

## Marae Booking Form

### Hirer and/or Key contact details:

Hirer: \_\_\_\_\_

Key contact for the Hirer: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Kaupapa / Purpose of Booking: \_\_\_\_\_

Booking date(s): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Estimate numbers of individuals attending: \_\_\_\_\_

***Please note: Tangihanga take priority over all bookings and,***

***Te Kōpua Marae is an alcohol free and drug free marae***

### Appendices / attachments:

1. Cleaning schedule
2. Health & Safety guidelines including Information for COVID-19 Warden
3. Fire Evacuation procedure
4. Nga Whakahaere Hui

Appendices are subject to change.

### Te Kōpua Marae booking contacts:

Booking Agent: Waitiahoaho Te Ruki

E: waitiahoahot@yahoo.com

T: 027 223 2966

Marae Secretary: Isla Emery-Whittington

E: isla@whittington.nz

T: 021 067 1174

**Booking fees:**

**Bond** - \$200.00 bond is required and must be paid in full prior to pick up of Marae keys.

**Level One** – Tangi / Tangihanga - (Take priority over all bookings)

\$250.00 – Per day (Noho inclusive)

**Level Two** – General (Wedding, Birthday, Rā Maumaharatanga, etc...)

\$250.00 – Per day (Noho inclusive)

**Level Three** – Corporate (Business, Corporations, Education providers - kohanga reo, kura, wharekura, wānanga, local government, Government agencies etc...)

\$500.00 – Per day (Noho inclusive)

Total costs (incl bond) : \_\_\_\_\_

**Terms and conditions:**

All Hireage Terms and Conditions apply;

**Tangihanga take priority over all bookings.** If during the hire period, a tangihanga is expected at the Marae, the Hirer must vacate and surrender their booking. The Marae Booking Officer and kaumātua of Te Kōpua Marae will support the Hirer and affected parties to ensure a desirable outcome is negotiated for all parties. The Trustees will also be notified. The Hirer will be refunded (part of) paid payment if in occupation.

**All costs** are to be paid in full on pick up of the Marae keys.

**Marae Booking Form** must be completed in full and addressed to the Marae Booking Agent for approval by the Te Kōpua Marae Trustees (exception for tangihanga). Applications to hire the Marae must be received by the Marae Booking Agent with a minimum of 6 weeks prior to the requested date. In the case of shorter notice, the Marae Booking Form must still be completed in full. Trustees may request further information, impose restrictions and/or decline applications.

1. The Hirer must cover all costs of hireage and any additional direct costs of the event; Te Kōpua Marae and Marae Trustees are NOT responsible for any direct costs of the event.
2. Hirer is responsible for all damages to Marae at the time of the event;
3. Hirer must cover all costs of hireage and any additional costs of the event;
4. Hirer must return all linen (washed & folded) to Marae immediately (within 5 days);

- Ngāti Unu, Ngāti Kahu -

5. The removal of rubbish and food waste is the responsibility of the Hirer.
6. Hirer must supply own firewood for the heating of the bathroom water.
7. Hirer must supply their own equipment for Hangi preparations (stones, irons, baskets, firewood, sacks etc).
8. The Marae must be left in the same condition it was hired in. Failure to do so will result in forfeiture of the bond.
9. The Hirer will be refunded the bond subject to deductions for damage and breakages. If deductions apply, Hirer will be provided with an invoice detailing related deductions;
10. Hirer is to supply:
  - a. Toilet paper, soap, hand sanitiser, and facemasks. Toilets must be kept clean and tidy at all times;
  - b. Cleaning products: Detergent, disinfectants, dishcloths, paper towels ...  
NOTE: However, mops and brooms are supplied.
11. All property of the Marae, other than used linen, must NOT leave the Marae.  
This includes and may be defined as:
  - a. Catering equipment – Plates, Bowls, Cutlery, Cups, Glassware, Pots, Pans, Ovens, Hot plates, dish washer, Gas cookers;
  - b. Furniture - Tables, Chairs, cleaning equipment;
  - c. Photos and frames, Korowai & Piupiu;
12. The Hirer is responsible for informing attendees that ALL mattresses are permitted for use in association with the Wharenuui only;
13. Wharenuui chairs are to be used in association with the wharenuui only, and the wharekai chairs are to be used in association with the wharekai only.
14. The Hirer is responsible for cleaning the Marae before returning keys.
15. Damage and loss of personal property is not the responsibility of the Marae Committee or Marae Trustees;
16. The Hirer is responsible for the health and safety of all individuals on the Marae property from arrival to departure. Hirer must ensure that evacuation procedures and assembly points are announced daily.
17. At the completion of the event, lights and gas in the Wharenuui, Whareiti, Wharekai and Mattress room must be switched off and the keys must be returned ASAP to the Marae key holder.
18. An inspection will be conducted by an approved Committee member, Executive Committee member or Trustee after the return of the Marae keys.
19. The Te Kōpua Marae Trustees are the Governing authority of the Marae Reserve at all times;
20. The Hirer accepts that the booking is subject to extenuating circumstances which may require the cancellation of the booking such as COVID-19 pandemic.
21. Dogs are NOT permitted on the Te Kōpua Marae property;
22. The hirer is responsible for compliance with the COVID-19 Protection Framework - See Appendices Information for Covid Warden and Hui. This includes but is not limited to recording attendance, social distancing, wearing of face masks, regular cleaning of surfaces as per public health advice.

**EMERGENCY**

Emergency services – Police, Ambulance, Fire services: 111

Assembly point: Te Kōpua Marae road access gate

Fire: Fire extinguishers – Available onsite  
Note: Marae Secretary shall provide an Evacuation Procedure.

Hazards: The Hirer agrees to notify the Booking Agent of any identified hazards immediately.  
Note: Marae Secretary shall provide a schedule of common hazards

Smoking: Smoking / Vaping is not permitted within the smokefree zones. Smokefree zones are defined as: Areas within the fence line and include the wharekai, wharenuī & ablution block, away from manuwhiri and tamariki.

Illegal drugs: Possession and use of illegal substances / drugs is forbidden and the Hirer must inform all individuals of this. Breaches will be brought to the attention of Law enforcement. The Te Kōpua Marae Trustees have a ZERO tolerance protocol.

Damages: In the case of damage to major assets such as: Plumbing, Electrical, Gas or Water, the Hirer MUST contact the Booking Agent/ Marae Secretary IMMEDIATELY. If any hazards arise, the Hirer must ensure all individuals are a safe distance from the hazard until the damage is resolved.

**Inspection and cleaning:**

An inspection will be conducted upon return of the Marae keys and before the reimbursement of the bond. The Cleaning schedule has been included in the Appendices. It is the Hirer’s responsibility to ensure that they have returned the Marae to its pre-hire condition before returning the keys.

I, the Hirer accept and acknowledge all terms and conditions; Aē / Kao

I have read and understood all terms and conditions; Aē / Kao

I accept all responsibility as outlined and defined above. Aē / Kao

First & Last Name(s): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Hirer or key contact signature: \_\_\_\_\_ Date: \_\_\_\_\_