



WAIHAUA MARAE

Address: 449 Arapaoa Road, RD 1 Matakoho

Email: Waihauamarae1@gmail.com

www.waihauamarae.com

BOOKING TERMS AND CONDITIONS

****1. GENERAL TERMS****

1.1 The Marae maintains a stringent policy against any illegal activities on its premises. Breach of this policy may result in immediate cancellation of the booking, expulsion from the premises, or legal action.

1.2 Our Marae is dedicated to ensuring a safe environment for all occupants. Therefore, hirers need to adhere to our rules and regulations to uphold the safety and well-being of everyone.

****2. BOOKING PROCEDURE****

2.1 The Marae Trustees reserve the right to refuse any booking applications.

2.2 The Trustees may decline or cancel a booking without providing a reason.

2.3 Booking enquiries are considered tentative until the deposit fee is paid. Failure to make contact by the agreed date, as determined by the Marae Administrator, will be deemed as cancellation of the booking enquiry.

****3. ACCESS****

3.1 The Marae will be accessible to hirers. On the first day of hire, a briefing on the Powhiri process will be provided to ensure clarity for first-time visitors.

3.2 Overnight occupants will be given a key for building access during non-operating hours. The key will be entrusted solely to the person responsible for the booking,

3.3 Key replacement costs will be deducted from the bond if not returned.

3.4 Hirers are accountable for maintaining the security of the premises throughout their tenure.



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****4. PAYMENTS****

4.1 Prior to confirmation of a booking, a non-refundable booking fee of \$150 (unless otherwise communicated by the Marae Administrator) is required. This fee remains non-refundable if the booking is cancelled within four weeks of the scheduled date.

- For the Entire Marae Complex (Whanau):

- Daily Rate for 24-hour hire: \$350, inclusive of gas, electricity, and water usage.
- Booking Fee: \$150.00
- Bond: \$200.00
- For Shorter Durations:
- **Hourly Rate: \$30, with a maximum use limit of 4 hours.**

4.2 Corporate / Non-Whakapapa Payment Fee Schedule:

- \$500 per day for 24-hour hire inclusive of gas, electricity, and water usage.
- Booking fee: \$150.00
- Bond: \$250.00
- **For shorter durations:**
- \$50 per hour, with a maximum use limit of 4 hours.

4.3 Booking fees for periods exceeding six months will be subject to the prevailing rates at the time of booking.

4.4 The fee structure, including deposits, will be determined by the Trustees and applied by the Board Secretary.

****5. HEALTH & SAFETY****

5.1 Please be prepared for an emergency evacuation. We suggest you nominate at least one person to familiarize themselves with the evacuation procedures for the Marae.



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5.2 If there is a fire or the alarm goes off, evacuate the building immediately and assemble at the designated area.

5.3 Keep fire/emergency exit doors clear from obstruction at all times.

5.4 The hirer is responsible for providing first aid facilities during the hire period.

5.5 The hirer must provide a cell phone for emergency purposes. A list of Emergency Contacts is allocated on the Health & Safety Board.

5.6 Maintain good order and behaviour in all parts of the premises and grounds. Ensure the Marae is kept secure and hazard-free at all times.

5.7 In case of any emergency, call 111 for fire, police, or ambulance. Additionally, any hazards, accidents, or incidents must be reported by filling in a 'Hazard Accident & Incident Form' located on our Health & Safety Board.

****6. CANCELLATIONS****

6.1 Four weeks' notice in writing, or in person, to the Marae Admin, is required for all cancellations.

6.2 Failure to notify the Marae of a cancelled booking may result in the loss of the deposit and bond, as well as the hirer being subject to the full payment of the booking.

6.3 The Marae reserves the right to cancel any bookings for urgent maintenance or Tangihanga purposes. In such cases, all fees will be refunded, and the event will be rescheduled or assistance in finding an alternative venue will be provided.

****7. HOURS OF USE****



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7.1 Hirers are required to adhere strictly to their booked time slot and must vacate the premises promptly at the end of the designated period. This includes the time necessary for setting up, dismantling, and cleaning the venue.

7.2 Time slots for facility usage are categorized into two brackets: 0 - 4 hours and more than 24 hours to accommodate varying booking durations.

****8. EQUIPMENT****

8.1 The Marae provides access to its equipment and furniture for hirers, with certain items included in the hire charges. However, any additional equipment needed beyond the provided inventory will be the sole responsibility of the hirer, including associated costs.

8.2 Accurate attendance numbers must be provided to ensure adequate equipment availability in the kitchen. If the Marae lacks specific required equipment, hirers must arrange to either hire or bring in those items at their expense.

8.3 Any electrical equipment or appliances brought onto the premises must comply with safety standards and be certified by a Registered Electrician.

Hirers are responsible for obtaining and maintaining this certification, including associated costs.

****9. SET UP/PACK DOWN****

9.1 Sleeping arrangements are limited to designated areas within the Wharenuī, unless special arrangements for outdoor sleeping have been approved.

9.2 Consumption of food is restricted to the wharekai (kitchen/dining room) area to maintain cleanliness and hygiene standards.

****10. LINEN / TABLECLOTHS****



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10.1 The Marae provides linen and tablecloths for hirers' use, but laundering of these items is not included in the hire fee.

10.2 Whanau are encouraged to bring their own sheets and pillowcases for private or planned functions to ensure personal comfort during their stay.

****11. DAMAGE & LOSS****

11.1 The hirer assumes full responsibility for any claims, accidents, injuries, or damages to persons arising from or related to their booking.

11.2 Any loss or damage to Marae property, including but not limited to furniture, fittings, fixtures, appliances, and apparatus within the premises, will be the financial responsibility of the hirer.

11.3 The Marae accepts no liability for any damage to or loss of the hirer's personal property brought onto or stored within the premises.

11.4 All Marae property must be returned to its designated area after use.

11.5 In the event of a purposeful, accidental, or negligent activation of the alarm system, the hirer will be liable for the full cost of Fire Service call-outs and alarm resetting, estimated between \$500 and \$1500.

11.6 Groups intending to decorate the Marae must obtain prior approval from the Marae Administrator or their delegate. Approved decorations must be removed entirely upon the conclusion of the booking.

11.7 Confetti is strictly prohibited within the Marae and its grounds.



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11.8 Marae equipment, including cutlery, utensils, pots, bowls, and crockery, must not be removed from the Marae kitchens or premises under any circumstances.

****12. CLEANING & RUBBISH****

12.1 The hirer is responsible for the removal of all rubbish from the Marae premises, including food scraps and waste. It is imperative that no rubbish is left onsite. For detailed guidelines, please consult the Marae Handbook.

12.2 Hirers are expected to restore the Marae to its original condition upon the conclusion of their booking. Failure to do so may result in charges deducted from the bond provided.

12.3 Any hirer found dumping or leaving rubbish at the site will incur rubbish fees deducted from their bond.

12.4 While one roll of toilet paper per toilet cubicle is provided, it is the hirer's responsibility to supply additional toilet paper, rubbish bags, and cleaning products throughout their stay, including dishwashing liquid.

12.5 The hirer must ensure that floors are mopped and carpets vacuumed before departure.

12.6 All personal equipment and belongings must be promptly removed after the function unless prior approval has been obtained. Items left behind will be disposed of.

12.7 The hirer is responsible for maintaining cleanliness in the kitchen throughout their stay.



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12.8 Additional cleaning costs resulting from the hirer's failure to leave the premises in a tidy condition will be charged accordingly.

****13. PERMITS & CONSENTS****

13.1 Prior approval from the Marae Administrator is required for the sale of liquor on the premises.

13.2 Approval from Marae Management must be obtained before undertaking the sale of food, ensuring compliance with the Food and Hygiene Regulations 1974.

13.3 Gang patches are strictly prohibited within the Marae premises.

****14. SECURITY****

14.1 Before leaving, it is the hirer's responsibility to ensure that all gas, heating, and lighting are turned off. Additional charges may apply if any of these utilities are left on.

14.2 Hirers are required to secure the building by shutting windows properly. Any costs incurred by the Marae due to inadequate security measures will be charged to the hirer.

****15. SMOKING AREA****

15.1 Smoking is only permitted in the designated area behind the kitchen on the back deck. Smoke disposal bins are provided for this purpose. Smoking is prohibited everywhere else on the Marae premises.

****16. ALCOHOL****



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16.1 Alcohol consumption is strictly prohibited on the Marae grounds, except within the designated areas such as the Whare Kai when appropriate or the back of the kitchen/decking area.

16.2 For events where alcohol consumption is permitted, a Marae Trustee member must be present to oversee the function.

16.3 All bottles and cans used must be recycled or removed by the Hirer/Whanau, or disposed of in the designated "Refuse Disposal Area" using Council-provided yellow bags.

****17. DRUGS****

17.1 It is strictly prohibited to use any illegal drugs on all Marae properties, including the open green space. Any violation of this policy will result in immediate notice to the hirer/whanau regarding a future ban from the premises, and the authorities will be notified accordingly.

****18. OUT OF BOUNDS****

18.1 Access to the Maintenance Shed is strictly prohibited at all times. No exceptions will be granted.

****19. SUBLETTING****

17.1 Subletting of the Marae complex is not permitted under any circumstances. The hirer is solely responsible for the agreed-upon usage and must not transfer or delegate this responsibility to any other party.

****PAYMENT OPTIONS****

Direct Credit into Bank Account: Payment can be made via direct credit into our bank account. Please use your NAME and INVOICE NO. (if applicable) as a reference.



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Internet Banking: Payment can also be made through Internet banking by direct credit to our bank account. Again, ensure to include your NAME and INVOICE NO. (if applicable) as a reference.

Bank Account Details:

Waihaua Marae Account: 02-0308-0121714-000