

**Hinemihi Marae reserves the right to hold tangihanga over any confirmed booking. When this occurs the Person/Group will be notified as soon as possible, and all monies paid will be returned in full**

### Definition of Groups

Community Groups: Are defined as all non-profit community groups, charitable Organisations, primary schools, high schools church groups and sporting clubs.

Internal Groups: Are defined as hapu, Whanau reunions, weddings, unveilings and birthdays

External Groups: Are defined as Tertiary Institutes, Government and Corporate groups

Group	Cost	Payment Covers
Community	\$200	24-hour Hireage, Gas and Power
Internal	\$150	24-hour Hireage, Gas and Power
Tangihanga	Koha	Covers Hireage, Gas, Power and Linen for the duration
Day Visits	Koha	
External	\$200	24-hour Hireage, Gas and Power
Catering	TBA	
Linen	\$60	Sheets, Pillowcases and Tea Towels (Only be arrangement with the Trustees, it is recommended that you return the Linen clean when you return the keys)
Rubbish	\$5 per standard bags	Dumping of the Rubbish if the Marae has to dispose of this.

### Booking Process

*On receipt of Hireage agreement your booking will be assessed by the Marae Committee and if accepted – an invoice will be generated and emailed to you for payment. Hinemihi Marae is a Registered Charitable Trust and receipt of payment can be included as a Charities donation in your annual tax return. All payments are to be deposited directly into the Marae account. Internet banking details will be included with invoice.*

Please include the **Hirer** name as reference so that the payments can be tracked easily.

### Exit Process

Upon exiting the Marae. The Caretaker will walk through property with Hirer to inspect and fill out the checklist and sign off. If the condition of the facilities is deemed satisfactory hirer will return the keys to the Caretaker.

## Te Poho O Hinemihi Marae Booking Form

Please complete this form and email it back to .....

Type of Booking	
<input type="checkbox"/> Internal	<input type="checkbox"/> External
<input type="checkbox"/> Community	<input type="checkbox"/> Day Visit
Contact Details	
Department/Organisation:	
Contact Name:	
Phone/Mobile:	
Email:	
Postal:	
Booking Date/Time	
Arrival Date	Arrival Time
Departure Date	Departure Time
Purpose of Marae Visit?	
General	
Does the group require the removal of Rubbish <input type="checkbox"/> Yes <input type="checkbox"/> No	
Banking Details	
Reference used for Direct Deposit into Marae bank account is the Surname of the Hirer	
This section is to be filled out by Formal and Community Groups Only	
Will the group be sleeping over? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of Guests Expected	
Is Catering required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of days you require catering?	
What meals are required? <input type="checkbox"/> Breakfast <input type="checkbox"/> Morning Tea <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon Tea <input type="checkbox"/> Dinner <input type="checkbox"/> Supper	

### Hireage Agreement

I/we \_\_\_\_\_ have read the hirer information package for Hinemihi Marae and agree to all the terms. I agree to uphold all responsibilities outlined in the Marae Information Pack. I understand that should we not return the Marae as agreed, we may incur costs associated with any damage or loss of property during our stay and jeopardize any future bookings.

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

Date: \_\_\_\_\_

Booking Officer Sign: \_\_\_\_\_

Booking Officer Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Wharenuī – Meeting House</b>	<b>Toilets/Ablution Areas</b>
All rubbish removed	All Rubbish Removed
Floor thoroughly vacuumed	Showers and hand basins cleaned
Mattresses stacked away	Toilets and urinals cleaned with disinfectant
All pillows stacked on top of the mattresses	Mirrors wiped cleaned
Entrances swept	Floor swept and mopped
<b>Wharekai - Kitchen</b>	<b>Wharekai- Dining Area</b>
All rubbish removed	All rubbish removed
All benches, cupboards cleared and cleaned	Tables and chairs stacked properly
All dishes, cutlery and equipment stored in designated areas, counted and matching the inventory list provided	Removal and disposal of decorations including cellotape on the walls
All stove tops, ovens, fridge cleared and wiped	Floor swept and mopped with hot soapy water
Tea Towels washed, dried and put away	Floor swept and mopped with hot soapy water
Floor swept and mopped with hot soapy water	
<b>Waste Management</b>	<b>Cleaning Equipment</b>
All rubbish in bags taken	Mops rinsed in hot soapy water, hang out to dry
Scrap bins emptied and cleaned out	All brooms and mops returned to correct place
<b>Grounds</b>	<b>Car Park</b>
All rubbish and cigarette butts removed	All rubbish removed
<b>Hirer Signature</b>	<b>Booking Officer Signature</b>
Sign:	Sign:
Print Name:	Print Name:
Date:	Date:
<b>Notes/Breakages</b>	<b>Notes/Breakages</b>

### Supplies

#### Bedding

Te Poho O Hinemihi will provide mattresses and pillows for sleep over events as well as sheets and pillowcases when required

You will need to provide your own quilts, blankets, sleeping bags

#### Kitchen

Please ensure all tea towels are washed dried and put away before exiting the Marae

Please make sure you have an adequate supply of rubbish bags and dish washing liquid to last your stay

#### Rubbish Removal

Please ensure you take your rubbish with you, if you are unable please advise the booking officer

**(NOTE: you will be charged per standard bag of \$6.00 each)**

We encourage recycling your items to keep the cost down and to be environmentally friendly.

### **Health and Safety**

Please make yourself familiar with the location of:

First Aid Kit – Available in the Kitchen

Fire Extinguishers – Located in the Wharenui (Meeting House) and Whare Kai (Kitchen)

Evacuation Plan

Please address these aspects of Health and Safety with your group upon arrival

### **Tangihanga and Internal Functions**

Whanau pertaining to this event are required to come to the marae and prepare the wharenui. This includes the ablution blocks and showers. The whanau are also required to maintain them throughout the duration of the event.

### **Marae Upkeep During Stay**

During your stay you are responsible for cleaning and maintaining the complex and equipment used. Please refer to the "Hirers Checklist" at the back of this Information Package. You will be provided with brooms, mops and buckets for the use in designated areas. It is the responsibility of the hirer to supply their own cleaning detergents etc.... with the exception of community and formal groups where prior arrangements have been made.

### **Laundry Service**

We do not have washer or dryers available for personal use. For personal washing we suggest using the 24/7 Laundromat in Bridge Street, Wairoa

### **Alcohol, Drugs and Smoking**

The use of illegal drugs is not permitted in the Marae complex or grounds at any time.

The use of Alcohol is not permitted on the Marae Atea or in the Wharenui. There is a designated area for the consumption of Alcohol and this will be shown to you upon arrival.

Te Poho O Hinemihi is smoke free Marae. However there are designated smoking areas, outside the Kitchen area at the back. Please remove all butts and dispose of and Ash Cans that you have.

### **Equipment**

The Marae is inspected prior to your arrival and again after exiting. We carefully maintain an inventory of equipment for use during your stay. Should you wish to take home any left-over food from your hui it is the responsibility of the hirer to provide containers. Undisclosed missing or broken items will be charged back to the hirer so please endeavor to notify the Bookings Officer of any issues regarding equipment.

### **Supervision of Children**

While the Marae seeks to provide a safe environment for Tamariki, it is the responsibility of your group to ensure their safety. Please note the Marae proximity to the river, and the steep drop to a deep waterway which is deemed a safety hazard for children.