

# MANGAROA MARAE

*3 Raukawa Rd, Bridge Pa, Hastings 4175, Hawkes Bay, (06) 879 7514*

## Booking Process

- All bookings must be made through the Booking Officer Queenie Cooke (022) 696 1323
- All bookings at least 2 weeks in advance. Plus, a deposit of \$50 Non-Refundable for booking fee to confirm your booking.
- The hirer is required to deposit the bond & booking costs a week before arrival. Exception for a Tangihanga or Marae event.
- Booking the Marae the hirer must abide by Mangaroa Marae Booking Hireage.
- Non-compliance of these will not be accepted. The Marae reserves the right to decline any future bookings, if these are not honoured.
- Please complete the form below & return to [mangaroamaraecommittee@gmail.com](mailto:mangaroamaraecommittee@gmail.com):

# MANGAROA MARAE

## Booking Hireage Form

### BOOKING DETAILS

<b>Booking Type</b> (Tick One)	Whānau	Community	Organisation	Tangihanga	Marae Visit	Marae Event
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<b>Name</b>	
Contact Person	Position
Phone	Mobile
Address	
Suburb	City
Email	

### INVOICE DETAILS

Bond Refund	Payable to:
Bank Account	

### HIRE DETAILS

Arrival Date	Arrival Time						
Departure Date	Departure Time						
<b>Guest No.</b>							
<b>Areas</b> (Tick)	Meeting House	Dining Hall	Kitchen	Small Dining Room	Grounds		
<b>Sleep over</b>	Yes			No			
	Guests No.						
<b>Linen</b>	Yes			No			
Linen Quantity	Sheets		Pillowcases				
<b>Cleaning</b> (Tick)	Yes			No			
<b>Catering</b> (Tick)	Yes			No			
<b>Day</b> (Tick)	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<b>Meals</b> (Tick)	Breakfast	Morning Tea	Lunch	Afternoon Tea	Dinner	Supper	

### PŌWHIRI

<b>Pōwhiri</b> (Tick)	Yes			No		
<b>Time</b>	Morning	Midday	Afternoon			

### PEPEHA

Waka	Maunga
Awa	Iwi
Hapū	Marae
<b>Kaupapa</b> (Purpose of Booking & Special Guests)	

<b>G R O U P S</b>	
<b>WHĀNAU</b>	Birthdays, Weddings, Reunions, Wānanga, Hui
<b>COMMUNITY</b>	Marae, Te Kōhanga Reo, Preschools, Schools, Churches, Charitable Organisations, Sport Clubs & Entrepreneurs
<b>ORGANISATION</b>	Teritiary Institutes, Government Agencies & Corporate Bodies
<b>TANGIHANGA</b>	Funeral
<b>MARAE VISIT</b>	Brief Marae experience for visitors
<b>MARAE EVENTS</b>	Hui, Gala, Wānanga, MMWL

<b>B O O K I N G   H I R E A G E   C O S T</b>			
<b>GROUP</b>	<b>COST</b>	<b>INCLUSION</b>	<b>BOND</b>
<b>Booking Fee</b>	\$50 Non-Refundable	Confirmed Booking	No
<b>Bond</b>	\$250	The bond will be refunded if the Marae is satisfied with the condition.	Yes
<b>Whānau</b>	\$200 a day \$100 ½ day	Gas, Power & WiFi	Yes
<b>Community</b>	\$250 a day \$150 ½ day	Gas, Power & WiFi	Yes
<b>Organisation</b>	\$300 a day \$25 p/p a night (Group less than 20) \$20 p/p a night (Group 20+)	Gas, Power & WiFi	Yes
<b>Tangihanga (Funeral)</b>	\$300 a day	Gas, Power, WiFi, Linen (Pillow case & sheet), Linen Laundry & First cup of tea	No
<b>Marae Visit</b>	Koha	½ day Hireage	No
<b>Linen</b>	\$4	Pillow Case & Sheet plus Linen Laundry	No
<b>Marae Event</b>	TBA		
<b>Catering</b>	TBA		
<b>Cleaning</b>	TBA		

# TIKANGA

## Terms & Conditions

- If a Pōwhiri (Traditional Welcome) on arrival is required. Please ensure that you fill in the Booking Hireage Form appropriately. This is to allow the whānau to prepare for a Pōwhiri.
- As part of the Pōwhiri ceremony a Koha (Donation) from you is given to the Marae as a sign of peace & good gratitude.
- The Koha is part of the experience & above the Booking Hireage Costs.
- The Marae will provide the first cup of tea or unless alternative arrangements have been organised with the Booking Officer.

### MARAE VALUES

- No Patches or Gang affiliated regalia.
- No hanging washing inside wharenuī or on the front fences.
- No alcohol & food to be consumed in front of the marae atea or inside the wharenuī.
- No camera/video photos to be taken inside wharenuī

### MARAE EVENTS

- Liaise with the Booking Officer or Marae delegate.
- Help prepare & setup the marae.
- Clean or tidy the marae complex & grounds.
- Adhere to the Booking Hireage.

### TANGIHANGA

**NOTE** Mangaroa Marae reserves the right to hold Tangihanga (Funeral) over a confirmed booking.

- If a Tangihanga happens on a confirmed booking. Booking will be **CANCELLED** at short notice.
- The Booking Officer will immediately notify the Contact Person & assist with an alternative arrangement, if required.
- Payment will be refunded in full.

## CLEANING

- The Marae cleaning equipment will be provided in designated areas.
- During your stay you are required to clean the marae complex, grounds and equipment after use.
- Cleaning equipment will be specifically for allocated areas only.
- Replace or Top up & provide your own cleaning products, rubbish bags & soap sanitisers.

**NOTE** We encourage everyone to use preferably biodegradable cleaning products.

## RUBBISH

- The Marae provides a food bin & rubbish bins in designated areas.
- Must remove your rubbish & recycling.
- Organise your rubbish & recycling collection.
- Seal and secure rubbish & recycling bags.
- If you require a rubbish skip to be arrange by you.
- Advise the Booking Officer of designated area for the rubbish skip.
- Ensure the skip lid is closed at night.

## LAUNDRY

- The Marae washing machine is for marae laundry only.
- For personal washing we suggest to use the Liquid Laundromat in Flaxmere.

## HEALTH & SAFETY

The marae have provided the following:

Equipment & Instructions	Location
First Aid Kit	Kitchen
Fire Extinguishers	Kitchen, Ablution Block & Meeting House
Fire Hose	Outside Kitchen
Emergency Contact List	Kitchen
Evacuation Plans (Displayed)	Kitchen, Dining Room, Small Dining Room, Ablution Block, Laundry & Meeting House.

**NOTE** Ensure that the Health & Safety aspects is address in your group & everyone is familiar with the location & if evacuation occurs.

## EQUIPMENT

**NOTE** The Marae inspects the equipment and the facilities prior to your arrival and again of departure.

- The hirer or delegate to check the marae equipment against the Booking Hireage Inventory Checklist that its current before use and present after use.
- Provide your own containers to take leftover food or be charged for equipment item/s.
- Undisclosed missing or broken equipment will be charged.
- Notify the Booking Officer of any issues regarding equipment or facilities.

## EQUIPMENT SUPPLIES

The Marae will provide the following:

- Furniture - Tables & Chairs
- Kitchenware & Cookware
- Manchester – Mattresses, Pillows & Linen
- Cleaning/Toilet products & rubbish bags designated areas on arrival only
- The Marae or Booking Officer will show the hirer how to use the furniture, kitchen equipment & location to return equipment.
- Replace or Top up kitchen detergents, soap dispensers, paper towels, disinfectants & rubbish bags of departure.
- After use linen to be bundled up & wet or soiled linen to be separated.

**NOTE** Hirer will need to provide; Pots, frying pan, bowls, food containers, tea towels, sharp knives, beverages, food & blankets or sleeping bags.

## ALCOHOL, DRUGS, SMOKING & VAPING

The marae is adamant that the following is adhere too:

- Alcohol is strictly prohibited on the marae atea & in the wharenuui.
- On arrival a designated area for alcohol consumption will be assigned for your usage.
- Illegal drugs are not permitted on the marae complex or grounds.
- The marae complex is a **Smoke/Vaping Free Zone**.
- The designated Smoking/Vaping area is out on the road. Please remove & dispose all butts properly.

## **CHILD SUPERVISION**

The Marae seeks to provide a safe and healthy environment.

- It is the responsibility of hirer or group to ensure the health and safety of all children during your visit.
- All children to be supervised by an adult while swimming or exploring the creek Karewarewa.

## **CONSERVATION**

The Marae is committed to sustainability & to minimize the impact on the environment during operations. Group care & cooperation will help contribute in reducing rubbish, food waste, water consumption & being energy efficient while actively doing the following:

- Watch your water usage.
- Have short showers.
- Go paper less.
- Recycle.
- Limit food waste.
- Switch off gas, power and heaters when not in use.

## **PAYMENT METHOD**

- To secure a booking a non-refunded deposit of \$50 booking hireage cost.
- Full bond \$250 & booking cost, plus booking hireage form is required a week before the hireage start date.
- All payments to be deposited directly into the Mangaroa Marae account:  
Please include your Contact Person Name or Group for reference.
- Bond will be returned either by cheque or direct payment online.
- The marae will undergo an inspection & if the condition of the marae complex & equipment is deemed satisfactorily clean without damages. The bond will be returned.
- Contact Person or a delegate is required to fill out the Booking Hireage Equipment Checklist.
- Failure to fill in the Booking Hireage Equipment Checklist accordingly may result in you forfeiting the bond. The Marae will accept it as a koha from the hirer.

### **DISCLAIMER**

Mangaroa Marae is not responsible in any way for the following:

- Loss or damage to property associated with the hirer.
- Any costs incurred by the hirer.

# MANGAROA MARAE

## Booking Hireage Equipment Checklist

Photo	Item	Quantity	Cost Per Item	Quantity Of Items	B.H.E. Checked (Initial)	
					Arr	Dep
<b>MANCHESTER (Bedding)</b>						
	Single Mattress	200	\$30			
	Pillow	200	\$10			
	Pillowcase	200	\$5			
	Sheets	200	\$20			
<b>KITCHENWARE</b>						
	Cup	200	\$2			
	Glass	200	\$2			
	Dinner Plate	200	\$4			
	Pudding Plate	200	\$3			
	Side Plate	200	\$3			
	Saucer	200	\$3			
	Knife	200	\$2			
	Fork	200	\$2			
	Spoon	200	\$2			
	Teaspoon	200	\$2			
<b>COOKWARE</b>						
	Large Pot	2	\$50			
	Oven Tray	2	\$40			
	Gas Ring	4	\$50			
	Toaster	2	\$100			
<b>EQUIPMENT</b>						
<b>Wharekai (Dining Room)</b>						
	Table (Long)	10	\$150			
	Table (Round)	10	\$150			
	Chair	200	\$50			
<b>Wharenuui (Meeting House)</b>						
	Chair	40	\$50			
<b>Whare Horoi Kakahu (Laundry)</b>						
	Pegs w/bucket	1 (Bunch)	\$20			
	Wash Basket	1	\$10			
<b>Comment</b>						



# MANGAROA MARAE

## Booking Hireage Agreement

PLEASE READ AND SIGN BELOW

**I/We** \_\_\_\_\_

(Name of Individual/Group)

agree to uphold all responsibilities outlined in the Booking Hireage Form.

**I/We** understand that Mangaroa Marae is returned in the same condition when **I/we** hired the marae.

**I/We** agree to Tangihanga takes priority over a confirmed booking.

**I/We** under no circumstances sublet any part of the marae complex, grounds or equipment.

**I/We** may incur costs associated with any damage or loss of property during **my/our** stay.

**I/We** understood the Mangaroa Marae Booking Hireage is a legal binding agreement contract.

Name: \_\_\_\_\_

(Individual/Group)

Contact Person: \_\_\_\_\_

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

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### Office Only

Accepted  Bond Paid  Date: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Declined  Cancelled  Reason: \_\_\_\_\_

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