

Iwitea Marae Hire Conditions

Bond. A bond of **\$100** is payable to the secretary before a planned function commences (excludes church services and tangihanga). This bond will be paid back by cheque sent to the hire-person upon the complex being left in a satisfactory condition. Any breakages, losses or cleaning will be deducted from the bond. If breakages, losses or cleaning exceed the bond amount it is the responsibility of the hire-person to meet this cost.

Hire fees.

- **General Hire Fee - \$160 per day (24 hours).** Includes power and gas.
- **Tangihanga – Koha plus \$55 per day (24 hours) to cover power and gas.**
- **Church Services – Koha.**
- ***Please note that tangihanga will cancel any bookings made for that same period.***

Alcohol. If alcohol is to be served at a function, the following rules apply.

- An alcohol permit is to be obtained from the Wairoa Police Station before the function.
- The permit is to be filled out by the hire-person then signed by two current marae trustees.
- Designated drinking areas are in the dining-room, the kitchen when meals are not being prepared and under the willow trees at the back of the complex. Alcohol is not to be consumed anywhere else on the marae complex.
- Consumption of alcohol is to cease at 1am. If needed a Maori Warden may assist in these duties and is the responsibility of the hire-person to organise the presence of a Maori Warden.
- There is a no-alcohol policy on the marae complex when a tupapaku is lying in state - consumption of alcohol may take place **after** the tupapaku is buried.

Marae Keys/Crockery & Cutlery Cupboard Keys. The keys are available from the marae secretary.

Safety. Fire extinguishers are placed throughout the complex. There is an evacuation plan posted at each doorway.

Facility Breakdowns. If there is any failure or breakdown with the equipment at the marae complex which requires a tradesman (water, sewage, power, electrical etc), only the Chairman or Secretary can authorise this. Please contact one of them a.s.a.p. if and when the need arises.

Marae Kitchen-Ware/Crockery & Cutlery. Under no circumstances is the marae kitchen-ware to be removed from the marae.

Whariki. One whariki for tangihanga is wrapped in a blue cover behind the linen trunks in the mattress room.

Black Chairs. Stored in the mattress room these are for the meeting-house and porch only. They are to be stacked in threes then covered with a blue cover.

Linen. Linen is stored in a large steel trunk in the mattress room. Washing of linen is the responsibility of the hire-person. Linen is to be returned to the marae or to the secretary.

Cleaning Materials. Toilet paper, soap, hand-towels, disinfectant, fly spray, dishwashing liquid and the like are to be purchased at the expense of the hire-person.

Mattress Room. Due to safety, the mattress room is **not** to be used for sleeping in. Please lock the mattress room once all supplies have been retrieved for the meeting-house.

The Iwitea Marae Committee works hard to maintain our Marae as a safe and user-friendly facility for all. The Iwitea Marae Committee accepts no liability for personal injury, loss or theft on the Marae grounds that could have been reasonably prevented through common sense practices

Signed on behalf of the Hire Person:

Name:

Contact details:

Signature: _____ dated: DD/MM/YYYY

HIRE DATES:

Signed on behalf of Iwitea Marae:

Name: _____

Position: _____

Signature: _____

Date: _____

Iwitea Marae Trustees

Liz Palmer (Chairman), Airini Rewi, Betty Ann Gemmell, Doris Nicolson, Jessie Smith Christie, Josephine Palmer, Nigel How, Robert Niania

Iwitea Marae Secretary

Nigel How, 124 Iwitea Road, RD6, Wairoa 4196

iwiteamare@outlook.co.nz

CLEANING LIST FOR ALL USERS OF THE MARAE

Cleaning. The complex is to be left in a clean state. The following is a list of jobs to undertake this.

Meeting-House.

- If used, tangihanga whariki to be rolled and put back in the blue cover.
- Black chairs to be returned to the mattress-room, stacked in threes and covered with a blue cover.
- Carpet to be vacuumed.
- Windows and curtains closed.

Toilets.

- All areas cleaned: toilets & shower-trays scrubbed and floors cleaned.
- Hot water turned off.

Mattress Room.

- Mattresses to be stacked in 3 tidy piles.
- Pillows to be stacked in allocated area in a tidy fashion.
- Linen chests to be closed.
- Floor swept.

Dining Room.

- Floor to be swept and mopped.
- Tables to be set as found - in 8 rows with the black tablecloths on the tables and the forms on the floor.
- Main power-switch to be turned off.

Kitchen.

- Crockery & cutlery placed in appropriate cupboards. If unsure, leave on bench.
- Marae kitchen-ware to be cleaned and returned to where found.
- Oven and gas-cookers cleaned.
- Benches wiped.
- Floors swept and hosed if necessary.
- Hot water, chiller, gas bottles and zip to be turned off.
- If used, the fire-place to be cleaned out.

Grounds.

- All rubbish to be picked up off grounds and smoking tins emptied.
- If flag is used, ensure the flag is taken down and dry before returning to storage.
- Outside seating to be returned to where found.
- If used, the hangi hole to be filled-in and leveled off.

General.

- All rubbish to be removed from the complex.
- All windows to be closed and all doors to be locked.
- If shifted, outside seating to be returned to where found.
- White linen washed and returned to the marae or the secretary.
- Keys returned to secretary.

Thank-you for your co-operation and caring for our marae