

New Maryland Centre Wedding & Reception Information

RENTAL FEE: \$400 + HST	INCLUDES HALL A&B + KITCHEN
Damage Deposit: \$200	Refundable
Evening Prior: \$180 + HST	5pm onwards – for decorating / rehearsals
Next Morning clean up: N/C	Until 10am Sunday
Janitor Fee: \$60.00 + HST	Optional

BOOKING AND PAYMENT:

- The damage deposit is a separate fee and is not applied towards the rental. It will be released after your event providing no damages or extra clean up services are required and all payments have been received. The damage deposit will be returned by mail within 30 days.
- The damage deposit is due at the time of booking. All other fees are due in full prior to the key being released. If paying by cheque, payment is due at least 10 days prior to the event.
- A date will not be confirmed until the completed rental application form and damage deposit have been received by the Facility Manager.
- Payment can be accepted at the NMC by cash or cheque. Please make cheques payable to the “Village of New Maryland”. Debit is accepted at the Village Office. Credit cards are not accepted at this time.
- The rental period is from 8am of the chosen day until 2am. All functions must be completed by the 2am building closure time.
- Rooms in the lower level are not included in the rental.
- PLEASE NOTE: The Village of New Maryland does not provide staff during your rental period. A key will be issued the day before your rental. The user is responsible to ensure caterers, DJ’s etc. have access to the facility.

TENTATIVE BOOKINGS:

- A tentative booking may be accepted on discretion of the Facility Manager.
- A tentative booking will be held for a maximum of two weeks.
- If the rental application and deposit are not received within the two week period, the booking will be cancelled with no notice.
- No date is confirmed until the completed application form and damage deposit have been received by the Facility Manager.

DAMAGES:

- The client is responsible for any damages to the New Maryland Centre incurred while renting the facility.
- Candle wax on the linens is considered damage and will result in a dry cleaning fee of \$5 per linen being charged which will be deducted from the damage deposit.

OUTSIDE CEREMONIES:

- Outside ceremonies are permitted on the side lawn / garden.
- Chairs & tables for outside functions are not provided. NMC tables & chairs are not permitted to be taken outside.
- The NMC is not responsible for chairs or equipment used or left outside the facility.

DECORATING AND SET-UP:

- There will be **NO** access the day/evening prior for decorating purposes or rehearsals *unless the hall is booked.*
- The initial set up of tables and chairs will be completed for you by NMC staff.
- **NO** tape (scotch, packing, and duct), poster putty, nails, push pins or tacks of any kind are permitted. If something is to be attached to the walls, a low tack masking tape is allowed. Lightweight ornaments can be hung from the ceiling.
- Candles (tea lights, votive, pillar) in enclosed containers are permitted. Candle wax on the linens will result in additional cleaning fees of \$5 per damaged linen, deducted from the damage deposit.
- Absolutely **NO** confetti or rice, inside the building or on the grounds. This includes hand held confetti / streamer poppers.
- **NO** glitter/sparkles are permitted to be used on the tables or inside the hall.
- Next morning clean-up (until 10am Sunday) is available for weddings booked on Saturday's only. Next morning clean-up from weddings held on any other day of the week will be based on hall availability and confirmed at the time of key pick up.
- In the event the hall is not available the following morning, decorations and any equipment used during the event must be removed by completion of the rental period (2am). Please ensure time is allotted for this. Anything left behind for later pick up must have prior approval from the Facility Manager.
- If you brought it in, please take it out. A disposal fee may be deducted from the damage deposit for large items purposely left behind (i.e.: wooden backdrop frames, hay bales, trees, arches, etc.)

BAR SERVICE:

- Bar service is complimentary and provided by the New Maryland Lion's Club
- No outside alcohol, including homemade wine or beer, is permitted. All requests for bar service will be made through the Facility Manager. Your name and contact number will be forwarded to the Lion's Club for scheduling.
- A member of the Lion's Club will contact you before your event for details.
- Due to the regulations of the liquor license, a request will be made for a guest list to be supplied, otherwise a sign up sheet will be required at the bar.
- The bar is **cash only**, no credit or debit cards accepted.
- No alcoholic drinks are allowed outside the New Maryland Centre. This includes the parking lot, playground and side garden.

CATERING & KITCHEN FACILITIES:

- You are permitted to bring in your own food or non-alcoholic beverages.
- There are no restrictions on catering. You are welcome to use the caterer of your choice.
- Dish towels, dish cloths, dish soap and garbage bags are supplied.
- Cleaning of the kitchen, including washing all dishes, is the responsibility of the user.

CLEANING:

- After an event, users will be required to remove all decorations and personal items from the building.
- The “Janitor Fee” (\$60 + HST) can be paid in lieu of cleaning. Unless paid, the user is responsible for picking up and taking out the garbage, cleaning off tables, stacking chairs, tidying up the room and sweeping the floor. This fee *does not* cover the cleaning of the kitchen.
- The kitchen must be left in its original condition or a portion of the damage deposit may be kept if additional cleaning is required. Besides the dishes, this includes wiping of the counters, rinsing the sinks, leftover food removed and wiping up any spills.

EQUIPMENT:

- Podium – complimentary
- Microphones (wired) – complimentary
- Screen – complimentary
- Flip chart stands – complimentary
- Data (LCD) projector - \$40 plus HST per day or event
- Linens (white) - \$6 plus HST each. Linens are not floor length.

MISCELLANEOUS INFO:

Ceilings in main hall are 12ft. high
Hall A&B is 2360 sq.ft (40ft wide x 59ft long)
Rectangular tables measure 6ft long x 2.5ft & seat 6
Round tables are 5ft (60”) in diameter & seat 8
FibroOp internet (no password required)

Windows measure 36” wide x 70” long
Staging is 6ft wide x 8ft long – 2 available
Walls are off white in color
Chairs are blue
A ladder is available onsite

We do not supply napkins or table skirting.

There are 79 assigned parking spaces and 3 disabled spaces.

The facility is wheelchair accessible and has barrier free washrooms.

NM Centre civic address: 754 New Maryland Hwy., New Maryland, NB E3C 2A9

Mailing address: 584 New Maryland Hwy., New Maryland, NB E3C 1K1

Phone number: (506) 459-1611 (main line)

Contact: nancy.stcroix@vonm.ca or 459-1611 ext. 204