



Puketapapa

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

CONDITIONS OF HIRE

- **Waikato-Tainui Kawa:** Tū Atū, 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 (bereavements), Makaurau Marae Whanau (beneficiaries) has priority and any hireage is done so on this basis. 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**. Use designated areas.
 1. Outside of the Marae.
 2. across the road in the carpark.
 3. Under the Tree (Pohutukawa) in the back car-park area. Cigarette butts **MUST** be discarded in the bin provided.
- In the case of Emergency, For Fire/ Ambulance – Evacuate to Front Entrance, and Dial 111, & please advise Marae Custodian. A First Aid Kit is provided in the Kitchen area. A defibrillator is located outside of Tuarua on the wall (follow the instructions on the box & once defibrillator is activated)
- The Booking Fee is paid to secure the complex at the time requested.
- The Bond/Cancellation Fee is imposed to cover any loss, damage, or breakage to any of the Marae facilities, property, and equipment, if not fully recovered from the Bond the Hirer will be charged the difference, cancellation fee is imposed when bookings are cancelled within 7 days of date/s booked.
- HIREAGE OF THE MARAE FACILITIES **EXCLUDES** THE KOHANGA REO BUILDING OR PLAY AREA – KEEP CLEAR OF THIS AREA AT ALL TIMES.

WHARENUI – Sleeps approx. 65-70 people

- There is “**NO EATING or DRINKING**” in the Wharenuī (exceptions - Breast or Bottle Feeding, providing babies are being NURSED whilst being fed)
- **NO SHOES** are to be worn inside Wharenuī.
- **DO NOT REMOVE** or cover ANY portraits/photographs (includes Wharekai)
- **DO NOT HANG CLOTHING** on Carvings or Tukutuku Panels
- Door Entrances are to be **KEPT CLEAR** of shoes / footwear.
- **NO** running through the Wharenuī, jumping on mattresses or sitting/standing on pillows.
- Mattress, Pillows, Sheets & Pillowcases will be provided.
- On Wharenuī 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 wharenuī)
 - Pillows are to be placed back into their cubby holes in storage area (in back storage area in wharenuī), (**DO NOT** store on the ground)
- Leave all clean sheets & pillowcases, (in back storage cupboard in Wharenuī)
- Vacuum is located (in cupboard in back storage area in Wharenuī)
- Brooms & Mops for Wharenuī toilets are in the toilets, **DO NOT remove from that area.**
- FOR EVACUATION PURPOSES - KEEP THE VINYL WALKWAY AREAS & FIRE EXIT DOORS IN THE WHARENUI CLEAR OF SEATING, MATTRESSES, LUGGAGE OR EQUIPMENT **AT ALL TIMES**

WHAREKAI – KITCHEN & DINING AREA – Can host up to 250 people at one time.

- **DO NOT REMOVE any** Marae PROPERTY from the Marae Premises. Includes dishes, in doing so will result in you being charged.
- DO NOT leave food scraps, food, or rubbish in any area of the marae, either take these with you or dispose of IN BAGS in the jumbo bin, far right-hand corner of car park.
- Use recycling bins where provided, breaking down boxes.
- **DINING TABLES MUST BE COVERED WHEN USED FOR EATING** – By cloth, Plastic, or Paper. YOU can hire ours at @ \$5 each.
- STORE/ Reset Dining Furniture / Kitchen Equipment & Utensils as per photos.
- It is your responsibility to launder our tea towels that are left for you through-out your stay.
- Mops & buckets for the kitchen/dining room are located out the side door on the wall of the kitchen; ensure they are returned there.
- All other cleaning equipment are in or on the cleaning cupboard in the rear preparation area. **DO NOT use these in any other areas of our marae, each area has its own cleaning equipment.**
- A first aid kit is provided in the kitchen area. A defibrillator is located on the wall on the outside of tuarua building, follow the instructions on the box & those given once defibrillator is started.

COMMERCIAL KITCHEN EQUIPMENT – Appliances, we have

Combi Over & trays	6 Burner Gas Hob with oven	2 burner Wok Station & woks	Ban Marine & trays
2x Lge Fridges	Continuous hot Water Urn	Walk in Chiller	Brat Pan
Small Freezer	Hot plate with Lge toaster	Dishes Sanitizer	Pots
Utensils	Color coded chopping boards		

There must be AT LEAST ONE person competent & knowledgeable in using our commercial cooking equipment. We will take you through operational & cleaning procedures to ensure correct use and maintenance of our equipment upon your arrival and after completion of your powhiri. *Incorrect* use or cleaning of our equipment may result in the cost of repair being charged back to the Hirer.

We also supply table setting/seating for up to 250 people at one time:

Cutlery	Knives/forks/spoons	Cups	Jugs	Serving dishes, bowls	Tables & Chairs
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We also included for the duration of your stay are tea towels – or you can bring your own?

ITEMS THAT ARE NOT PROVIDED:

Table Coverings	Cleaning Products	Dish-Liquid/cloths/pot scrubbers	Rubbish bags
Toilet Paper	Paper Towels	Hand Soap	Powder for Tea Towels

FOR ALL AREAS IN USE

- Ensure taps are turned off properly & lights switched off when not needed.
- **DO NOT remove, mix, or use mops & brooms in any other location than their designated AREA, each area has its own equipment – toilet for toilets, kitchen for kitchen.**
- Faulty equipment / Utilities / Drain Blockages– Please advise us of these immediately. We cannot fix what we do not know about.

The Bond (or a portion of the Bond) will be forfeited if:

- The Marae Complex Checklist has not been signed off by the Kaitiaki (custodian).
- Extra Cleaning, breakages, loss of equipment or damages to chattels & building/s that occurred during your stay.
Note – if these costs exceed the Bond the difference will be charged to the Hirer.
- Breach of Marae Policies regarding Alcohol and Illegal Drugs (NOTE – Person is found to be in breach of this policy will be asked to leave and the **TOTAL BOND AMOUNT WILL BE FORFEITED.**

For queries you may have during your stay, or to report Faults, Breakages and / or Damages

Email: makaurau.bookings@xtra.co.nz

Marae Complex Checklist

The following areas must be cleaned and checked off with the Kaitiaki (custodian) before the bond is refunded.

<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 from the urn) <input type="checkbox"/> All benches, cupboards, sinks & dish sanitizer 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) 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.**

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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		
Sanitizer/Dishwasher		
Brat Pan		
Hot Plate		

(To be used on hirer's departure)

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

Other:

Cleaning (charged if premise must be re-cleaned - \$50.00 per hour (or part thereof) \$.....

Note: Bond - Can be held for up to 14 days for the marae to do thorough checks, if there is damage, broken or missing property, equipment/dishes the applicable 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 the release of the Bond Signed:

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