



Puketapapa

MAKAURAU MARAE
PO BOX 107-07, AUCKLAND AIRPORT 2150
www.makauraumarae.co.nz

CONDITIONS OF HIRE

- **Waikato-Tainui Kawa:** Tū Atu, Tū Mai (Taūutuutu).
- **Powhiri:** (Welcome) – REQUIRED if your group is a first-time visitor to the Marae.
- **Tangihanga:** The arrival of the Tupapaku (deceased) is **NOT** allowed after Dark.
In the case of Tangihanga (bereavement), it has priority for Makaurau Marae Whanau (beneficiaries) any hireage is done so on this basis. We will **assist** you to find another Marae venue
All charges paid will be refunded in full.
- **ALCOHOL, ILLEGAL DRUGS and ANIMALS:** (including Guide Animals) are **NOT PERMITTED** on our Marae Grounds. Any Person/s found to be in breach of this policy will be asked to leave the Marae Grounds, and the BOND WILL BE FORFEITED.
- Makaurau Marae is **SMOKE FREE**.
Or designated areas are:
 1. Outside the fence line of the Marae.
 2. Under Pohutukawa Tree in the back car-park area.
Cigarette butts MUST be discarded in the bins provided.
- In the case of Emergency; For Fire/ Ambulance – Evacuate to Front Entrance, and Dial 111, & please advise Marae Custodian.
- The booking/bond-cancellation Fee are required immediately to secure your dates. An email will be forwarded on this process upon your enquiry to makaurau.bookings@xtra.co.nz
Booking fee is non-refundable, bond is refunded subject to conditions of hire, cancellation fee is forfeit if your booking is cancelled within 14 days of your date/s booked.
- HIREAGE OF THE MARAE FACILITIES **EXCLUDES** THE KOHANGA REO BUILDING OR PLAY AREA – KEEP CLEAR OF THIS AREA AT ALL TIMES.
- We can provide minimal equipment for hui, eg projector screen on the wall in wharenuui, you need to supply anything else yourself. We can provide WiFi on enquiry at your cost.

WHARENUUI – Sleeps approx. 65-70 people

- There is “**NO EATING or DRINKING**” in the Wharenuui (exceptions - Breast or Bottle Feeding, providing babies are being NURSED whilst being fed)
- **NO SHOES** are to be worn inside Wharenuui
- **DO NOT REMOVE/COVER/HANG** clothing on ANY of our carvings, tukutuku panels, portraits or photographs, in the wharenuui or wharekai.
- Door Entrances are to be KEPT CLEAR of shoes / footwear
- **NO** running through the Wharenuui, jumping on mattresses or sitting/standing on pillows
- Mattress, pillows, sheets & pillowcases will be provided.
- On Wharenuui pack down
 - Sort and separate Dirty sheets & pillowcases. Leave in Dirty Laundry Trolley/Bag provided.
 - Mattresses are to be returned to storage container. (side door of the wharenuui)
 - Pillows are to be placed back into their cubby holes in storage area (in back storage area in wharenuui), (**DO NOT** store on the ground)

- Leave all CLEAN sheets & pillowcases, (in back storage cupboard in Wharenuui)
- Vacuum is located (in cupboard in back storage area in Wharenuui)
- Brooms & Mops for Wharenuui toilets are in the toilets, **DO NOT remove from that area**
- FOR EVACUATION PURPOSES - KEEP THE VINYL WALKWAY AREAS & FIRE EXIT DOORS IN THE WHARENUUI CLEAR OF SEATING; MATTRESSES, LUGGAGE OR EQUIPMENT **AT ALL TIMES**

WHAREKAI – KITCHEN & DINING AREA – Can host up to 250 people

- **DO NOT REMOVE** any Marae Property, equipment, dishes or utensils, from the Marae Premise, you will be charged if so.
- **DO not mix or use any kitchen/dining room cleaning equipment, brooms/mops etc in any other areas**
- **DINING TABLES MUST BE COVERED WHEN USED FOR EATING** – we CAN hire tablecloths @ \$10 each per day, **or you need to supply your own**. The thorough cleaning of the surface of all kai tables used is required after use.
- You must Re-set the entire marae including Dining Furniture / Kitchen Equipment & Utensils as per stock take sheet & photos on your departure or take your own photos for your info.
- It is your responsibility to launder the tea towels left for you **through-out** your stay. You need to supply your own powder.
- OBSERVE our waste practices - Ensure all waste is in the correct bins. Removal of all rubbish/waste through-out and on your departure is required DO NOT leave food scraps, take all left-over food or scraps away with you or **BAG** and dispose of in big jumbo bin in the carpark.
- Ensure the cleanliness of our marae wharenuui, wharekai, wharepaku & all grounds throughout your stay.
- A first aid kit is provided in the kitchen area. A defibrillator is located on the wall on the outside of tuarua building (if you have no-one on site that is trained to use this, follow the instructions on the box)

COMMERCIAL KITCHEN EQUIPMENT – Appliances, we have – Combi Oven, 6 burner gas hobs with oven, Brat Pan, 2 burner Wok Station, Hot Plate/Grill, Bain Marine. Walk in Chiller, 2x stand-alone large Fridges, Small Freezer, and Dishwasher, Continuous Hot Water Urn.

We also supply - cutlery, crockery, cups, jugs, serving dishes/utensils/bowls, combi oven trays, pots, to cater for up to 250 people. Also included for the duration of your stay are tea towels – or you can bring your own if you choose?

There must be AT LEAST ONE person competent & knowledgeable in using our commercial cooking equipment. Our Custodian will take this person through operational & cleaning procedures to ensure correct use and maintenance of our equipment. Incorrect use or cleaning of our equipment may result in the cost of repair being charged back to the Hirer.

ITEMS THAT ARE NOT PROVIDED: Table Coverings, Cleaning Products, Dishwashing Liquids, Cloths and Pot Scrubbers; Rubbish Bags; Paper Towels, Toilet Paper.

FOR ALL AREAS IN USE

- Ensure taps are turned off properly & lights switched off when not needed.
- **DO NOT remove or use mops & brooms in any other location than their designated AREA.**
- Faults or breakdowns of any sort of our marae need to be advised to us IMMEDIATELY, eg - equipment, Utilities, Drains, plumbing, electrical, if any of these are caused by you through-out your stay you will be charged the callout-repair costs.

For queries you may have during your stay, or to report Faults, Breakages and / or Damages
Contact – Marae – 2751680, Email: makaurau.bookings@xtra.co.nz

The Bond will cover:

Note: The Marae Complex Checklist (see below) will be signed off by the Kaitiaki (custodian) on or with you on your departure noting any issues if any for bond refund outcome.

- Any extra cleaning done by our custodians on your behalf, any loss, damage or breakage to any of the Marae facilities & property, any call out for emergency repairs through-out your stay & if not fully recovered from the Bond will be charged back to the Hirer.
- Breach of Marae Policies regarding Alcohol and Illegal Drugs - Person's found to be in breach of this policy will be asked to leave and the **TOTAL BOND AMOUNT WILL BE FORFEITED.**

Marae Complex Checklist

The following areas must be cleaned and checked off with the Kaitiaki (custodian) for bond release. See all photos provided, on how to re-set Marae.

<i>WHARENUI</i>	<i>WHAREKAI</i>
<ul style="list-style-type: none"> <input type="checkbox"/> All rubbish Bins emptied <input type="checkbox"/> Mattresses stacked properly in the Container (away from door/entry). <input type="checkbox"/> All pillows returned to cubby holes in back storage area <input type="checkbox"/> Marae Atea swept (front verandah of wharenuui) <input type="checkbox"/> All carpeted areas vacuumed <input type="checkbox"/> Used linen in laundry bag/bin provided (including bathmats) <input type="checkbox"/> Unused linen Left in cupboard 	<ul style="list-style-type: none"> <input type="checkbox"/> All rubbish bins are emptied <input type="checkbox"/> All food or scraps removed <input type="checkbox"/> Chiller/Freezer/Fridges' emptied, cleaned (including shelves & walls) & mopped out <input type="checkbox"/> Food Pantry emptied and cleaned <input type="checkbox"/> All Floors Swept and mopped (with boiling hot water & cleaning products) <input type="checkbox"/> All benches, cupboards, sinks & dishwasher cleared and cleaned <input type="checkbox"/> All dishes cleaned, sterilized, stacked & counted <input type="checkbox"/> All cooking equipment cleared & cleaned <input type="checkbox"/> Dining Furniture (Tables & Chairs) Tables wiped down & stored away correctly
<i>CARPARKS, HANGI PIT AND MARAE GROUNDS</i>	<i>TOILET BLOCK AND BATHROOM AREAS</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Rubbish picked up from all areas including car park <input type="checkbox"/> Ensure Hangi hole is filled in and all stones (or irons), sacks & excess hangi wood removed <input type="checkbox"/> All cigarette butts are picked up 	<ul style="list-style-type: none"> <input type="checkbox"/> All rubbish removed from bins <input type="checkbox"/> Showers and hand basins cleaned <input type="checkbox"/> Toilets and urinals cleaned <input type="checkbox"/> Mirrors cleaned (using window cleaner only) <input type="checkbox"/> All Floors swept and mopped

PLEASE NOTE:

- You must provide your own cleaning products, dishwashing liquid, clothes powder, rubbish bags, toilet paper, hand towels, soap.
- DO NOT Mix - Kitchen Brooms/Mops with Toilet Brooms/Mops, every area has their own gear and they are all marked appropriately.
- Check photos around marae on how to re-set our marae

Marae Complex Checklist

Hirer: **No's:** **Date:**

Complex Condition

Area	Clean	Comments
Outside Toilets		
Inside Toilets		
Wharekai		
Kitchen/Prep Area		
Wharenui		
Aatea		
External Prep Area		

Equipment Check:

Equipment	Working	Comments
Combi Oven		
Stove		
Wok Burners		
Fridge		
Chiller		
Urn		
Hot Plate/Grill		
Sanitizer/Dishwasher		
Brat Pan		

(To be used on hirer's departure)

Crockery - Breakages: (No. of Items) **Chipped or Cracked:** (No. of Items)

Other:

Other:

Cleaning charge (if applicable) - \$50.00 per hour (or part thereof) \$.....

Bond - This will be held for up to 14 days, to allow the marae time to thoroughly check & determine the necessary checks of our equipment for any missing, broken or damage, if applicable the cost will be advised and deducted from your bond.

Office Use: I confirm that I have checked the Marae Premises with the Hirer on / / and authorize/ Do not authorize (circle one) the release of the Bond.

Signed By **Name:**