

Facility Rental Package

THE LAUREL PACKINGHOUSE

A Part of Your History

MAKE YOUR EVENT UNFORGETTABLE AT THE LAUREL PACKINGHOUSE.

Imagine your guests mingling in a beautifully restored heritage building, steeped in Kelowna's rich history. The Laurel Packinghouse, part of the Kelowna Museums Society, offers a unique and atmospheric backdrop that will transform your event from ordinary to extraordinary. Whether you are planning a conference, fundraiser, art show, dream wedding, or a festive holiday party, the Laurel provides the perfect setting.

Impress your guests with the building's warmth, character, and local charm. Incorporate Kelowna's unique history and culture into your event, creating a truly memorable experience for everyone. Ready to explore your options? We invite you to visit the Laurel for an informal tour. Our knowledgeable staff will answer all your questions and help you envision your perfect event.

Don't settle for ordinary—contact the Laurel Packinghouse today and start planning an event that will leave a lasting impression.

Ally Morrow

Laurel Coordinator

Phone: (778) 478.0346

Email: bookings@kelownamuseums.ca

 [@laurelpackinghouse](https://www.instagram.com/laurelpackinghouse)



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 dating from 1917. Local heritage features add additional atmosphere and charm.

For a seamlessly catered affair, kitchen space with an electric stove, double-wide fridge, small freezer, microwave, three sinks, and ample counter space awaits your chosen culinary team. Three well-appointed washrooms, including an accessible washroom with baby-changing station, ensure the comfort of your guests.

A dedicated staff member will be present throughout your event. Collaborate with our team to devise a floor plan—tables and chairs will be set before your arrival.

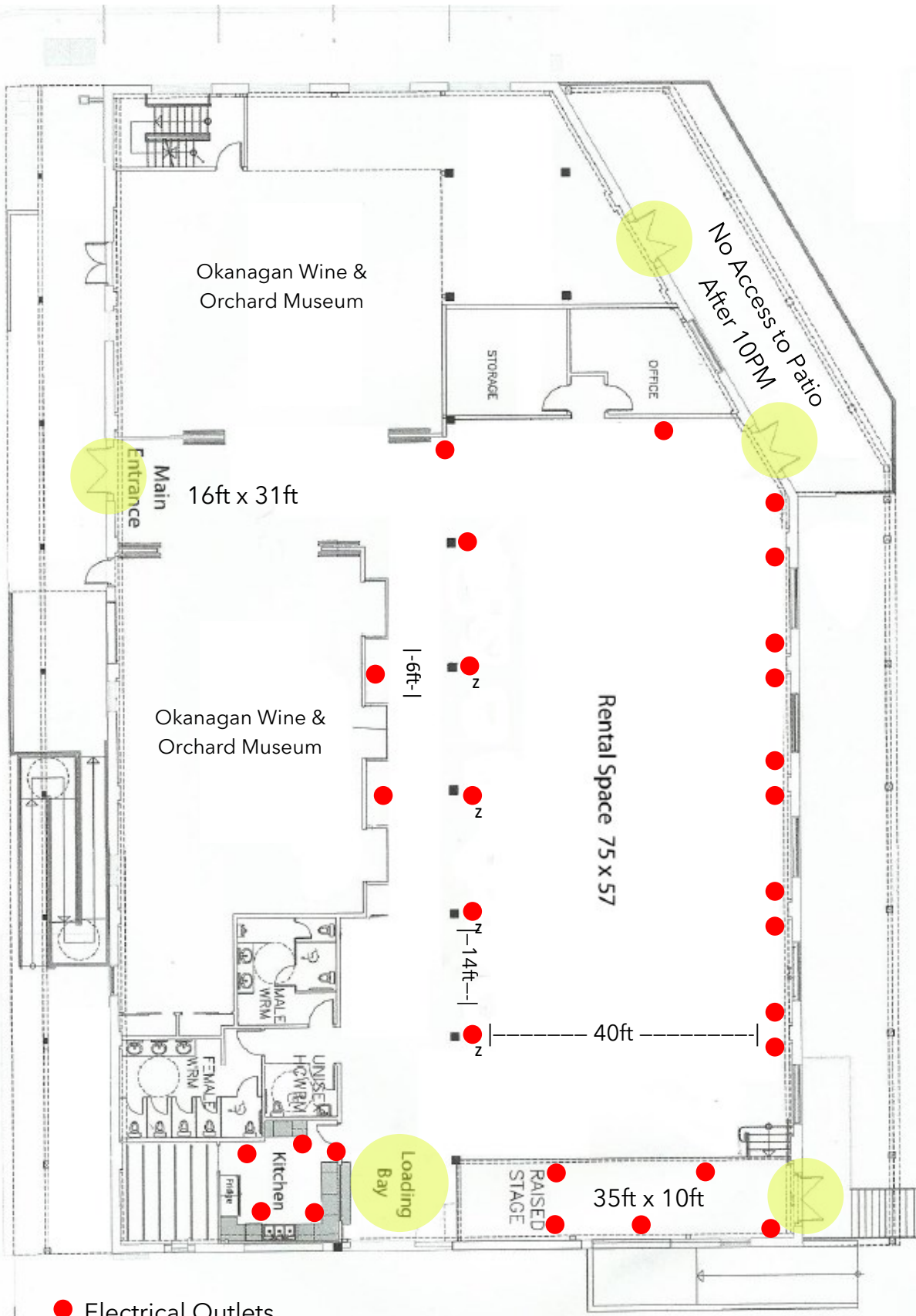
Maximum capacity:

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

Included in your rental:

- Use of 24" tall stage with portable and fixed stairwell
- 28 8-foot rectangular tables
- 10 6-foot rectangular tables
- 23 5-foot round tables
- 1 4-foot rectangular table
- 10 cocktail (42.5"h) or bistro (30"h) tables
- 1 12-foot long wood table (19"w x 45"h)
- 16 riser tubes to raise height of rectangular tables (i.e. for bar service or kitchen prep)
- 3 portable wine barrels
- 230 white folding chairs
- 10 foot square screen at the back of the stage
- Moveable wooden podium
- Black drape and piping to cordon off kitchen area
- 4 coat racks and 100 plastic hangers





- Electrical Outlets
- Exit Points

RATES

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

For earlier access than 5pm, additional hours can be contracted for \$175/hr. The date(s) for your event are secured with a dated, signed and 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.

PARTIAL DAYS / STAND-ALONE RENTALS

3 hours min - 6 hours max	\$200/hr
9am to 5pm	

FULL DAYS

9am to 5pm Mon-Thu	\$1600
9am to 5pm Fri-Sun & Holidays	\$1800
<i>Non-profit discount</i>	30%

EVENINGS

5pm to 12am Mon-Thu	\$1800
5pm to 1am Fri-Sun & Holidays	\$2000
<i>Non-profit discount</i>	30%

FULL DAY / EVENING

Including all weddings & holiday parties

9am to 12am Mon-Thu	\$3100
9am to 1am Fri-Sun & Holidays	\$3500
<i>Non-profit discount</i>	30%

OWOM Gallery	\$500
Laurel Deck and/or Square	\$500



OKANAGAN WINE AND ORCHARD MUSEUM



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

The museum portrays the apple and soft fruit packing and processing industry during 20th century Kelowna, along with the Okanagan wine industry, which has brought massive changes to our region.

In one room of the museum, visitors are drawn to the 1921 staff photo, the 18-foot picker's ladder, vintage processing equipment, and a dormant bee hive—critical to the orchard industry.

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

You are more than welcome to discuss rental access or tours of the 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 bussing staff during your event (especially since some caterers will leave shortly after dinner is served)?
- Do your bartenders have Serving it Right certification, and have you arranged for a Special Events Permit?
(<https://justice.gov.bc.ca/lcrb/sep>).
- Do you have reliable help to help you 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 supply local cab contact information. We strongly recommend pre-booking safe rides home.
- You are welcome to contact the Laurel Coordinator any time to discuss your plans:

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: A dated, signed, and countersigned Kelowna Museums Society contract, as well as a non-refundable, non-transferable 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 your service providers will be the start time written into your contract.

Q: How/what are we allowed to decorate?

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 may be affixed to the space, including the floor. Lights must also remain in position in order to protect the status of the Laurel Packinghouse as a Municipal Heritage landmark.

Q: Can we have candles?

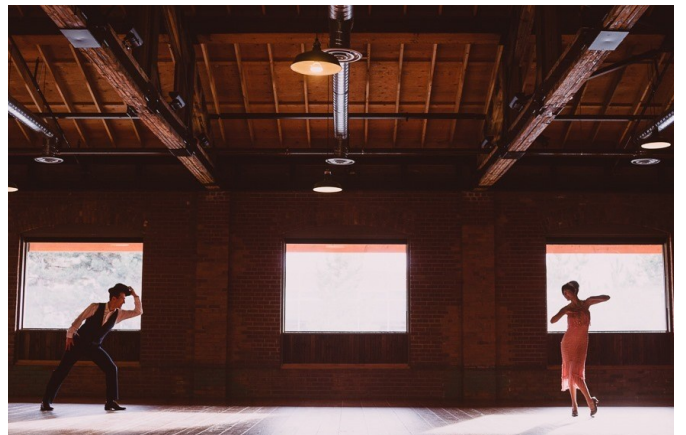
A: Flames and/or sparklers are not permitted in the building. You are welcome, however, to use LED candles.

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 11:30pm.

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

A: Yes, until 10pm. 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 alcohol service is managed by a professional who has Serving It Right certification.

Q: Is alcohol permitted?

A: Yes, you are welcome to bring in alcohol and arrange for service, according to BC laws. You will need to file a Special Event Permit and ensure that your alcohol servers/bartenders have Serving it Right certification. (<https://justic.gov.bc.ca/lcrb/sep>)

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

A: Yes, we are happy to provide suggestions of our preferred service providers. You are welcome to use others so long as they complete an orientation of the Laurel Packinghouse at least ten days prior to your event.

Q: Is there an air-conditioning system?

A: Yes. Keeping the loading bay and other doors closed unless they in active use helps the efficiency of the system.

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 your rental period is over. All gear, including all rental equipment, must be removed from the Laurel **prior** to 1am.

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 are we required to be out of the building?

A: Last call is 11pm. Music must be off and take-down started by 11:30pm. By 12am, all guests are to be gone, and the load out of gear underway. By 1am, the doors are locked.

Q: Is there parking?

A: Yes, there is metered street parking as well as pay lots on Ellis St. and Cawston Ave.

Q: Do we have to take down chairs and tables?

A: No, unless they are rentals brought into the Laurel Packinghouse.

Q: Is there a designated smoking area?

A: Smoking is only permitted on the sidewalk area out of the main front door, beside the butt dispenser.



SPECIAL EVENTS PERMIT

If alcohol service is part of your rental event, a copy of the renter's BCLCRB Special Event Permit must be provided to the Laurel Coordinator at least **two weeks** 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 Event Permit can be applied for online. Renters and their guests may 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 10pm. Licensing the Laurel Square requires renters to arrange security and fencing.

Enquire and book any time!

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