



Conditions of Marae Hireage

TANGIHANGA:

It is the Kawa of Te Puea Memorial Marae that the first powhiri be conducted by the Hau Kainga / Tangata Whenua (home people). This includes the services of a Kaumatua and Kuia to welcome the Whanau Pani on to the Marae along with their loved ones before 6pm.

TANGIHANGA Operating under Covid 19-

THE MARAE COMMITTEE CONCERNS IN REGARDS TO TANGIHANGA IS OF GREAT CAUTION IN REGARDS TO NGAA KAUMATUA & NGAA PEPE / TAMARIKI – A STRICT CRITERIA HAS BEEN PUT IN PLACE WITH RECOMMENDATION FROM NGAA KAUMATUA KUIA IN AGREEANCE OF MARAE BOARD OF TRUSTEES & COMMITTEE, THE BACKGROUND OF MARAE RULES & REGULATION PROPOSED IS TAKEN FROM GOVERNMENT & HEALTH DEPARTMENT RULES PERTAINING TO COVID 19 - LEVEL 2 & 3, SUITED TO MARAE OPERATION. MARAE WILL BE CLOSED AND NOT OPENED FOR OPERATION UNDER COVID 4.

Flat rates and hireage for TANGIHANGA:

Bond hireage:

Te Puea Memorial Marae Executive Committee hereby endorses a **Bond Policy** for hire-age of the Marae.

- 1 Prior to arrival of Whanau Pani **a refundable bond of \$500.00 is PAYABLE IMMEDIATELY to Mona Kingi** (Marae Caretaker/ Booking personnel)
- 2 Thereafter the full amount will be discussed with the Booking Officer and the signatory of the hireage contract. A bond is required for such purposes as the cleanliness of the Marae. After use the Marae should be left in the same condition as given.
- 3 Should damage occur, the replacement of any items will be bought through the duration of your hireage, a receipt of cost will then be deducted from your bond and the remaining amount returned to you.

The hireage of the Marae will be charged as follows:

1.1 First Day: Arrival of Whanau Pani	\$300.00
1.2 Second Day	\$300.00
1.3 Third & Last Day	\$300.00

NOTE: GST already included in Marae Hireage Costing's.



Te Puea Memorial Marae

WHARENUI TE PUEA: Sleeps 30-60 PERSONS

Bond Hireage:

Te Puea Memorial Marae Executive Committee hereby endorses a **Bond Policy** for hire-age of the Marae.

1. Prior to your arrival to secure and confirm your booking, **a refundable BOND of \$500.00 is PAYABLE IMMEDIATELY to Mona Kingi** (Marae Caretaker/ Booking personnel)

Flat rates and hireage charge for hui:

The hireage of the Marae for Hui will be charged as follows: **\$500 per day + GST**

Half rate \$250 plus GST: arriving after 3pm is a half day rate, departing before 12pm is also a half day rate.

1. All transactions shall be recorded and receipted by Committee Treasurer/Secretary.
2. The BOND is refundable **3 days** after your last hire-age day to give staff time to check the Marae for damages.
3. Missing or Damages to any property will be deducted from the bond with the replacement cost itemized, receipted and paid in full. Any costs above \$500 for repairs or replacements will be paid by the hirer/s
4. A copy of the cleaning schedule is given to your representative to ensure ALL areas are left clean.
5. If the Marae Caretaker is required for cleaning a charge will be deducted from the bond to cover the cost.
6. The Cleaning surcharge is \$100.00 for each area.

DINING ROOM AND KITCHEN, TAMAWAHINE:

Dining room can seat up to 120 people.

TOILETS AND ABLUTIONS:

Located at the Top entrance of the driveway and side gate of the Marae.

Flat rates and hireage charge for SCHOOLS:

Bond Hireage:

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1. Prior to your arrival to secure and confirm your booking, **a refundable BOND of \$500.00 is PAYABLE IMMEDIATELY to Mona Kingi** (Marae Caretaker/ Booking personnel)

The hireage of the Marae will be charged as follows:

\$350 PER DAY + GST



PIKI TE ORA No sleeping/No noho marae, Sitting up to 60 persons.

Bond Hireage:

Te Puea Memorial Marae Executive Committee hereby endorses a **Bond Policy** for hire-age of the Marae.

1. Prior to your arrival to secure and confirm your booking, a refundable **BOND of \$500.00 is PAYABLE IMMEDIATELY to Mona Kingi** (Marae Caretaker/ Booking personnel)

Flat rates and hireage charge for hui:

The hireage of Piki Te Ora for Hui will be charged as follows: **\$300 per day + GST**

Half rate \$150 plus GST: arriving after 3pm is a half day rate, departing before 12pm is also a half day rate.

DINING ROOM AND KITCHEN – PIKI TE ORA:

Dining room can seat up to 24-26 people.

TOILETS AND ABLUTIONS:

Located also in the Piki Te Ora Building

1. All transactions shall be recorded and receipted by Committee Treasurer/Secretary.
2. The BOND is refundable **3 days** after your last hire-age day to give staff time to check the Marae for damages.
3. Missing or Damages to any property will be deducted from the bond with the replacement cost itemized, receipted and paid in full. Any costs above \$500 for repairs or replacements will be paid by the hirer/s
4. A copy of the cleaning schedule is given to your representative to ensure ALL areas are left clean.
5. If the Marae Caretaker is required for cleaning a charge will be deducted from the bond to cover the cost.
6. The Cleaning surcharge is \$100.00 for each area.



Te Puea Memorial Marae

Patrons Responsibility

Please provide the following items:

Wharenui/Large room	Blankets
Wharekai/Dining room	Table cloths/paper rolls,table decoration
Kauta/Kitchen	Tea-towels, sharp knives, electrical appliances, (food processor, beater etc),rubbish bags Groceries
Wharepaku/Toilets	Toilet paper, hand soap
Cleaning Agents	
Wharekai & Kauta	Detergent, Spray& wipe, Jif cream, dish cloths (Clothes powder/Janola for Tea-towels), dish Brush & pot scourers – Roll of handee towels to remove black chars marks done from gas stoves Disinfectant,
Wharepaku	Spay & wipe, Bam, Jif, old cloths, Glass/mirror Spray, Air freshener Spray/crystal blocks

Facility Hireage	Refundable Bond	Flat Rate Cost for Hireage	Half rate plus GST: arriving after 3pm is a half day rate, departing before 12pm is also a half day rate.	Sleep and Seating Capacity
Hui <ul style="list-style-type: none"> Wharenui: Te Puea Dining and Kitchen Ablutions/Toilets Parking 	\$500.00 plus GST	\$500.00 per day	\$250.00 plus GST	Wharenui: Sleeps 30-60 persons Dining: Seats 120 persons
Tangihanga <ul style="list-style-type: none"> Wharenui: Te Puea Dining and Kitchen Ablutions/Toilets Parking 	\$500.00 plus GST	\$300.00 per day	\$150.00 plus GST	Wharenui: Sleeps 30-60 persons Dining: Seats 120 persons
Schools <ul style="list-style-type: none"> Wharenui: Te Puea Dining and Kitchen Ablutions/Toilets Parking 	\$500.00 plus GST	\$350.00 per day	\$175.00 plus GST	Wharenui: Sleeps 30-60 persons Dining: Seats 120 persons
Piki Te Ora: No sleeping/No noho Marae <ul style="list-style-type: none"> Piki Te Ora Dining and Kitchen Ablutions/Toilets Parking 	\$500.00 Plus GST	\$300.00 per day	\$100.00 Plus GST	Piki Te Ora: Seats up to 60 persons Dining: 24-26 persons



Te Puea Memorial Marae

TERMS and CONDITIONS

DRUGS & ALCOHOL is PROHIBITED in and around the Marae, Carpark, Te Puea Memorial Marae Reserve **OR** Miro Road.

1. Individuals or Whanau members who **DO NOT** adhere to the above conditions shall be asked to vacate the Marae premises **IMMEDIATELY** by representatives of the Marae Committee or Trustees.
2. Accepts the Terms and Conditions for the Hireage of Te Puea Memorial Marae as set out in the Contractual Booklet.
3. **IF NO RESOLUTION** is settled between the Whanau and representatives of the Marae Committee or Trustees, **POLICE** will then be notified **IMMEDIATELY** and a **TRESPASS ORDER ISSUED.**
4. **ALL** enquiries and complaints can be discussed with the Marae Booking Officer, Mona Kingi or otherwise with the Marae Committee who meets every second Tuesday of the month at 6:30pm.
5. When Children are left **UNSUPERVISED**, damage to Marae grounds and property can incur resulting in significant repair or replacement costs. **ADULT SUPERVISION** is advised at ALL TIMES through the duration of the Marae Hire-age.

ADULT SUPERVISOR

1. Assign a responsible Adult to care maintain & look after the Toilet blocks/ Shower blocks "ONLY".
2. Assign a responsible Adult to care for children whilst they are outside & inside marae buildings. Keep children clear from road/street and all parking areas unless supervised by adult or older siblings. If children are acting inappropriately the committee will not hesitate to bring it to the attention of the Hirer or the committee will take action.
3. Assign a couple or more Adults to maintain Dining room & kitchen.
4. Assign a couple or more Adults to supervise as head cook/chef for cooking & food prep area of kitchen.
5. For safety reason it is advised that "NO Children/Toddlers/baby's" are in kitchen whilst cooking as they may suffer burns or cuts and play with or turn on Gas- knobs for cooking appliance.

RECYCLING

The Marae Committee wish for hirer's to be responsible patrons and adhere to request from committee to practice good recycling habits.

Please read instruction for recycling in kitchen area and on appropriate bins.

RINSE/WASH all plastic containers-squash then place in appropriate bins.

RINSE/WASH all glass containers- place in appropriate bins.

CLEAN Cardboard packaging/boxes (No oil or dirt) place in appropriate bin.

- Place items in appropriate marked bins for "glass bottles/jars – plastic's Paper/card board packaging/boxes.
- Food scraps for composting ;
Vege peelings Used table serviettes Cooked food scraps
NO – Meat/fish bones – placed in scrap bin.
NO – Waste Cooking oil/fats – place in marked steel drum outside.



Te Paea Memorial Marae

CLEANING DUTIES WHARENUI/WHAREMOE – Large Hall/Sleeping House

Duration of Hui

- Depending on type of hui or purpose for hiring marae anything you are not sure of in regards to tikanga, kawa PLEASE ask Marae Personnel.
- The Wharenuui building is the most important building of the marae it is expected patrons to have complete respect whilst hiring the marae. Groups with children to ensure that cravings are not been kicked or drawn on with pens/felt-tips or scratched with sharp objects **NO EATING OR DRINKING (cups tea/coffee) – Babies & toddlers are excused-Consumption of sweetand bottled water is fine for Adults & children.**
- **PHOTO'S & FILMING – Please ask Marae Personnel if you intend to do either for hui workshop/television interviews etc. This day of age IT media network is everyday tool (cell phone's/ipads etc) it is hard to police (selfies) there maybe request to skype/facetime a funeral service for loved ones. This will have to be discussed with Marae personnel Marae kaumatua/kuia, Whanau pani & Whanau kaumatua/kuia from their discussion - rules or responsibility of what will be considered what should be skyped/facetime (Service etc).**
- Please assign a responsible Adult to care and maintain Wharenuui during duration of Marae stay.
- Ensure all mattresses are either packed back in maahau or set out along wall of Wharenuui (Marae personnel will advise you with any concerns)
- Ensure seating is set-up each morning by 8.00am if for tangihanga all other hui of workshops it will be up to your tutor how to set-up.
- Patrons suitcases and bedding/blankets can be packed in corners or Wharenuui by entrance door, packed back in vehicles or stored in maahau where mattresses are stored during the day.
- You may vaccum Wharenuui daily or when needed.
- Ensure all shoes are in tidy rows & clear of entrance doors under Wharenuui maahau.
- Sweep all rubbish/leaves soil/grass from Wharenuui & Wharekai entrance daily or when needed.
- Ensure all outside lights under Wharenuui maahau are turned off.
- Ensure children to not throw/kick balls or run around in Wharenuui.
- Rules for Wharenuui – No feet or bottoms/backside/bums on pillows,

No shoes worn inside – No clothing/towels hung on carvings – Suitcases packed neatly at feet or bottom of beds not on mattresses when retiring to sleep.

Leaving Day

- Remove sheets from all mattresses – pack onto 1 or 2 sheets then tie up corners.
- Remove all pillow cases from pillows – pack in 1 or 2 pillowcases.
- A CHECK LIST for mattress, pillow, sheets & pillowcases will have been given on day of arrival for you to sign and check all linen has been counted – Marae personnel may be present when counting or count after your departure. Marae hirer with be informed regarding missing linen or bedding.
- Pack both used sheet & pillowcase bundles outside back Wharenuui door walkway.
- Ensure all bagage/suitcases blankets are removed if items are left behind investigate who owns belongings & you or Whanau return items - if owners are unknown items can be left with Marae personnel to be retrieved from marae.
- **Investigate Wharenuui interior for any damage to walls ,carvings, doors, seats, carpet – Please report to Marae personnel ASAP (if no personnel present on marae grounds contact names is at rear of booklet or you may leave a note with your name & contact details).**
- Vaccum wharenuui if there have been stains accidentally done – baby formula, medicine, pen marks, CHEWING GUM inform marae personnel whom will supply carpet cleaner & soft cloth to remove spill before stain sets.
- Place all chairs back in seating position for powhiri ask Marae personnel if unsure.
- Leave front Wharenuui doors open to Air – out.



Te Paea Memorial Marae

CLEANING DUTIES: KAUTA/KITCHEN

Duration of Hui:

- Keep kitchen & dining area clean at all times.
- Sweep floors after all meals & mop when needed.
- Ensure all rubbish bin have disposable/rubbish bags

Marae personnel will lock/unlock disposal & recycling bins as needed.

- Pack dishes, utensils away in cupboards or containers provided.

Cookers, Fryers, Freezers, Oven, Microwaves & Steamers

- Please inform marae personnel if you need assistance to operate equipment.
- Keep cooking area tidy & clean, spray & wipe benches.
- Ask marae personnel if you need the use of lockable deep freezer.

Chillers

- To avoid cross contamination, keep cooked, fresh & raw food separate.
- Keep chiller door closed at ALL times.
- Keep all food covered with cling wrap or foil.
- Turn off chiller light when not in use.
- When wiping shelving, be careful around edges.

Leaving Day

Remove ALL your cooked, frozen & raw food from:

- Kitchen.
- Freezer.
- Chiller.
- Pots.
- Bake pans.
- Food buckets.

Wash, dry & sanitize ALL

- Dishes, cutlery, bake pans, pots, food buckets, cups etc.
- Chillers.
- Cookers, Fryers & Steamers.
- Benches & shelving.

Remove All your Food items- cooked food packed in your own containers

Final Clean-up Check

- Bags of Rubbish in appropriate DISPOSAL BIN.
- Recycling items in RECYCLE BIN.
- Sweep floors.
- Mop floors with hot soapy, disinfectant water.
- DO NOT USE OUTSIDE HOSE INSIDE KITCHEN OR KAUTA.
- Leave doors open to dry floors.
- Ensure all lights are turn off.



Te Pūea Memorial Marae

CLEANING DUTIES: WHAREKAI-DINING ROOM

Duration of Hui

- Clean & wipe all tables after every meal.
- Place chairs under tables, **Do not** drag across floors.
- Clean wipe & fill tea, coffee & urn area.
- No decoration will be placed on wall and ceilings without consent.

Leaving Day

- Spray & wipe all tables (Do not collapse tables – tables should be placed in same position of setting when you first arrive on first day at marae).

Before placing chairs on tables PLEASE WIPE ALL CHAIRS – bottoms & both sides of back rest - with cloth
Spray & wipe or hot water & detergent to remove grease, squashed food or any dirt marks.

THE MARAE COMMITTEE DO NOT TOLERATE EATING OF CHEWING GUM ON MARAE PREMISES – (Germs/virus/diseases of all types can be contracted by any person especially elderly or young with low immunity), lazy filthy people on many occasion discard their chewing gums outside court yard under tables & chairs even in cups or on top of crockery when eating-PLEASE ENSURE WEARING OF GLOVES IF REMOVING GUM.

Place all chairs, feet first on top of tables, otherwise in lots of 5 against a clear area by a wall.

- Clear and clean tea, coffee area and wipe urn.
- All cups washed, dried & placed in tidy rows on trolley beside urn area.
- Teaspoons put back in teaspoon container.
- Ensure stage area is cleaned swept & mopped.
- Sweep floors.
- Use mops, floor buckets provided fill with hot soapy, disinfectant water.
- Leave doors open to ensure floors dries.
- Ensure all lights are turned off.

CLEANING DUTIES: WHAREPAKU – TOILETS:

Duration of Hui

- Assign a responsible Adult to maintain & look after toilet/shower blocks
- **“ONLY”** Ensure no children/teenagers play or smoke in this area.
- **Check** Women/Men Toilet/Shower blocks often if not hourly - especially after showering in the mornings & evenings.
- Replace toilet rolls, hand soap & rubbish bags when necessary (NB two women toilet are designated for sanitary purpose each with sanitary bins which can be lined with plastic shopping bags).
- Wipe all toilet seats & bowls with disinfectant & a cleaning cloth or toilet paper in which you can flush down toilet (flush paper **NOT** cloth). May have to do this 3 to 5 times a day.
- Wipe mirrors with glass cleaner & cloth (separate cloth not used on toilet seats).
- Pick up all towels, clothing & toiletries – place on vanity bench in shower block area.
- Sweep floors mop when needed. **Mop-buckets-brooms is kept in cleaners room located in men toilet block plus sink hot/cold water.**
- Ensure parents with young children/toddlers do not leave them unattended in toilets or shower blocks.

Leaving Day

- Clean, disinfect, spray & wipe All toilet seats, toilet bowls men urinals inside/outside.
- Clean ALL mirrors in toilet & shower area with glass cleaner & cloth.



Te Pūtea Memorial Marae

- Clean, disinfect, spray & wipe all shower cubicles-walls, changing seats shower doors & shower tray.
- Clean, disinfect, spray & wipe all toilet cubicles-walls & toilet doors.
- Add approx. 2 caps of bleach or disinfectant to all toilet bowls (don't flush – leave to sanitize).
- Use hot water disinfectant or bleach to mop/scrub ALL floors toilet & shower areas.
- Turn off **Lights & Fan**, leave doors open to ensure floor dries.

CLEANING DUITES: MARAE ATEA – All grounds

Duration of Hui

- If brown forms have been used, stack them along wall of Maahau by 3 roller doors.
- Pick up all rubbish.
- Sweep Maahau in front of Wharenuui and entrance area to dining room.
- Ensure the big lights by toilet blocks are switched OFF – switch is by Wharenuui doors.
- Turn Maahau lights OFF also located at Wharenuui doors.
- Keep children from running and playing with balls at front of Marae Atea especially during a tangihanga.
- Keep children from climbing or walking along Marae boundary fences and garden areas.

Leaving Day

- Sweep the entrance area of Wharenuui & Wharekai.
- Sweep the back door area of Wharenuui & concrete area.
- Sweep back outside area of Kitchen if messy.
- Pick up all rubbish around marae grounds and carpark areas, also check for smoke butts in smokers area especially by small entry gate by womens toilet and street curb.
- Check all garden areas front and back of marae for rubbish.

For booking enquires please contact Mona Kingi

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