

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

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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:

305 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 six foot rectangular tables
- 26 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 with detachable microphone
- coat racks and hangers
- black drape and piping to cordon off kitchen area
- 9 bistro/pub tables, forty inches tall

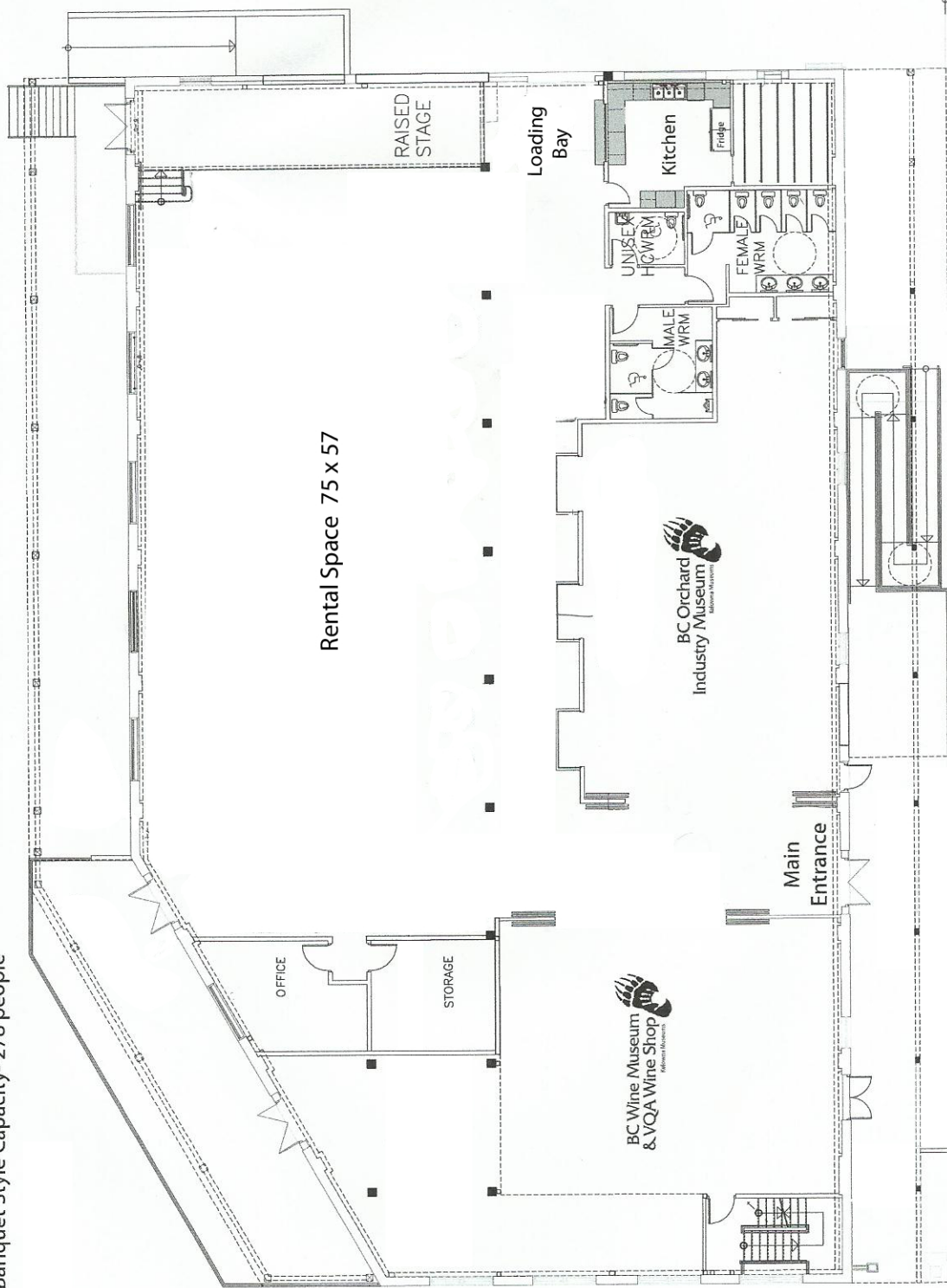
A floor plan you customize will enable our staff to set up chairs and tables according to your specifications, prior to your arrival.



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

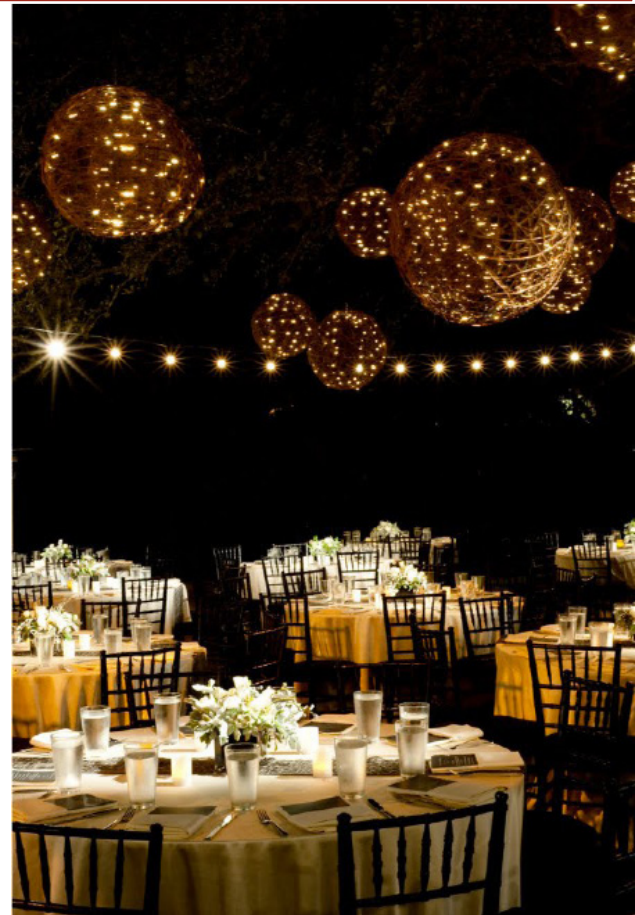
You are more than welcome to discuss access to the BCOIM with KMS staff.



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.

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?

Out of respect for other renters, and because we have no storage space, everything you bring into the building for your event should be removed by the time the rental period is over. Where possible, exceptions can be made. If items are left without prior arrangement, renters are subject to a minimum \$250.00 charge.

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?

Guests must leave one hour before the end time stated in your contract. The last hour is for clean-up, ending in lock-up by KMS staff, and the Kelowna Commissionaires, depending on time.

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

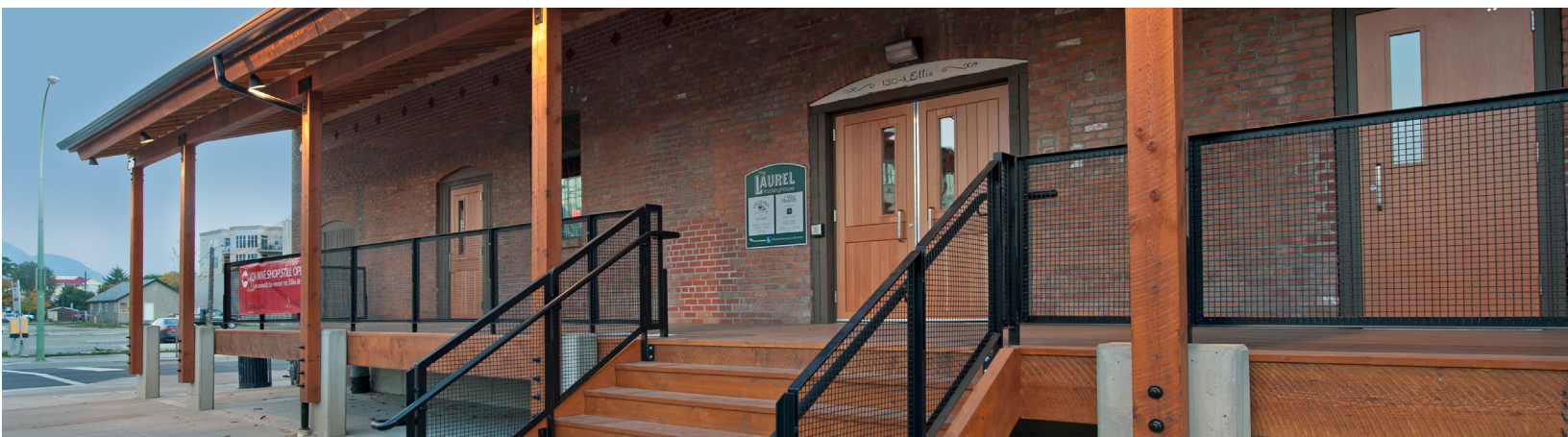
This information will help you apply for a liquor license:

1. The Kelowna Museums Society will provide a rental contract to the client and attach the City of Kelowna's "Permission to Apply for a Special Occasion License on City Property" form.
2. The client is required to have the permission form signed off by the Director of Active Living & Culture at the Parkinson Recreation Centre, 1800 Parkinson Way, Kelowna.
3. The review and signing process at the Parkinson Recreation Centre will be completed within 48 hours.
4. Once signed off, a Parkinson Recreation Centre staff member will contact the client to pick up the form.
5. The City of Kelowna will email the Kelowna Museums Society Visitor and Rental Services to advise that the form has been completed.
6. The client will present the form to the RCMP.

This information is from the City of Kelowna. Please refer to the next page. KMS staff will be happy to answer your questions.



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



PERMISSION TO APPLY for a Special Occasion Licence on City Property

<p>PRIVATE Special Event Check _____</p> <p>Attendance must be limited to invited guests, members and staff of an organization, or persons to whom advance tickets have been given or sold. A private special event includes:</p> <ul style="list-style-type: none"> • A social, cultural, recreational, religious, sporting or community event; • A tasting event to acquaint the public with products from a winery, brewery or distillery; • A celebration of a family occasion, including, but not limited to, weddings, christenings, bar mitzvahs or other religious occasions, birthdays or wedding anniversaries. <p>INSTRUCTIONS: Once this permission form is signed by the Active Living & Culture Director (or designate), proceed to a BC Liquor Store. RCMP approval may be required, ask the Manager at your local BC Liquor Store if your type of private event will need Police approval. "Serving it Right" Certificate may be required.</p>	<p>PUBLIC Special Event Check _____</p> <p>A public special event is a community or public celebration (community festival, outdoor concert) where anyone may attend. Events are public if they are held in a place open to the public, such as a park, open room in a community centre, business open to the public or outdoor location such as a parking lot.</p> <p>INSTRUCTIONS: Once this permission form is signed by the Sport & Recreation Manager (or designate), proceed to a BC Liquor Store. From there you will be instructed to go to the RCMP office for approval. **"A Serving it Right" Certificate will be required.</p>
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CHECK ✓ LOCATION			
Parkinson Recreation Centre Permit to 1:00 am only	Okanagan Mission Activity Centre Permit 12:00 pm to 9:30 pm only	City Park Permit to 10:00 pm only	East Kelowna Diamonds Permit to 10:00 pm only
Parkinson Activity Centre Permit to 1:00 am only	Memorial or Rutland Arena Permit to 12 midnight only	Rutland Sportfields Permit to 10:00 pm only	Parkinson Recreation Centre Fields Permit to 10:00 pm only
Kinsmen Fieldhouse & Media Centre Permit to 12:00 am only	Waterfront Park Permit to 10:00 pm only	Mission Soccer Area Permit to 10:00 pm only	Other:

*** Who applies for the Licence?**
It is the host's responsibility to apply for a Special Occasion Licence. This could be an individual or a representative from a club, business or group. Event coordinators, caterers or managers cannot apply on the host's behalf. The applicant must be at least 19 years old and a permanent resident of British Columbia. If applicant is NOT a permanent resident of British Columbia then applicant can apply for their Special Occasions Licence through the Liquor Control & Licensing Branch in Victoria, B.C. Phone: 1-866-209-2111 Website: www.pssq.gov.bc.ca/licb.

Date of Event:	Name of Organization:	* Contact Person:
Description of Event:	Address:	Telephone: Home Work Cell
Expected Attendance:	Who is organizing and operating the licenced area?	LIQUOR LICENCE HOLDER MUST COMPLY WITH GENERAL GUIDELINES AND DESIGNATED DRIVER AWARENESS PROGRAM
Rental Contract #		

Authorized Signature of Applicant: _____

Date: _____

APPROVAL:

Date: _____

Jim Gabriel
Director, Active Living & Culture
Parkinson Recreation Centre
1800 Parkinson Way, Kelowna, B.C. V1Y 4P9

(Telephone: 469-8800)
(Fax: 862-3326)