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## TIPS & TRICKS

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**This information is for ALL the people helping you and providing services for you (e.g. caterer, wedding planner etc.).** Volunteers & vendors may attend the meeting to get the KEY.

The booking agent will explain rules & answer questions.

- Make sure that you allow enough time in your rental to setup and take down.**

Remind your vendors (caterers, DJs, etc.) they must be out by the end of your contract rental time.

- Storage is not available before or after your event** outside of your contracted rental time (incl. beverages, floral arrangements, equipment, vendors, etc.).
- Do your set up with take down in mind. Decorate to make EXIT simple** (ripping down decorations may cause damage).
- Organize take down duties** - label bins and boxes & assign one group to remove décor followed by a group to clean and store tables/chairs to optimize your time.
- 12-20 helpers will be needed for a 100+ event**, based on our experience. Make clean up fun & reward your volunteers.

**Guest WIFI password is “paddlewheel”**

**In case of emergency call the appropriate emergency service (911).**

NOTE: The park / pavilion may be reserved through the city of Vernon <https://www.vernon.ca/parks-recreation/bookings-rentals>.

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## RULES

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**These Rules are mandatory to protect the hall and the safety of all guests.**

- Paddlewheel Hall is a Non-Smoking facility.**  
Please ask guests not to smoke in or near the facility. If guests do not comply you must clean up or will be charged minimum \$100 clean up fee.
- DO NOT DRAG any heavy items.**  
All furniture & equipment must be moved using dolly and trolleys provided.
- DO NOT USE**
  - nails, hooks, tacks, screw, poles, stakes
  - fasteners including all variety of tape and command strips.
- Do not move existing hooks.**
- DO NOT USE** Rice, Bird Seed, Glitter, Sparklers, Confetti (paper, plastic, or metal), Rose Petals (indoors), Hay, Sand, Aerosol Streamers (Silly String).
- DO NOT USE** BBQ's indoors and NO Deep Frying indoors in appliances or on Stove Top.
- DO NOT remove or take property outside of the hall** (without prior written approval).
- SAFELY Stack/store chairs & tables:**
  - Incorrect stacking will result in a tipping hazard. Stack 10 chairs on 10 trolley carts with front of chair on double bar. 100 chairs in hall & remainder in store room.
  - Stack tables to the height of the handle and 100 chairs in hall & remainder in store room.
- Do not hang signs** advertising your event on trees, poles, walls, or other city/hall property without previous approval.