

VICTORIA HALL - ADDITIONAL INFORMATION

- ❖ All rental fees must be paid prior to using the facility. Payment is accepted in the form of cash, debit or cheque (payable to “Village of New Maryland”). Payment is requested 10 days prior to the rental if paying by cheque. Credit cards are not accepted at this time.
- ❖ Keys are available one day prior to the event. Keys for weekend rentals (Sat. & Sun.) will be available on Friday.
- ❖ Please drop the key off at the Village Office at the completion of your rental period. For after hours or weekend rentals, please use the “drop box” located to the left of the front door.
- ❖ For weekend rentals, it is *very important* you remember to pick up the key prior to 4:30pm on Friday or you will not be able to access the hall.
- ❖ Users are requested to turn off all lights before vacating the hall and ensure the building is secure. During winter months, please turn the heat back to 18 C.
- ❖ The VONM does not provide staff for any events held in the hall.
- ❖ Users are responsible for their own set up and take down of tables and chairs and should return them as found. Please do not drag tables or chairs.
- ❖ All garbage must be placed in garbage bags (supplied); user is not responsible to remove garbage from the building.
- ❖ Users are not responsible for cleaning washrooms or sweeping/washing floors.
- ❖ A small kitchen is located off the main hall and contains: fridge (no freezer), stove, microwave, dishwasher, coffee urns, cutlery and dishes. Dish towels, dish soap, garbage bags are supplied.
- ❖ The kitchen must be returned to its pre-rental condition which includes washing all dishes, cleaning countertops and rinsing the sink. Dish towels can be left in the sink.
- ❖ No restrictions on catering. You are also welcome to provide your own food or non-alcoholic drinks.
- ❖ All functions that wish to have alcohol **MUST** apply for a “Special Occasion Permit”. The Facility Manager can provide a copy of the application form upon request. Permits are issued through Dept. of Public Safety at Service NB.
- ❖ No alcohol is permitted outside the hall.
- ❖ The main hall is 840 sq. ft
- ❖ There are 12 rectangular tables and 50 chairs available. (Additional chairs are available with notice)
- ❖ Victoria Hall civic address is: 466 New Maryland Hwy.
- ❖ Victoria Hall phone number is: 458-8166