



Iwitea Marae Hire Conditions – 2025

1. Bond & Payment

Bond:

- A \$250 bond is required before your booking begins (excludes church services and tangihanga).
- The bond will be refunded via bank transfer if the Marae is left clean and undamaged.
- Costs for any breakages, losses, or extra cleaning will be deducted from the bond. If these costs exceed the bond, you will be invoiced for the difference.

Hire Fees:

- General Hire: \$250.00 per 24-hour period (includes power and gas).
- Tangihanga: Koha + \$55 per 24-hour period (power and gas).
- Church Services: Koha.
- Whare Tipuna only: \$125.00 per day
- Whare Kai only \$125.00 per day

Note: Tangihanga bookings take precedence over other bookings and may override them.

Payment Methods:

- Internet banking, direct deposit, or cash (details below in Section 9).

2. Alcohol Policy

- Alcohol may only be served with a permit from the Wairoa Police Station, completed by the hirer and signed by two current Marae Trustees.
- Alcohol is only permitted in the following areas:
 - The dining room
 - The kitchen (when not in use for meal prep)
 - Under the hangi shelter and willow trees at the back of the complex
- Strictly prohibited elsewhere on Marae grounds.
- Alcohol service must end by 1:00am.
- A Māori Warden may be required at your expense.
- No alcohol is allowed while a Tūpāpaku is lying in state. It may only be served after burial.

3. Access & Security

- Keys: Available from the Marae Chairman or Secretary.
- Kitchenware must not be removed from the Marae.
- Mattress Room: For storage only. Lock after use. No sleeping permitted.

4. Health & Safety

- No smoking inside any Marae buildings.

Emergency Procedures:

- Fire extinguishers: Located throughout.
- Evacuation plans: Posted at each exit.
- Fire evacuation point: Memorial stones (front lawn).
- Tsunami evacuation: Iwitea Urupā Hill.
- Emergency access: Grassed area in front of Te Poho o Tahu is for emergency vehicles only.



5. Facilities & Equipment

- Whāriki: One available for tangihanga (blue cover behind linen trunks in mattress room).
- Black Chairs: For meeting house and porch only. Stack in threes and cover after use.
- Linen: Stored in steel trunk (mattress room). Hirer must wash and return.
- Cleaning Materials: Hirer to supply toilet paper, soap, towels, disinfectant, fly spray, dish liquid, etc.

Repairs & Maintenance:

- Only the Chairman or Secretary can authorise tradespeople. Contact them for facility issues.

6. Cleaning & Departure

- Marae must be left clean and tidy.
- Follow the attached Cleaning Checklist.
- Remove all rubbish.
- Ensure all windows and doors are locked.
- Return keys to the Chairman or Secretary.

7. Liability

Iwitea Marae Committee works to maintain a safe and welcoming space. We accept no liability for personal injury, loss, or theft where reasonable care and common sense could have prevented harm.

8. Cleaning Checklist

Meeting House:

- Return Whāriki to blue cover.
- Stack and cover chairs; return to mattress room.
- Vacuum carpet.
- Close windows and curtains.

Toilets:

- Clean toilets, showers, and floors. Turn off hot water (In Disability Toilet).

Mattress Room:

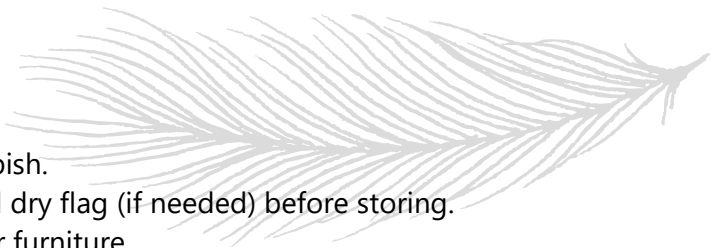
- Stack mattresses in three piles.
- Fold and stack pillows neatly.
- Close linen chests; sweep floor.

Dining Room:

- Sweep and mop floor.
- Return tables and forms to original layout.
- Turn off main power switch.

Kitchen:

- Return all crockery and cutlery.
- Clean oven, gas cookers, benches.
- Sweep and mop floors (hose if needed).
- Turn off: hot water, chiller, gas bottles, and zip.
- Clean fireplace (if used).



Grounds:

- Pick up all rubbish.
- Take down and dry flag (if needed) before storing.
- Return outdoor furniture.
- Fill in and level hangi hole.

General:

- Remove all rubbish.
- Lock all windows and doors.
- Return keys to Chairman or Secretary.
- Wash and return all white linen.

9. Payment Details

Account Name: Iwitea Marae Committee

Bank: Westpac NZ Ltd

Account Number: 03-0785-0013660-00

Reference: Hall Hire

In Person: Jessica @ Tarrant, Cotter & Co. 12 Locke Street, Wairoa

Please use your reference when making payment.

10. Agreement

Hirer Details

Name: _____

Contact: _____

Signature: _____

Date: _____

Marae Representative

Name: _____

Position: _____

Signature: _____

Date: _____

Ngā mihi – thank you for respecting our marae and helping us care for it.

For Questions Or Emergencies, Contact Marae Secretary

Email: iwiteamarae@outlook.co.nz

Name: Ashleigh Walker

Phone: +64 21 327 133