

TE HIKU O TE IKA MARAE

Terms and Condition of Hire

General Conditions

By hiring Te Hiku O Te Ika Marae you have entered into an agreement with the Trustees. You have agreed to comply with all the terms and conditions of hire.

It is your responsibility to read through this document and know your obligations as the Hirer.

TANGIHANGA TAKE PRECEDENCE OVER ALL BOOKINGS.

Where a booking is cancelled due to tangihanga, all deposits paid will be refunded in full or credited to a new booking.

Hire Charges

Overnight Stays:

Nightly Rate	\$500 for each night
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Evening Hire:

Evening Rate	\$500 (1 pm – 12 am)
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Day Hire:

Half day	\$250 per 5 hours (7 am – 12 pm or 1 pm – 6 pm)
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Full day	\$500 (7 am – 6 pm)
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Note: For evening and half-day hires, the committee requires the Hirer to remove their own rubbish. Please purchase yellow council rubbish bags from Pak n Save, Kaitaia for curb-side collection.

Whānau are encouraged to use the on-site recycling bins.

The Golden Age:

Te Hiku O Te Ika Marae recognises our Kaumatua & Kuia reaching that golden age. Booking for birthdays or anniversaries for those 65+ will be charged at the half day rate.

Booking confirmation

A deposit is required to secure your booking. No booking is confirmed until the deposit is received.

Deposit

Overnight stay	\$200
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Day/Evening hire	\$50
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Half-day hire	\$30
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Cleaning Bond

Your booking deposit will be held as a refundable bond to ensure the marae is left clean and tidy. For hirers with a regular booking, the bond can be rolled over within one financial year.

The Hirer are responsible for ensuring that all cleaning duties are completed to an adequate standard.

If left in an unacceptable condition you will lose part or all your cleaning bond. You have the opportunity to redo your work to the required standard.

Please allow half an hour before vacating for the final inspection. The Booking Officer will provide you with a Cleaning Checklist on arrival. Please read and complete this list and return at inspection.

We supply:

- All cleaning agents
- Mops, buckets, brooms and squeezy mops for different areas e.g. wharenuui, wharekai, toilets
- Each toilet cubicle will be stocked with a single toilet roll on your arrival

We DO NOT supply:

- Toilet paper for the duration of your stay
- Soap
- Coffee, tea, sugar, and milk
- Kai (food)

Cancellations

All cancellations must be notified to the Booking Officer: book@tehapuamarae.nz

Notice of your cancellation must be received by the Booking Officer no less than ten working days prior to the date of your booking. Failure to comply will result in the forfeiture of your deposit.

Arrival/Departure

Unless otherwise arranged with the Booking Officer, we request that hirers arrive and depart as follows:

Overnight stays

- Arrival after 1 pm on the confirmed booking day
- Departure before 12 pm on the final booked day

Day/ Evening hire

- Arrival and departure within the booked timeframe (as in rates above)

Tangihanga

- Please notify the Booking Officer of your expected arrival time.

Catering

The Hirer shall provide and be responsible for all catering arrangements.

Marae keys

These are the Hirer's responsibility. Loss of the keys will incur a replacement fee.

Health and Safety

For your own safety we ask that you read an Evacuation Plan located by the exits. A small First Aid box is located in the kitchen.

Fire or emergency evacuation

Upon your arrival familiarise yourselves with all exits in case of an emergency. There are evacuation plans in every room. In case of an emergency, phone **111**.

Assembly area

In the event of a Fire, the assembly area is the MAIN CAR PARK.

Tsunami

The gathering point is our cemetery, Mareitu. The Community has 2 Tsunami Sirens

Supervision

You are responsible for supervising your children at all times.

Hazards

- We are situated beside a road and the Parengarenga Harbour.
- We have free-range stock within our community.

Occupancy

Wharenui

The Wharenui has a maximum occupancy of 120 - 150 persons standing or approximately 120 seated.

If staying overnight there is a maximum sleeping capacity of 100. The side room included.

Wharekai

The wharekai has a maximum occupancy of 100 – 120 seated comfortably.

Ablution

Men's: 3x toilets, 3x showers, 3x urinals, 2x sinks

Women's: 4x toilets, 3x showers, 1x baby shub, 2x sinks

Accessible: 1x toilet, 1x shower, 1x sink

Restrictions

Water at the marae is not suitable for drinking. Please purchase drinking water before you arrive.

Smoking is prohibited at all times within the buildings. The designated smoking area is outside the prep room on the harbour side of the kitchen.

Alcohol consumption on marae is only allowed with the express permission of the marae committee or booking officer and is subject to conditions.

There is to be no gang insignia worn on the Te Hiku O Te Ika Marae grounds.

The Kohanga Reo playground is strictly out of bounds. This also applies to our local children.

Tikanga and Responsibilities

Wharenui

- No shoes.
- No food or drink (*only water and baby bottles are acceptable*).
- No running.
- No walking across the mattresses.
- Do not fold the mattresses.
- Do not sit on the pillows.
- Always use sheets and pillowcases.
- No clothing to be hung on the hooks or windowsills.
- No offensive language
- You are responsible for ensuring that all your belongings are secure.
- Te Hiku O Te Ika Marae takes no responsibility for the loss or damage of your personal belongings.
- In case of an emergency please keep all exits clear for your own safety and the safety of others.
- Please return all tables & chairs that have been removed from the Wharekai
- Under NO circumstances are any of the marae furniture or equipment to be removed from the marae grounds.
- Arrange seating in the same way that you found it.

Wharekai

- Do not sit on the tables or benches.
- Pyjamas and nightwear are not to be worn in the wharekai.
- Blu Tac is to be used to hang decorations & signs. NO tacks & staples.
- SUPERVISE YOUR CHILDREN AT ALL TIMES
- Keep all exits & doorways clear.

As the Hirer, I have read and understood the Terms and Conditions of Hire and agree to comply with them.

Name: _____

Phone: _____

Email: _____

Signed: _____

Date: _____

**Te Hiku O Te Ika Marae Trustees sincerely hope that you enjoy your stay.
We encourage all feedback, good and bad.**

Important contacts

Te Hiku o Te Ika Marae

Te Hiku O Te Ika Marae
17 Waharua Road
R.D.4 Kaitaia 0484

(09) 409 7885

info@tehapuamarae.nz

Booking Officer

Jackie Waenga

020 413 111 49

book@tehapuamarae.nz

Office hours:

Monday – Friday 12 pm – 6 pm