

## **TE HIKU O TE IKA MARAE HIRE POLICIES AND PROCEDURES**

### **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 Hire Policies and Procedures. It is your responsibility to read through and know your Obligations as the Hirer.

### **ADDRESS:**

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

**TELEPHONE: 09) 409 7885**

### **HIRE CHARGES:**

**COST -** \$200 for the first 24hours. \$100 for each day after

### **ADDITIONAL CHARGES**

**GAS -** \$50 per day  
**POWER -** Charged as per usage  
**LAUNDRY (Linen Aunty Violet)** \$100

There is a washing machine & drier for Tea Towels ONLY

### **BOOKING CONFIRMATION AND CLEANING BOND**

A \$200 Booking Fee is required to secure your Booking. If confirmation is not received, the Marae reserves the right to cancel the Booking.

### **CLEANING BOND**

We also require a \$200 Cleaning Bond prior to your stay. You 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 of your \$200 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.

### **CANCELLATION**

All cancellations must be notified to the Booking Officer in the first instance. 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 forfeit of your \$200 Booking Fee.

### **HOURLY RATE**

We allow an hourly rate @ \$50. Hire exceeding four hours will be charged a full day rate.

### **VACATING TIME**

- In the case of tangihanga the koha arrangement expires on your vacating time of 12PM on the day after the nehu/burial. An extended stay will be charged at the Hire rate. (\$200 for the first twenty-four hours then \$100 for each day after)
- All appointments must vacate the marae by 12PM on the day after the last day of their occupancy, to allow for cleaning and inventory.

### **ARRIVAL**

Occupancy commences no earlier than 2PM if you are waiting for occupants to vacate.

### **CATERING**

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

### **RUBBISH**

Please supply your own yellow council rubbish bags from Pak n Save Kaitaia for curb-side collection. Whanau are encouraged to use the on-site Recycling Bins.

**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.

**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.

**RESTRICTIONS:**

- The Kohanga Reo playground is STRICTLY OUT OF BOUNDS. This also applies to our local children.

**THE GOLDEN AGE:**

Te Hiku O Te Ika Marae recognises our Kaumatua & Kuia reaching that golden age. We will waiver the first 24hrs charge of \$200 for 65<sup>th</sup> birthdays and onwards. You pay the additional costs. (Gas, Power)

**HANDYMAN CONTACT DETAILS:**

NAME: **JIMBO COOK**  
Hm Ph: **(09) 409 7578**

**BOOKING OFFICERS CONTACT DETAILS:**

NAME: **AUGUST SMITH**  
Hm Ph: **(09) 409 7512**  
Mobile: 021 0827 3891  
EMAIL: [augustsmith1804@gmail.com](mailto:augustsmith1804@gmail.com)  
12PM – 6PM Monday - Friday

**MARAE KEYS:**

These are the Hirer's responsibility. Loss of the Keys will incur a Fee.

**TANGIHANGA:**

Tangihanga is a KOHA based understanding between the whanau pani and the marae Trustees. Tangihanga is for three days. Any longer and you will be charged for the first twenty-four hours at \$200 then \$100 every day over the tangihanga three day duration.

You are also responsible for Power, Gas & Linen costs. **TANGI TAKE PRECEDENCE OVER ALL BOOKINGS.**  
***In this instance we will refund your Booking Fee and Cleaning Bond.***

**SMOKING:**

Smoking is strictly prohibited at all times within the buildings. The designated area is outside the Prep room on the Seaward side.

**ALCOHOL:**

Alcohol is strictly prohibited in the Wharenui. We will not condone or tolerate underage Drinking and Disorderly Conduct. Alcohol is to be consumed in the Dining room & Prep room only. In the event of a larger gathering, there is a designated area in front of the Dining room, on the grassed area within the wooden perimeter, for a marquee. Strictly NO ALCOHOL to be consumed in the Parking Areas. WE DO NOT HIRE OUT MARQUEES.

**GANG INSIGNIA:**

There is to be no Gang Insignia worn on the Te Hiku O Te Ika Marae grounds.

**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**.

**TSUNAMI:** The gathering point is our cemetery Mareitu. The Community has 2x Tsunami Sirens.

**TE REO WHARE ORA** our local medical clinic, is only two doors down. Open Monday 1pm - 3pm & Wednesday 10am - 3pm. Ph – 09) 4097874. Doctor is fortnightly on Wednesday only

**WHAKAWHITI ORA PAI** Medical Clinic, in Te Kao. Is a half hour drive south, beside the Te Kao store. Open Monday – Friday 8.30am - 5.00pm. Ph – 09) 4097880. Doctor every Tuesday Only.

#### **ASSEMBLY AREA:**

In the event of a Fire, the assembly area is the **MAIN CAR PARK**. (That being the front car park.)

#### **OCCUPANCY:**

##### **WHARENUI:**

The Wharenuui 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:**

##### **MENS RESTROOM:**

3x Toilets / 3x Showers / 3x Urinals and 2x Sinks.

##### **WOMENS RESTROOM:**

4x Toilets / 3x Showers / 1x Baby Shub and 2x Sinks.

##### **DISABLED RESTROOM:**

1x Toilet / 1x Shower and 1x Sink.

#### **TIKANGA & 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.

#### **CLEANING DUTIES**

##### **WHARENUI:**

- Put all used sheets & pillowcases into the laundry bags provided.
- Vacuum/sweep out the Wharenuui, hallway and the side rooms.
- Stack all the mattresses & pillows onto trolleys in the mattress room.

**WHAREKAI:**

- All tables are to be wiped down and stacked on the trolley.
- Chairs are to be wiped down & stacked in two (2) rows. Ten (10) high & seven (7) across. 140 in total.
- Floors are to be swept & mopped. NO PUDDLES PLEASE and make sure to change the water when necessary.
- Benches must be left clean and tidy.
- Dirty tea towels must be washed daily by the Hirer. There is a washing machine & dryer for this purpose only. *(We encourage you to use the clothes line)*
- Ovens must be cleaned if used. Please do not use abrasives. Cans of oven cleaner are available.
- Pie Warmer must be cleaned.
- Microwave must be cleaned.
- Bain Marie must be cleaned.
- Fridge, Freezer & Chiller must be cleaned & wiped down & doors left ajar.
- All rubbish must be placed in the Yellow Council rubbish bags for curb side collection. These can be purchased at PaknSave Kaitaia or they come at a cost of \$3 a bag from our local Recycling man.
- We adhere to a STRICT recycling policy so please be sure to put plastic, tin & glass in the appropriate recycling bins provided.

**WE SUPPLY:**

- ALL CLEANING AGENTS
- Mops, buckets, brooms and squeezy mops for different areas. Eg. Wharenuui, Wharekai, Toilets...
- Only on your arrival, will each toilet cubicle will be stocked with a single toilet roll.

**WE DO NOT SUPPLY:**

- Toilet paper for the duration of your stay.
- Soap.
- Coffee, Tea, Sugar & Milk.
- Kai/Food

**FURNITURE AND EQUIPMENT / CHATTELS****WHARENUUI:**

100 Single Mattresses	100 Pillows
Sheets	Pillowcases
Chairs	6 x Forms

**WHAREKAI:**

Long collapsible tables	Chairs
5 x Black tablecloths	1 x Electric stove/oven
1 x 5 Burner Gas hob stove with oven	1 x Large Industrial cake mixer
! x Pie Warmer	1 x Microwave
! x 4 bay Bain Marie	! x Commercial fridge
1 x Domestic freezer	1 x Walk in chiller
Tea towels & Kitchen cloths	1 x Whiteboard (Markers not supplied)

**Te Hiku O Te Ika Marae Trustees sincerely hope that you have enjoyed your stay. We encourage all feedback, Good & bad.**

Signed:

Te Hiku O Te Ika Marae Chair

Eliza Waenga