



Jessica Zais Photography

The Laurel Packinghouse: Part of Kelowna Museums

1304 Ellis Street

www.kelownamuseums.ca/

Kelowna Museums Society provides the public with educational exhibitions and programs that foster personal participation, stimulate curiosity, and engage the senses with the cultures, histories, and possibilities of the Okanagan region. We aim to inspire the community to be alive with its history – connecting people and place.

All revenues generated by rentals of the Laurel Packinghouse directly support this mission. Thank you for helping us to keep history alive in our community.

Make your event unforgettable at the Laurel Packinghouse.

Impress your guests with the warmth of the Laurel Packinghouse, a beautifully restored heritage building in downtown Kelowna's Cultural District. Its unique charm and local character provide an atmospheric backdrop that will transform your event into a truly memorable experience.

Whether you are planning a conference, fundraiser, art show, dream wedding, or a festive holiday party, the Laurel's 5,000 square feet of open space provides the perfect setting. We invite you to contact the Head of Laurel Enterprise to arrange a visit for an informal tour. Our knowledgeable staff will answer all your questions and help you envision your perfect event.

Ally Morrow, Head of Laurel Enterprise

(778) 478.0346

bookings@kelownamuseums.ca

 @laurelpackinghouse

Rates

All rates include taxes, deliveries, set-up, and take-down. A KMS Event Attendant will be present throughout your event. Additional hours may be contracted for \$200/hr.

Maximum Capacity 300 stand up reception or theatre style, 250 seated.

When the Laurel Packinghouse is rented, the Okanagan Wine & Orchard Museum Gallery and/or Laurel Square is available for an additional fee of \$500ea – restrictions apply.

To secure your event dates, a signed contract and non-refundable deposit are required.

Rates are subject to change without notice.

Rental Period	Monday-Thursday	Friday-Sunday & Holidays	Non-Profit Discount
Full Day (9am – 5pm)	\$1800	\$2300	30%
Evening (5pm – 12am)	\$2500	\$3000	30%
Full Day Rate (9am – 1am)	\$3500	\$4000	30%
Additional Hours	\$200/hr	\$200/hr	-
Laurel Deck or Square*	\$500	\$500	-

* only available with Laurel Packinghouse Rental

Included in Your Rental

- One full furniture set based on your floor plan ready at arrival
- Event staff to facilitate and direct your service providers
- Washroom, garbage, and recycling maintenance throughout your event
- 10 x 10 mounted screen
- Podium without microphone
- Use of kitchen space with some cleaning supplies, electric stove, double wide fridge, small chest freezer, microwave, three sinks, and ample counterspace
- See furniture list below

What is Not Included

- Audio Visual Equipment
- Service staff for bussing, serving, or bartending
- Liquor licensing
- Ice
- Smallware such as glasses, plates, cutlery, or service utensils
- Food and beverage
- Security
- Linens
- Décor items

Furniture Included in Your Rental

- Use of 24" tall stage with portable and fixed stairwell and mounted 10-foot screen
- 250 white folding chairs
- 25 8-foot rectangular tables
- 10 6-foot rectangular tables
- 25 5-foot round tables
- 10 cocktail (42.5" h) or bistro (30"h) tables
- 1 12-foot-long wood table (19" w x 45" h)
- 16 table leg risers (i.e. for bar service or kitchen prep)
- 6 portable wine barrels
- Moveable wooden podium
- Black drape and piping to cordon off kitchen area
- 2 coat racks and 100 hangers
- 2 Easel Stands

- Champagne wall (holds 76 stemmed glasses) - rental of \$100
- 150 ISO 4 oz wine tasting glasses - rental of \$100

Okanagan Wine & Orchard Museum Corporate Rental Package

Orchard Gallery

9am – 5pm Monday to Friday

\$600 + 18% service charge

This package includes:

- Set up for 25 seated or up to 50 theatre-style
- Water station
- Linen
- Complimentary wi-fi
- 8' screen
- Whiteboard with easel
- Podium
- Garbage/recycle bins
- Optional OWOM tour, \$5/person*

As this is a museum space with artefacts, food and beverage are based on approval only.
*Subject to Programming staff availability.



Frequently Asked Questions

What kind of AV system do you have?

We offer an AV system maintained by our preferred partner, New Horizon Productions. [Contact them directly](#) for any audio-visual needs, from simple microphones to surround sound for dancing.

Am I responsible for my guests and service providers?

Yes, you are responsible for the actions of your guests and service providers. If you are serving alcohol, ensure it is managed by a certified professional. If, during your event, KMS staff observe any unsafe behavior or hate speech, your event may be cancelled in progress with no notice or refund.

Is alcohol permitted?

Yes, you can bring in alcohol and arrange for service, adhering to BC Liquor and Cannabis Regulations. This requires a [Special Event Permit](#) and certified Serving It Right bartenders.

What are the insurance requirements?

You are responsible for obtaining liability insurance and any necessary permits, such as a Special Event Permit. Your rental contract will outline specific insurance and liability requirements.

Can I bring in my own caterer?

Absolutely – we can recommend one of our preferred providers, but you are welcome to choose others. However, they must be Food Safe certified and complete a Laurel Packinghouse orientation at least 10 days before your event.

Is there air conditioning?

Yes, we have air conditioning. Please keep the loading bay and other doors closed when not in use to maintain efficiency.

What are the décor rules?

- You may decorate tables and chairs and use any freestanding decorations.
- **NO** tape, pins, nails or other materials may be used to affix anything to walls or floors. Please respect the building's heritage designation while placing décor.
- **NO** use of real flames. Please use LED candles only.
- **NO** sparklers or confetti

Can we include the Okanagan Wine & Orchard Museum gallery, Laurel Deck, and Laurel Square in our booking?

Yes, these spaces are available for an additional fee. However, please note:

- Food and beverage are subject to approval due to the presence of artefacts in the gallery
- Renting Laurel Square requires professional fencing and security for outdoor alcohol service
- Outdoor furniture must be rented separately as the Laurel's furniture is for indoor use only
- All outdoor activities must conclude by 10pm

Who is responsible for cleaning and packing up?

You are responsible for the items you bring in. The venue will provide one initial furniture set-up based on your floor plan and will take care of spills, recycling, and waste removal. Your team is responsible for bussing and cleaning the kitchen before departure.

Can we request a stage set-up?

Yes, a stage with a screen is available. You will need to arrange for any additional AV equipment, such as microphones, through a provider such as New Horizon Productions.

Are there recommended local vendors?

We highly recommend partnering with local vendors for services like floristry and photography. You can find a [list of recommended providers on our website](#) or contact the Head of Laurel Enterprise for more specific suggestions.

