

Paddlewheel Hall Tips and Tricks

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. **CAUTION** at the end of the night you may find there are fewer people available for clean up so please be sure to assign responsible people willing to make sure the jobs are completed properly.

Guest WIFI password is “paddlewheel”

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

NOTE: The park is a public space and the picnic pavilion is first come first serve.

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