

NEW MARYLAND CENTRE – ADDITIONAL INFORMATION

- ❖ Rectangular tables measure 6 ft. x 2.5 ft. and will seat 6 people; round tables are 5 ft. in diameter and will seat 8 people.
- ❖ Decorating, set up & clean up time must be included in your rental period.
- ❖ No NMC equipment, tables or chairs, are permitted outside the building. We are not responsible for anything used or left outside the facility.
- ❖ Set up and take down of all required tables and chairs for functions (standard rentals only) will be completed by staff, based on your requirements and direction.
- ❖ 2 portable stages available upon request; each one measures 6 ft. wide x 8 ft. long.
- ❖ Sound system is direct wired with ceiling speakers and plays CD's. There is also a connection that fits most lap tops and phones. We do not permit other speakers or equipment to be connected to the system.
- ❖ There are 2 microphone connections on the west wall and 2 on the east wall. Mics are wired and provided upon request.
- ❖ Facility is equipped with FibreOp internet, wireless and wired connections. No password required to access.
- ❖ Data projector is available at a rental fee of \$40 plus HST per day/event.
- ❖ Linens are available, with notice, at a rental fee of \$6 each plus HST.
- ❖ Candle wax on the linens is considered damage and an additional dry cleaning fee of \$5 per damaged linen will be charged or deducted from the damage deposit.
- ❖ Users are responsible to remove all decorations and personal items from the building by the end of the rental period. Please ensure time is allotted for this.
- ❖ Tables must be emptied of garbage, dishes etc. NMC linens may remain on the tables.
- ❖ *Standard* rental users are not responsible for cleaning washrooms, sweeping/washing floors or removing garbage from the building. Garbage bags are supplied.
- ❖ *Non-profit & recreational* rentals are responsible for their own set up and take down of tables and chairs required for their event, sweeping the floor and removing garbage from the building.
- ❖ *All* users are required to return the kitchen to its pre-rental condition. This includes washing all dishes, returning them to the proper cupboard, wiping counter tops and rinsing the sinks. Dish towels/cloths, dish detergent is supplied.
- ❖ Hall A&B measures 2360 sq. ft. and the ceiling is 12 ft. high.
- ❖ The facility is wheelchair accessible.
- ❖ Chairs are blue, walls are off white in color.
- ❖ Parking lot has 79 assigned spaces and 3 disabled spaces.
- ❖ Credit cards are not accepted for payment. Invoicing is available for businesses, organizations etc. upon request and at the discretion of the Facility Manager.
- ❖ NMC phone number: (506) 459-1611
- ❖ Physical address: 754 New Maryland Hwy. New Maryland, NB
- ❖ Mailing address: Village of New Maryland
584 New Maryland Hwy.
New Maryland, NB E3C 1K1