

NGĀTIRA MARAE

956 Ngātira Road

RD2

Putāruru

3482

E: kiaora@ngaatiramarae.nz

Bookings: bookings@ngaatiramarae.nz



CONDITIONS OF HIRE

- **Waikato-Tainui Kawa:** Tū Atu, Tū Mai (Taūtūtu).
- **Pōwhiri:** (Welcome) – REQUIRED for visitors to the Marae.
- **Tangihanga:** The arrival of the Tupapaku (deceased) is **NOT** allowed after dark.
- Your hireage is taken on the basis that in the case of Tangihanga (bereavements), your booking could be cancelled with very short notice. With that said, we will endeavour to make it work for all involved. If your booking is impacted upon by such an unexpected event, & you do not want alternative arrangements offered; a refund of the day/s lost, will be granted. Ultimately, we will try to reach some middle ground, to keep all parties happy, but our priority will always be with the bereaved during their time of grief.
- **ALCOHOL & ILLEGAL DRUGS:** are **NOT PERMITTED** on our Marae Grounds; with the exception of reasonable & controlled alcohol consumption during appropriate times & events, within the Wharekai space; and green garage & undercover area, located immediately outside the kitchen main doors. Any Person/s found to be breach of this policy, will be asked to leave the Marae Grounds.
- **ANIMALS:** If any pets are brought on to the marae, it is the **owner's responsibility to keep their animals under control at all times**, so the health & safety of our whanau, manuhiri, mokopuna; and indeed, other people's pets, is maintained. Consideration of a leash should be given where appropriate. Guide animals & Support animals are exempt.
- Our Marae has **ZERO WASTE** practices in place, on hiring our marae, we expect firstly, that you bring less waste to our marae and/or take bigger items with you, be aware of unnecessary packaging, boxes, & buy recyclable, compostable items where possible.

- To accommodate our **ZERO WASTE** procedures; & whilst our marae follow our processes by utilising the appropriate bins provided; an induction will be given onsite to assist you with these adopted environmental practices. **A recycling centre is located at the Putāruru Transfer Station** at 2199 State Highway 1, Putāruru; which takes cardboard & paper waste, plastic waste, cans & bottles. **Hours: Tuesday, Thursday, Saturday (9am to 4pm) & Sunday (9am to 5pm).**
- Ngātira Marae is SMOKE FREE/VAPE FREE.
- If smoking/vaping is required, used designated areas, which are: 1. Outside of the Marae. 2. In the open field space, away from where buildings are; and where cars are parked. Cigarette butts must be disposed of thoughtfully & safely, into bins provided.
- In the case of an Emergency, follow the Emergency Procedures posted throughout the marae. Dial 111, & please advise Marae Custodian.
- **A First Aid Kit** is provided in the **Kitchen area, immediately to the right of the main entrance double door, above the handwash basin,** as you enter into the kitchen.
- A Defibrillator is located in the Green Shed, immediately upon entry, to the left of the single entry door. The Green Shed door is **unlocked at all times, to ensure access is not impeded.** The Defibrillator is stored in a **Defibrillator stainless steel box with a clear transparent panel front window; which is attached to the wall.** The **PIN No. to unlock the Defibrillator is: 2017.**
- The instructions are automatically given by the Defibrillator device, to the user, once engaged.
- **The Emergency Assembly Point** is signed & located out the **front of the Waharoa entrance.**
- Gangs/Patches Insignia: **Gang patches, signs &/or insignia are not permitted on the marae grounds.**
- **Covid 19 Guidelines:** Follow Covid 19 procedures as outlined by the government.
- A Non-refundable deposit of \$50 is required, **after 5 days of receiving the invoice for the stated Hire Period.**
- **Full Payment is due 14 days prior to the booking commencement date.**
- **Cancellation of booking: If you cancel a booking within 7 days of your booking arrival date, you will be charged in full for the entire booking.** Any decision to waive or reduce any of these charges will be at our sole discretion.
- HIRAGE OF THE MARAE FACILITIES EXCLUDES THE KAUMĀTUA FLATS.
- The Flagstaff situated to the right side of the wharenuī (as you enter the Waharoa) and within the Marae Ātea was erected to honour the memory of all men and women who served in all theatres of war, some losing their lives making the

ultimate sacrifice. Please honour their memory with us, by affording this space with respect.

- **PARKING:** There is plenty of Parking provided outside the front of the main entrance (Waharoa); as well as in the open field out the front of the Kaumatua Flats, to the left of the road leading up to the Kitchen entrance
- **NO PARKING IN THE ĀTEA OPEN SPACES, OR THE EASTERN SIDE OF THE AHURU WHAREMOE; OR SOUTHERN SIDE OF THE WHAREKAI BUILDING (IN FRONT OF THE MAIN WHAREPAKU).**

Our WHARENUI (TE TIKANGA) /AHURU WHAREMOE (Can cater up to 40pax)

- There is “**NO EATING or DRINKING**” in the Wharenuui / Ahuru Wharemoae (exceptions- Breast or Bottle Feeding, providing babies are being NURSED whilst being fed).
- **NO SHOES** are to be worn inside the Wharenuui/Ahuru Wharemoae).
- **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 & any other objects; in case an Emergency Evacuation is required.
- **NO RUNNING** through the Wharenuui / Ahuru Wharemoae.
- Vacuum is located in the Mattress Room adjacent to the Ahuru Wharemoae.
- Brooms & Mops & cleaning equipment for the Wharenuui/Ahuru Wharemoae; Toilets; and Wharekai; are assigned for each section in their respective cupboards. **DO NOT REMOVE THEM** from their assigned areas.
- **FOR EVACUATION PURPOSES – KEEP THE WALKWAYS, ENTRANCE WAYS & FIRE EXIT DOORS IN THE WHARENUI & AHURU WHAREMOE CLEAR OF SEATING, MATTRESSES, LUGGAGE, OR EQUIPMENT AT ALL TIMES.**
- **Sheets & Pillow cases are available for hire**, or **alternatively**, you can utilise your own linen. If you do decide to use the linen of the marae; please put the used linen in the corner of the room when vacating; all wrapped up in a single sheet; and ensure you advise us upon booking, that you wish to utilise the laundry service. A copy of the laundry price list is available for your reference.

Our WHAREKAI (HINE TE KAKARA) – KITCHEN & DINING AREA – (Can cater up to 230 pax)

- **DO NOT REMOVE ANY MARAE PROPERTY** from the Marae Premises, including dishes; as in doing so, will mean you are committing an offence, & charges may be laid.
- **DINING TABLES MUST BE COVERED WHEN USED FOR EATING** – By cloth, Plastic, or Paper.

- STORE, RESET DINING FURNITURE / KITCHEN EQUIPMENT & UTENSILS **as you found them**; ensuring to wipe them down thoroughly before stacking away.
- It is your responsibility to launder our tea towels through-out your stay so that you have enough for your duration.
- Mops & buckets for the kitchen / dining area / balcony are located in the kitchen cleaning storage area, adjacent to the large fridge room.
- All other cleaning equipment are in our cleaning cupboard, or storage cupboard in the storage room.
- Mops and mop buckets are in the cleaning storage area. **DO NOT use these cleaning items in any other areas; as those areas have their own assigned cleaning equipment.**

OUR COMMERCIAL KITCHEN has:

Commercial Combi Gas Oven & Stove x 2	2 x Burner Gas Elements for large pots/woks	1 x small electric stove & oven.	Basic Cleaning products
1 x Walk in Chiller	1 x kitchen refrigerator/freezer	Pots	Pans
1 x Microwave Oven	1 x Large Multi-toaster	Hotwater system for instant boiling water	Oven trays, metal mixing bowls
15 large tea pots	Colour Coded Chopping Boards	White Board & Marker Pens	Dishwashing Liquid & Towels

There must be AT LEAST ONE person competent & knowledgeable in using our commercial cooking equipment. **When you arrive & on completion of your Pōwhiri, we will take you through operational & cleaning procedures** to ensure correct use and maintenance of our equipment. Incorrect use or cleaning of our equipment will result in the cost of repair being charged back to the Hirer.

We supply tea towels for the duration of your stay – or alternatively, you can bring your own, if that suits. We supply tables & seating.

For a small charge, we can have your tea towels laundered. Please see the laundry list for your information.

Cutlery (knives, forks, spoons)	Cups, some drinking glasses	Jugs	Main & side plates, dessert bowls, serving dishes, bowls, including tongs, serving spoons	Tables & Chairs	Salt & Pepper Shakers
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For up to 230 pax

ITEMS THAT ARE NOT PROVIDED:

Table Coverings	Cleaning Products	Dish-Liquid/Cloths/Pot Scrubbers	Rubbish Bags
Toilet Paper	Paper Towels	Hand Soap	Laundry Powder for Tea Towels

FOR ALL AREAS IN USE:

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

Please be aware that you may be charged for:

- If extra Cleaning is required; or breakages, loss of equipment or damages to chattels & building/s take place within the hired period by the Hirer or any of their party, you may be charged for those losses, or damages.

Contact on Site:

Kaumatua: Henry Macown

Address: Kaumatua Flat No. 4 (far left)

Alternative Assisting Contact on Site:

Valerie Wagstaff (Ngātira Lands Trust Trustee)

Address: Across the road at 965B – black & timber clad home

PH: 02902309469

E: wags1val@hotmail.com

DISCLAIMER:

THE MARAE IS NOT RESPONSIBLE IN ANY WAY FOR THE LOSS OR DAMAGE TO ANY PERSON OR PROPERTY ASSOCIATED WITH THE HIRER OR TO ANY COSTS INCURRED BY THE HIRER.