

## Victoria Hall Rental Application / Agreement

### Rental Fees:

Rental charges for Victoria Hall are as follows:

- \$30 per hour to a maximum of \$150 (plus HST).
- \$15 per hour for non-profit or recreational groups (plus HST).
- \$150 per day /event, includes weddings (plus HST).
- A \$100 damage deposit (refundable) is due at the time of booking for weddings. This deposit will be refunded by mail within thirty (30) days providing no damages have been incurred.
- Victoria Hall has a max capacity of 71 persons as issued by the Fire Marshall.
- All rental arrangements for the use of Victoria Hall shall be made through the Community Facilities Manager at 506-459-1611
- Users are responsible for their own set up & take down of any tables and chairs required for their function. The Village of New Maryland does not provide on-site staff during rentals.

### Alcohol Policy & Special Occasion Permit

- Users must obtain their own "Special Occasion Permit" for any function requiring liquor.
- The application form can be provided by the Facility Manager upon request

### Décor Policy

- When decorating, the following is NOT permitted:
  - Tape (scotch, packing, duct) mac tac, poster putty, nails, push pins or tacks of any kind. Painter's tape or masking tape is acceptable.
  - NO CONFETTI in or around the building or parking lot. This includes hand held streamer "poppers".
- Decorations and any equipment used during your event must be removed by completion of your rental period. Please ensure time is allowed for this before rental period ends. Anything left behind for later pick up must have approval from the Facilities Manager.

### Smoking Policy

- Smoking is strictly prohibited anywhere in Victoria Hall.
- As per the "Smoke Free Places Act", smoking is **not** permitted within 9 metres (30ft) of doorways

### Noise Policy

- Under the Village by-law No.55-2000, which provides guidelines for the control and prohibition of noise:

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*No person make or cause, or permit to be made or caused, any noise or continuous sound which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of persons in the vicinity.*

- All functions at Victoria Hall must end by 2am.

### **Damages**

- The client is responsible for any damages incurred to Victoria Hall during their rental period.

### **Loss of Rental Privileges**

- Repercussions for failing to adhere to the Victoria Hall rental agreement include:
  - Future scheduled time(s) will be revoked for the use by the group(s) in question.
  - Cost for repairs or damages done to Victoria Hall will be billed to the group, individual, association or organization for payment.
  - Future rental agreements will be denied until all outstanding bills are paid in full.

### **Cancellation Policy with a Damage Deposit.**

- In the event that inclement weather forces cancellation of an event, a full refund will be issued.
- A full refund of the damage deposit, less a \$25 processing fee, is refunded if the request is more than one month (30 days) from the event.
- All cancellations received less than thirty (30) days from the rental date will result in the forfeit of the damage deposit
- All refunds will be returned by cheque via mail within thirty (30) days of cancellation date.

### **Automated External Defibrillator / EPI-PENS**

- Victoria Hall has a public accessible AED located in the main hall. An AED may help improve the survival rate of sudden cardiac arrest.
- In the event of a sudden, life threatening, allergic reaction, adult and child EPI-PENS are located inside the AED cabinet
- The Village of New Maryland will not be responsible for any damage, loss or injury suffered at any time due to, or as a result of, the use of this equipment