066 College Way 218-739-4443

## Transporation

City Cab 714 E. Summit Ave. 218-736-3520  
Crystal Carriage Limousines Pelican Rapids 218-863-1852  
Drivers On-Call 923 Park St. N. 218-736-2100  
Jefferson Lines 1425 W. Lincoln Ave. 218-736-3292/800-451-5333 [www.jeffersonlines.com](http://www.jeffersonlines.com)  
Keepers Limousine Foxhome 218- 643-9307  
Ottetail MinnDakota Coaches P.O. Box 402/1116 N. Tower Rd. 800-726-3586  
Toyota Rent-a-Car 1125 W. Lincoln Ave. 218-739-3247

## Travel Agencies/Tours

Magical Memories Tours 14714 195th Ave. 218-739-3773

# Bigwood Event Center

925 Western Ave.  
Exit 54 off I-94  
Fergus Falls, MN 56537

800-293-2216 • 218-739-2211  
bwsales@prtcl.com



The Bigwood Event Center has over 12,000 square feet of flexible meeting and banquet space to accommodate groups of up to 600 people. Smaller groups are welcomed and can be accommodated in the Oxley Room, Stewart Hall or by dividing the Wright Ballroom. The Fergus Boardroom features teleconferencing with executive seating for up to 16 people.

Our bright and spacious Pre-function Area provides ample room for socializing, registration and exhibits.

Our welcoming hospitality staff and convenience of first class accommodations within the facility guarantee the success of your event.

Our professional catering staff can provide a wide variety of delicious food and beverages for the Bigwood Event Center.

The Bigwood Event Center is the perfect location for your next meeting, convention, wedding, reception, tradeshow, banquet, reunion or event. Catering menus are available or our event planners will custom design a menu specifically for you.

Meeting Room	Theatre	Class Room	Rectangle Banquet	Rounds Banquet	Length and Width	Sq. Ft.	Ceiling	
George B. Wright	800	400	600	368	69 x 104	7,176	14'	
Hannah Kempfer	250	120	200	144	69 x 35	2,415	14'	
Elmer Adams	250	120	200	144	69 x 35	2,415	14'	
Henry G. Page	100	50	96	72	34 x 34	1,156	14'	
Joe Whitford	100	50	96	72	34 x 34	1,156	14'	
W.T. Oxley	80	40	80	48	28 x 38	1,064	13'	
Stewart Hall	60	40	60	56	34 x 31	1,054	9'	
Pre-function	This area used for receptions and exhibits					64 x 35	2,240	15'
Fergus Boardroom	Conference seating for 16					20 x 24	480	9'6"
Overhead door entrance permits easy access for loading and unloading								

## Pre-function Area



## Fergus Board Room

