

New Maryland Centre Rental Application/Agreement

Standard Rental Rates *Plus HST	Per hour	Per Half Day (4 hours)	Per Day (8 hours)	Full day rate
Hall A (33ftX40ft)	\$30	\$90	\$150	\$210
Hall B (26ftX40ft)	\$30	\$90	\$150	\$210
Hall A & B	\$60	\$180	\$240	\$320
Meeting Room	\$25	\$75	\$150	N/A

Time for decorating & clean-up must be included in your rental period.

Weddings: *\$400 plus \$200 damage deposit (kitchen included).

Kitchen Services: Full kitchen: \$80 + HST - includes use of cooking appliances, dishwashers, dishes, cutlery, coffee/tea urns, etc.
Half kitchen: \$40 + HST – includes use of dishes, cutlery, coffee/tea urns & dishwashers only.
 ~There is no charge for the kitchen if none of the above are required and use is limited to the fridge/freezer, counter space and microwave only.

Key Deposit of \$10 may be applied to some rentals under the discretion of the Facility Manager. Key(s) must be returned to the New Maryland Centre the next business day and the deposit will be refunded.

Maximum Capacities	Standing	Seating	With Tables & Chairs
Hall A		160	99
Hall B		122	75
Hall A & B	300	293	184*

* Capacity will vary with use of stage, dance floor, buffet tables etc.

Booking and Payment

- At the discretion of the Facility Manager, large functions (i.e., dances with a bar) may require a \$200 refundable damage deposit at the time of booking.
- All bookings are made through the Facility Manager in person at the NMC, 754 New Maryland Hwy., by phone at 459-1611 or through email at nancy.stcroix@vonm.ca
- Users must complete the rental agreement and pay in full the established fees prior to the rental and at the time of key pick up. Payment by cheque must be received at least 10 days prior to the rental date.
- 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 Municipal Office. Credit cards are not accepted at this time.
- Rentals requested less than three days from the rental date are subject to staff availability.
- Room rentals are for the designated room only and include the use of chairs and tables in that room.

Cancellation Policy with a Damage Deposit

- In the event that inclement weather forces cancellation of an event, the refund will be in full.
- A full refund less a \$25.00 processing fee is refunded if the request is more than one month (30 days) from the event.
- All cancellations received less than one month (30 days) from the rental date will result in the forfeit of the damage deposit.

Catering

- The New Maryland Centre does not provide catering. Clients have the option of choosing their own caterer and cuisine. If your catering company would like to arrange for a site inspection, please contact the Facility Manager to arrange for an appointment.

Alcohol Policy and Liquor Licence

- The New Maryland Lion's Club holds the liquor licence for the New Maryland Centre. No one is permitted to bring in liquor of any kind, bought or homemade. Users requiring liquor for any function in the New Maryland Centre must notify the Facility Manager at the time of booking.
- No alcoholic drinks are allowed outside of the New Maryland Centre (i.e., parking lot, park area, etc.)
- Bar is **cash only**; credit and debit cards are not accepted at this time.

Décor Policy

- When decorating, the following is NOT permitted:
 - Tape (packing, duct) mac tac, poster putty, nails, push pins or tacks of any kind. The only acceptable tape is masking or painters' tape.
 - **NO CONFETTI** in or around the building or parking lot. This includes handheld confetti/streamer poppers.
 - **NO TABLE GLITTER OR SPARKLES** used inside. (Additional cleaning fees may be applied)
- Decorations and any equipment used during the event must be removed by completion of rental period. Please ensure time is allowed for this before the rental period ends. Anything left behind for later pick up must have prior approval from the Facility Manager.

Kitchen Facility Use

- The small kitchenette downstairs is suitable for warm up of items and the preparation of tea/coffee/beverages. Kitchenette is included in Boardroom rental.
- The full kitchen upstairs is available to groups at an additional fee. The user group is responsible to clean the kitchen to its original condition. A portion of the damage deposit may be kept if additional cleaning is required.

Smoking Policy

- Smoking is strictly prohibited anywhere inside the New Maryland Centre.
- Please do not throw cigarette butts in the parking lot or the gardens.
- As per the “*Smoke Free Places Act*” – smoking is **not** permitted:
 - a) Within 9 metres (30ft) of doorways
 - b) Within 20 metres (65ft) of playgrounds & sport fields
 - c) Within 9 metres (30ft) of a public walking trail

Noise Policy

- Under the Village of New Maryland By-Law No. 55-2000, a By-Law to provide for the control and prohibition of noises:

No person shall 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 in the New Maryland Centre must end prior to the 2am closure time.
- In accordance with Village of New Maryland By-Law No.58, fireworks are not permitted to be discharged within Village limits without first obtaining a permit from the Fire Chief. Chief Farrell can be reached at 450-8711 during office hours, Mon to Fri between 8:30am and 4:30pm.

Damages

- The client is responsible for any damages to the New Maryland Centre incurred while renting the facility.

Loss of Rental Privileges

- Repercussions for failing to adhere to the New Maryland Centre policies includes:
 - a) Future scheduled time(s) will be revoked for use by the group(s) in question.
 - b) Cost for repairs or damage done to the New Maryland Centre will be billed to the group or association for payment.
 - c) Future rental agreements will be ceased until payment is received for additional costs.

AUTOMATED EXTERNAL DEFIBRILLATOR & EPI-PENS

- The New Maryland Centre has a public accessible AED located in the main entrance of the facility. An AED may help improve the survival rate of sudden cardiac arrest.
- In the event of a severe allergic reaction, adult & pediatric EPI-PENS can be found inside the AED cabinet located in the main entrance.
- The New Maryland Centre / 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.
- Use at your own risk.