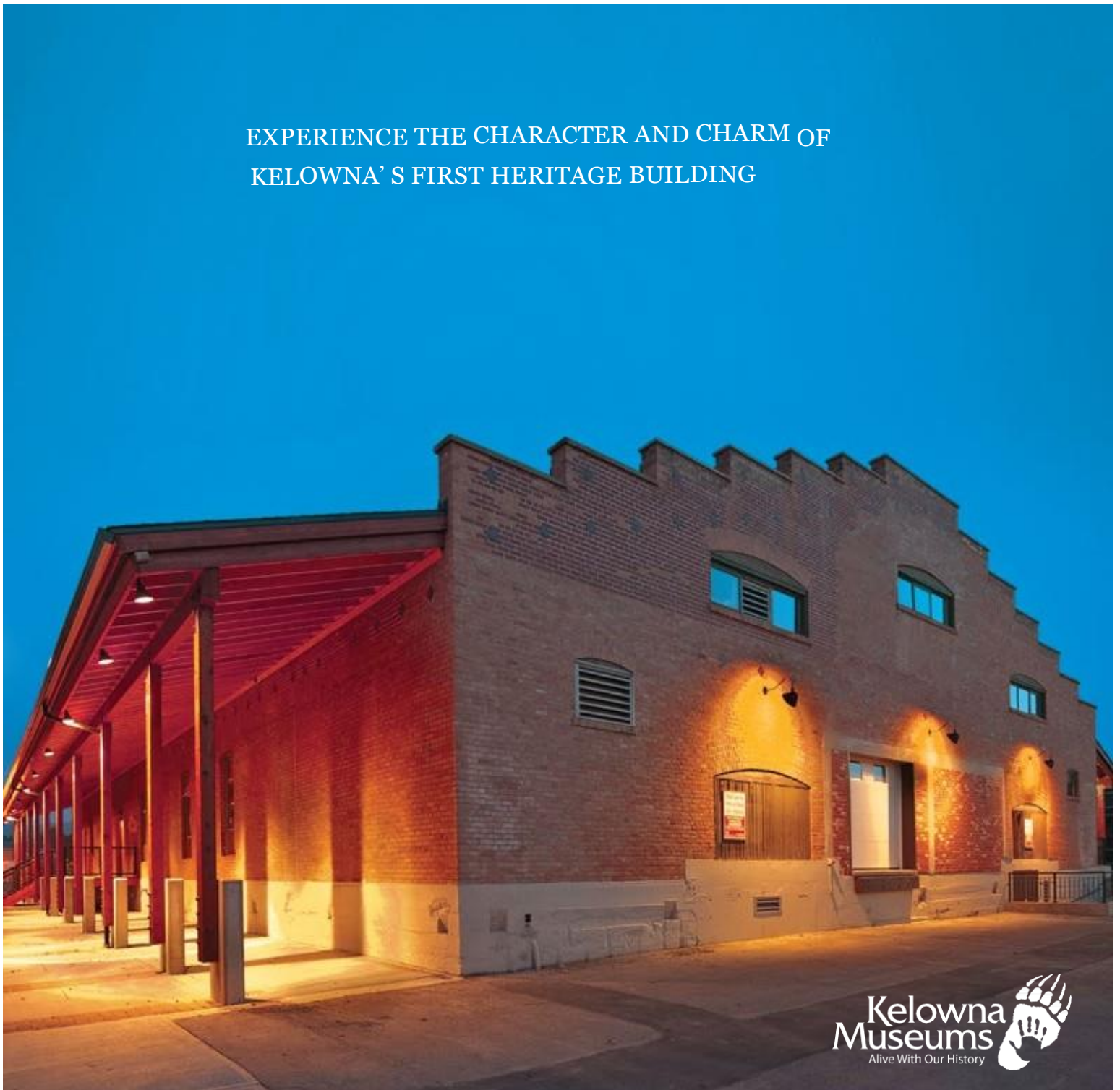


FACILITY RENTAL PACKAGE

# The Laurel Packinghouse

A PART OF YOUR HISTORY

EXPERIENCE THE CHARACTER AND CHARM OF  
KELOWNA'S FIRST HERITAGE BUILDING



Kelowna  
Museums  
Alive With Our History



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. Further information is also available on the Kelowna museums website ([kelownamuseums.ca](http://kelownamuseums.ca)).

**Thank you for considering this beautiful venue in the heart of Kelowna's Cultural District! For more info, please contact:**

*Ally Morrow- Laurel Coordinator*

**Phone:** 778.478.0346

**Email:** [bookings@kelownamuseums.ca](mailto:bookings@kelownamuseums.ca)



laurelpackinghouse

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*Feel the ambiance of the oldest and largest packinghouse in BC*



# Floor Plan

The Laurel Packinghouse has 5,000 square feet of open space for your event. Enter through double, wooden doors into a spacious foyer, and be enchanted by the architectural features including historic fir floors, dog dish light fixtures and wooden beams, some dating from 1917. There are local heritage features that add additional atmosphere and charm. A kitchen, including a microwave, electric stove, double-wide fridge and three sinks with plenty of counter space 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.

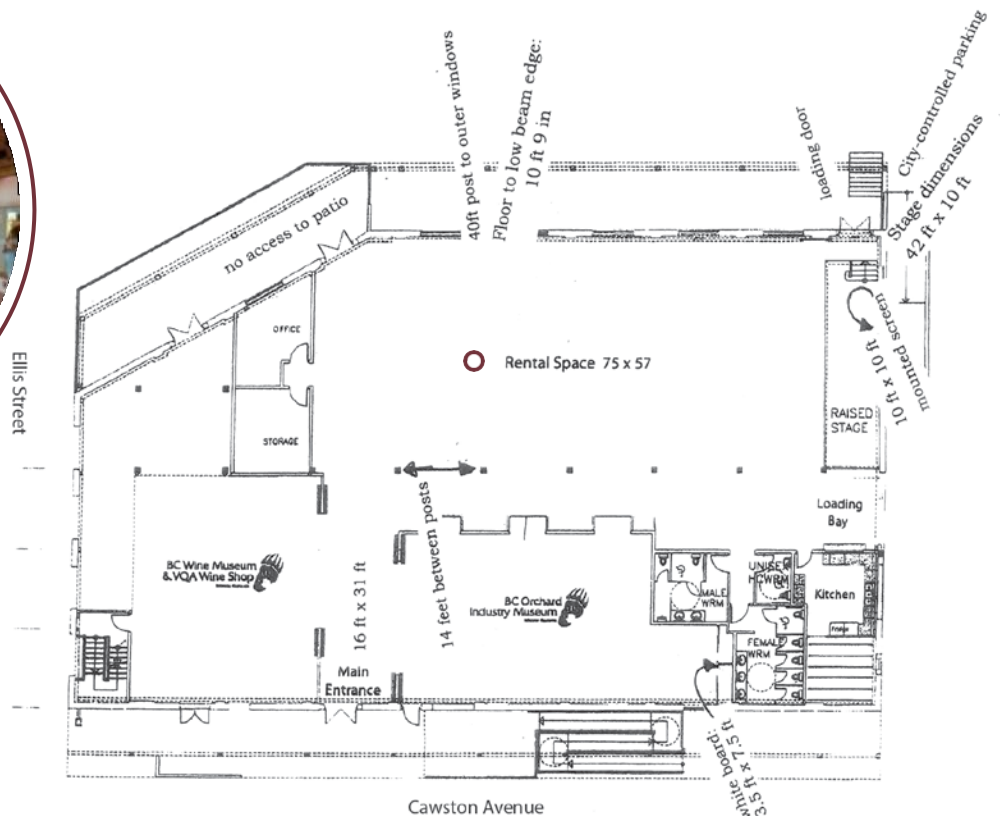
**A floor plan you customize will enable our staff to set up chairs and tables according to your specifications, prior to your arrival.**

## Maximum capacity:

- 300 for stand-up events
- 250 for sit-down dinner events

## Included in your rental:

- use of stage (24" tall)
- 30 eight-foot rectangular tables
- 10 six-foot rectangular tables
- 23 five-foot round tables
- 1 four-foot square table
- 1 four-foot rectangular table
- 230 white, plastic, folding chairs
- 16 riser tubes to raise the height of the rectangular tables (*ie. for bar service*)
- 10FT x 10FT screen on the wall at the back of the stage
- moveable wooden podium
- 3 coat racks and 100 plastic hangers
- Black drape and piping to cordon off kitchen area
- 10 bistro/pub tables (40" tall)
- portable and fixed stairwell to stage





# Rates

*All time frames include deliveries, set-up and take-down time. Service provider access must take place within the contracted time of a rental. All applicable taxes are included. A KMS staff member will be present throughout all events. Rates subject to change without notice.*



## FULL DAYS

9:00AM–5:00PM   Mon - Thu	\$1300.00
9:00AM–5:00PM   Fri-Sun & Holidays	\$1400.00
Non-profit discount	40%

## PARTIAL DAYS - STAND-ALONE RENTALS

3 hours min - 6 hours max	\$175/hr
9:00AM–5:00PM	

## EVENINGS

5:00PM–2:00AM   Mon - Thu	\$1550.00
5:00PM–2:00AM   Fri-Sun & Holidays	\$1650.00
Non-profit discount	40%

## FULL DAY/EVENING

Including all weddings (ceremony, reception, or both)

9:00AM–2:00AM   Mon - Thu	\$2850.00
9:00AM–2:00AM   Fri-Sun & Holidays	\$3100.00
Non-profit discount	40%

**OWOM Gallery** \$500.00

**Laurel Square and/or deck** \$500.00

*For earlier access than 5:00pm, an additional two hours can be contracted for \$150.00 each hour. The date(s) for your event are secured with a signed/countersigned contract and the payment of a non-refundable, non-transferable deposit. All proceeds from rentals support the preservation and presentation of Kelowna's heritage.*

# Okanagan Wine and Orchard Museum



The Okanagan Wine and Orchard Museum, located within the Laurel Packinghouse building, is one of three museums under the auspices of the Kelowna Museums Society.

The museum portrays the apple and soft fruit packing/ processing industry during twentieth century Kelowna along with the Okanagan wine industry, which has boomed, bringing huge changes to our region.

In one room of the museum, visitors are drawn to the 1921 staff photo, the eighteen-foot picker's ladder, vintage processing equipment, and even a living bee hive - critical to the orchard industry.

Another part of the Okanagan Wine and Orchard museum highlights interesting stories of wines, wineries, wine makers, entrepreneurs, and the trials and triumphs of the industry.

*You are more than welcome to discuss rental access to Okanagan Wine and Orchard Museum with the Laurel Coordinator.*



# Points to Consider



- Read the contract thoroughly before signing.
- The deposit is non-refundable and non-transferable.
- Do you need to make plans regarding security at your event?
- Do you have adequate cleaning and busing staff during your event (especially since some caterers will leave shortly after dinner is served)?
- Do your bartenders have their Serving It Right certification, and have you arranged for a Special Events Permit ([specialevents.bcldb.com](http://specialevents.bcldb.com))?
- 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, and/or guests away at the end of your event?
- Do you have a plan for alternate rides home, if necessary? Kelowna Museum staff are happy to arrange cab rides.
- You are welcome to contact the Laurel Coordinator any time to discuss your plans:

[bookings@kelownamuseums.ca](mailto:bookings@kelownamuseums.ca) or  
778.478.0346

“ 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

***Q: What is needed to reserve my date?***

**A:** 1) A signed, dated and countersigned Kelowna Museums Society contract as well as a non-refundable deposit equal to 50% of the total rental fee.

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

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

***Q: What can we do about decorations?***

**A:** 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, including the flooring, and lights should remain in position, in order to protect the status of the Laurel Packinghouse as a Municipal Heritage Landmark.

***Q: Can we have candles?***

**A:** Possibly, as long as they are enclosed in glass and have been approved in advance – other restrictions apply.

***Q: Can we have music?***

**A:** Yes, live music and the use of a DJ is welcome. Please be respectful of our neighbours; music is to be turned off by 12:30 AM.

***Q: Can we use the deck and the Laurel Square?***

**A:** Yes, until 10:00pm. No alcohol can be taken outside unless the deck or the Laurel Square have been rented in conjunction with an event in the Laurel Packinghouse.





# Frequently Asked Questions

**Q: What kind of AV system do you have?**

**A:** There is an AV system in place – arranged and maintained by our preferred partner, New Horizon Productions – please contact them for all your needs, from a simple mic system to stereo surround-sound for dancing.

**Q: Am I responsible for my guests and service providers?**

**A:** Yes. Ensure that bar service is managed by a professional who has a Serving It Right certification

**Q: Is alcohol permitted?**

**A:** Yes, you are welcome to bring in alcohol and arrange for service, according to BCLCB laws. You will need to file a Special Event Permit ([specialevents.bclcb.com](http://specialevents.bclcb.com)) and ensure that your bartenders have a Serving It Right registration number.

**Q: Can we bring in our own caterer/bartender?**

**A:** 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.

**Q: Is there an air-conditioning system?**

**A:** Yes, it helps that the loading bay and other doors remain closed unless they're being actively used.

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

**A:** 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 2:00am.

**Q: Will the Okanagan Wine and Orchard Museum still be open to the public?**

**A:** Possibly. KMS staff will ensure that your event is not interrupted by public access to the museum. Rental set-up must not interfere with public access to the museum during open hours.

**Q: When do we have to be out of the building?**

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

**Q: Is there parking?**

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

**Q: Do we have to take down chairs and tables?** **A:** No, unless they are rentals brought into the Laurel Packinghouse.

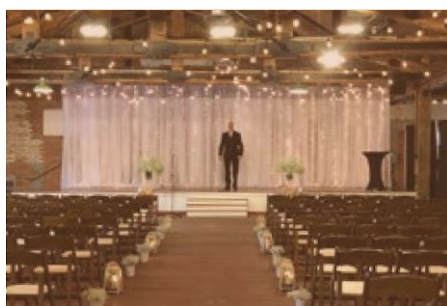
**Q: Where is there *designated smoking*?**

**A:** Only on the sidewalk out the main front doors, by the butt dispenser.





# Preferred Service Providers



Other than our preferred AV supplier – New Horizon Productions – which has equipment already set up in the space, 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 prior to your event date who your service providers will be. If you would like assistance in selecting your service providers, we are happy to make recommendations.

# Special Events Permit

If alcohol service is part of a rental event, a copy of the renter's BCLCB Special Event Permit must be provided to the Laurel Enterprise 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 applied for online. Renters and their guests are to consume alcohol indoors only.

With a Special Event Permit in place and rental of the deck or Laurel Square in conjunction with an event in the Laurel Packinghouse, alcohol can be taken outside until 10:00pm. Licensing the Laurel Square requires renters to arrange security and fencing.

*Enquire and book any time!*

*Ally Morrow -Laurel Coordinator*

**Phone:** 778.478.0346

**Email:** [bookings@kelownamuseums.ca](mailto:bookings@kelownamuseums.ca)

