

VICTORIA HALL - ADDITIONAL INFORMATION

- ❖ All rental fees must be paid prior to using the facility and are due at the time of key pick up. Payment is accepted in the form of cash, debit or cheque (payable to “Village of New Maryland”) and are to be made at the Village Office (584 NM Hwy). Payment is required 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 DO NOT enter the hall prior to your rental date and no more than 15 minutes before the start of your rental period.**
- ❖ Please drop the key off at the Village Office at the completion of your rental period. For after hours or weekend rentals, 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. There is a hand trolley located beside the fridge that can be used to move stacks of chairs.
- ❖ **Users are requested to remove garbage from the hall after their event. Please collect all garbage and place it in the bin located outside the kitchen door. Please put new bags in the garbage cans as needed (supplied).**
- ❖ Users are not responsible for cleaning washrooms or sweeping/washing floors.
- ❖ Tables & chairs are **not permitted** for outside use, please do not remove them from the hall.
- ❖ 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, wiping 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 will provide a copy of the application form upon request. Permits are issued through Dept. of Public Safety at Service NB.
- ❖ A copy of the permit must be presented when picking up the key. Please bring a copy with you.
- ❖ No alcohol is permitted outside the hall (parking lot & park area).
- ❖ The main hall is 840 sq. ft.
- ❖ WIFI is available. The password can be found on the bulletin board located in the hall.
- ❖ There are 11 – 6 ft. rectangular tables and 50 chairs available. (Additional chairs are available with notice).
- ❖ Victoria Hall civic address is: 466 New Maryland Hwy. Phone # is: 458-8166.