

Kelowna
Museums
Alive With Our History



Facility Rental Package The Laurel Packinghouse



Welcome

When planning an event, consider the Laurel Packinghouse, part of the Kelowna Museums Society. Whether you are hosting a conference, fundraiser, art show or meeting, or celebrating a wedding, anniversary, Christmas party, or other social event, the Laurel provides a unique, atmospheric backdrop for a memorable occasion. For people who want to incorporate character, history, and local culture into their event, the Laurel has warmth and appeal. You're welcome to come in for an informal tour and a conversation with staff to answer all of your questions.

This package provides information that will help with the planning of your event. As well, look on the Kelowna Museums Facebook page for photographs.

Thank-you for considering this beautiful venue in the heart of Kelowna's Cultural District!

For further information, please contact:

Shelley Weber
Visitor and Rental Services
Office: Laurel Packinghouse
Phone: 778-478-0325
email: bookings@kelownamuseums.ca
Office hours: 9:00 am to 5:00 pm, Tuesday through Saturday

Table of Contents:

Laurel Packinghouse	2
Laurel Packinghouse floor plan	3
Rental Rates	4
BC Orchard Industry Museum	5
Frequently Asked Questions	6
Preferred Service Providers	8
Special Occasion License	9

The Laurel Packinghouse

The Laurel Packinghouse has 12,000 square feet of open space, with entrance through double, wooden doors to a spacious foyer. Architectural features include the original fir floor, dog dish light fixtures and wooden beams, all dating from 1917. There are local heritage features that add atmosphere and charm. A kitchen, including a microwave, electric stove, double-wide fridge and three sinks, is available for renters' use. There are three washrooms, one of which is a family room that contains a baby-changing station.

A Kelowna Museums Society staff member will be present throughout your event to assist you in any way possible.

Maximum capacity:

300 for stand-up events

275 for sit-down dinner events

Included in rental:

- use of 230 white, plastic, folding chairs
- 28 eight foot rectangular tables
- 3 x foot rectangular tables
- 23 five foot round tables
- 12 riser tubes to raise the height of the rectangular tables (ie. for bar service)
- cream-coloured, half-circular table
- 10x10 foot screen on the wall at the back of the stage
- moveable wooden podium
- coat racks and hangers
- black drape and piping to cordon off kitchen area
- 10 bistro/pub tables, forty inches tall

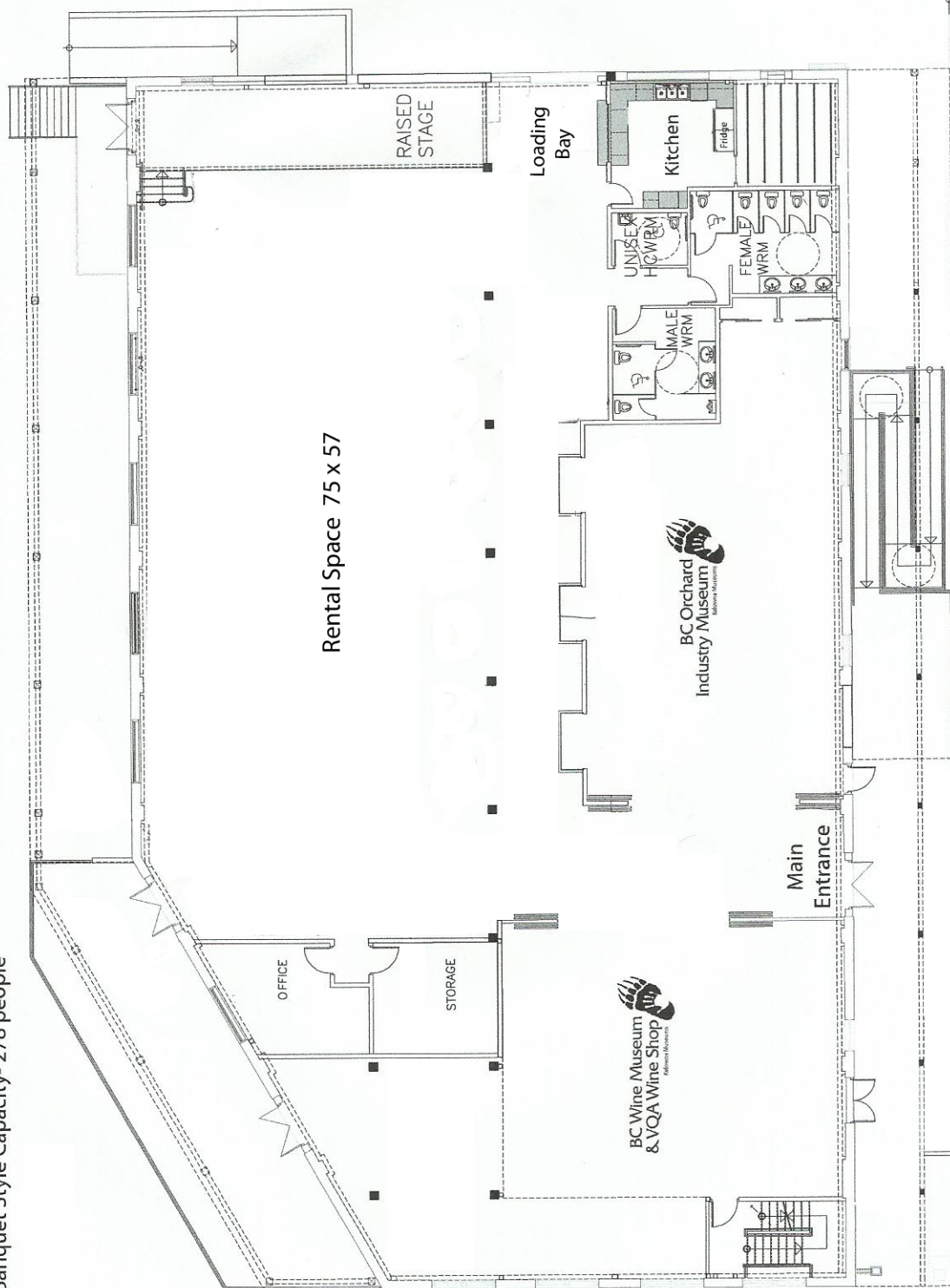
A floor plan you customize will enable our staff to set up chairs and tables according to your specifications, prior to your arrival.



Laurel Packinghouse

EST. 1917/1918

Rental Space: 4,275 square feet
 Standing Capacity- 302 people
 Banquet Style Capacity- 278 people



Date of event: _____ Renter's name: _____

_____ x 8 foot rectangular tables _____ x 6 foot rectangular tables

_____ x 5 foot round tables _____ chairs; _____ per table (usually 8)

RENTED chairs: yes or no Podium: yes or no

Pipe and draping around kitchen: yes or no Semi-circular white table: yes or no

Rental Rates

Laurel Packinghouse; All time frames include deliveries, set-up and take-down time. Taxes are included, and a KMS staff member will be present throughout all events.

9:00am – 1:00am, Mon. - Thurs.	\$2000.00
9:00am – 1:00am, Fri/Sat/Sun.	\$2200.00
9:00am – 5:00pm, Mon. - Thurs.	\$900.00
9:00am – 5:00pm, Fri/Sat/Sun.	\$1000.00
4:00pm – 1:00am, Mon. - Thurs.	\$1100.00
4:00pm – 1:00am, Fri/Sat/Sun.	\$1200.00
One stand-alone, five hour block.	\$500.00

*Registered non-profit societies are eligible for a reduced rate of 40% off the fees listed here. **All proceeds from rentals support the preservation and presentation of Kelowna's heritage.**



BC Orchard Industry Museum

The BC Orchard Industry Museum, located within the Laurel Packinghouse, is one of five museums under the auspices of the Kelowna Museums Society. It portrays the apple and soft fruit packing/processing during twentieth century Kelowna, and displays a living bee hive, critical to the orchard industry. Visitors are drawn to the 1921 staff photo, the eighteen-foot ladder, and the vintage processing equipment, including a 1920 Canadian patent, for example.

You are more than welcome to discuss access to the BCOIM with KMS staff.



Points to Consider

- Read the contract thoroughly before signing.
- Do you need to make plans regarding security at your event?
- Do you have adequate cleaning staff during your event (especially since some caterers will leave shortly after dinner is served, for example)?
- Do your bartenders have their *Serving it Right* registration?
- Do you have reliable help to do the clean-up at the end of your event?
- Have you considered all your AV needs and the people who will be responsible for them?
- Do you have reliable drivers for taking your goods away at the end of your event?
- Do you have a plan for alternate rides home, if necessary?
KMS staff are happy to arrange cab rides.

You are welcome to contact Shelley at anytime to discuss your plans: **bookings@kelownamuseums.ca** or **778-478-0325**.



"I wanted to take the time to thank you once again for all your help with our wedding. Your staff were such a pleasure to work with and everyone appreciated your friendly efficiency."



Frequently Asked Questions



What is needed to reserve my date?

a signed, dated and countersigned Kelowna Museums Society contract as well as a deposit equal to 50% of the total rental fee.

What else is needed?

- 3rd party Liability Insurance
- Special Occasion License, if any alcohol will be served
- floor plan so your chairs and tables can be set up prior to your arrival to your event
- Final payment is due two weeks, or more, prior to your event.

When can I get into the rental space to start setting up?

Entry for you and for your service providers will be the start time written into your contract.

What can we do about decorations?

Tables and chairs can be decorated; as well, free-standing decorations can be used. Draperies, wall-hangings, lights and additional furniture can be added to your décor. No duct tape,

scotch tape, pins, nails, or other materials are to be affixed to the space, and lights should remain in position, in order to protect the status of the Laurel Packinghouse as a Municipal Heritage Landmark.

Can we have candles?

Yes, as long as they are enclosed in glass and not on the window sills, in the bathrooms, or near flammable fabric.

Can we have music?

Yes, live music and the use of a DJ is fine. We do not have a sound system suitable for dance music so you will need to arrange your own speakers and amps. Please be respectful of our neighbours; music is to be turned off by 12:30 am.

What kind of AV system do you have?

There is no AV system in place. Staff can recommend AV technicians/companies who will accommodate your needs, from a simple mic system to stereo surround-sound for dancing.

Am I responsible for my guests and service providers?

Yes.

Frequently Asked Questions

Is alcohol permitted?

Yes, you are welcome to bring in alcohol and arrange for service according to BCLCB laws. You will need to file a Special Occasions License and ensure that your bartenders have a *Serving it Right* registration number.

Can we bring in our own caterer/bartender?

Yes. KMS is happy to provide suggestions of service providers and you are welcome to use others as long as they do an orientation of the Laurel Packinghouse at least ten days prior to your event.

Is there an air-conditioning system?

Yes! It helps that the loading bay and other doors remain closed unless they're being actively used.

Can we leave items such as decorations/dishes for pick-up the next day?

Everything you bring into the building for your event should be removed by the time the rental period is over. All gear, including all rental equipment, must be removed from the Laurel prior to 2:00 am. If specific arrangements have been made *prior to the event and confirmed with the Rental Coordinator*, then goods may be left on the stage overnight for early morning pick-up without penalty.

Will the BC Orchard Industry still be open to the public?

Yes. The BCOIM is open Tuesday through Saturday, 10:00am to 5:00pm. KMS staff will ensure that your event is not interrupted by public access to the museum.

When do we have to be out of the building?

12:00 am is last call. 12:30 am music must be off and take-down begun. By 1:00 am, the guests are to be gone, and the loading out of gear underway. By 2:00 am, the doors are locked.

Is there parking?

Yes, there is metered street parking as well as pay lots on Ellis Street and Cawston Avenue.

Do we have to take down chairs and tables? No.



Preferred Service Providers



There are a variety of service providers, including caterers, photographers, musicians, bar services, decorators and event planners/suppliers who are welcomed by the Kelowna Museums Society because they are professionals who provide excellent service and quality results.

KMS staff would be pleased to offer suggestions. Be sure to let the KMS staff know who your service providers will be so that a first-time orientation can take place prior to your event. We have a binder of options you're welcome to look through at your convenience.

KMS promotes supporting our local community; we welcome local businesses into the Laurel.

"Thank-you for working with us to ensure that the celebration was a success. With your professional contribution, we were able to deliver an event that was flawless, professional and memorable."



Special Occasion License

If alcohol service is part of a rental event, a copy of the renter's BCLCB Special Occasion License must be provided to the Rental Coordinator at least 48 hours in advance of the event date.

Without a copy of the actual license on the premises, no alcohol will be served within the Laurel Packinghouse.

Applications for a Special Occasion License can be picked up at BC Liquor Stores.

Bar service must be managed by people who have current Serving it Right registration on hand.

At any event that alcohol is being served, a reasonable amount of food and nonalcoholic beverages must also be served.

Renters and their guests are to consume alcohol indoors only.



"We look forward to working with you and your staff at the Laurel again! Yes, we would definitely come back!"

