



Manurewa Marae Hireage Form

81 Finlayson Ave, Manurewa, P O Box 88-161, Clendon

Phone: (09) 267 8768 Mob: (021) 1463764

Email: admin@manurewamarae.co.nz

www.manurewamarae.co.nz

User Id#: _____

Hireage No#: _____

Contact Name: _____ Date: _____

Hireage Name: _____

Address: _____

Email Address: _____

Wk Number.: _____ Fax Number: _____

Mob Number: _____ Home Number: _____

The purpose of the hireage is: _____ Is this hireage **Open to Public/Closed hireage?**

- Please give a brief explanation of this hireage: _____

Bookings Requests:

We wish to book the Manurewa Marae for the following date/s: From: _____ To: _____

Arrival Time: _____ Departure Time: _____

- Has your group used the Marae before? **YES / NO**

(If NO your group must go through a Powhiri process. Please note if your arrival time is after dark, a Mihi Whakatau will be arranged) Powhiri Time: _____

- Do you require a person to accompany your group onto the Marae, during the Powhiri? **YES / NO**
- Sleepover Required? **YES / NO** No. of expected Guests: Is Linen Required? **YES / NO**
(please note linen can be hired out)
- Agreed Induction Date: (A week before hireage) _____

Emergency Marae Staff Contact: Pengu Anderson – 0211463764

- Room/s: _____

Booking Deposit	
Hireage Rate:	
Bond:	
Misc.	
Total Hireage:	

Terms and Conditions

Cancellations

Fourteen clear days' notice in writing, or in person, to the Marae coordinator, is required for all cancellations.

- A. If you cancel booking prior, fourteen clear day notice, we will refund all payments we have received, excluding deposit/booking fee
- B. Failure to notify the Marae of a cancelled booking, may result in the loss of the bond and the hirer being subject to the full payment of the booking.

Tangihanga

In the event of a Tangi, we may have to cancel the booking. Manurewa Marae will endeavour to provide as much notice as possible, as well as try to accommodate both parties. **In such cases we** will refund payment pro-rata of your stay and bond. **Manurewa Marae Terms and Conditions**

I agree:

- 1. I have read the hirer information of the Manurewa Marae, and agree to all of the terms.
- 2. I agree to uphold all responsibilities outlined in the Marae information booklet.
- 3. I understand that if we break the rules while staying on the marae, we forfeit our bond.
- 4. I understand and agree if there are any damages, missing or broken equipment and/or uncleaned premises that charges will be incurred, and will be taken out of the bond.
- 5. I understand and agree if there are any damages to the complex the hirer will incur charges.

Please note if Point "4 and/or 5" is actioned a letter will be sent to the hirer highlighting repair and or replacement costs, plus administration costs less the bond. Manurewa Marae will expect payment to be made within 28 days from date of letter. If payment is overdue we reserve the right to contact BayCorp. Should BayCorp be commissioned they may add additional costs for seeking Manurewa Marae reparation which the hirer will be expected to pay. To prevent this from happening it is advisable to pay within the 28 days from date of letter, therefore encourage Hirers to look after Manurewa Marae as you would your home.

Signed: _____ Date: _____
(Hirer) (Full Name)

Signed: _____ Date: _____
(Marae Staff) (Full Name)

PAYMENT SCHEDULE

I prefer to make payment for this booking by the following: (tick one box only)

- Full Amount** (includes everything eg: deposit, hireage, bond)
- Two Part Payments** (1st Payment is deposit; 2nd Payment is 6 weeks before hireage for balance)
- Three Part Payments** (1st Payment deposit, 2nd Payment if half way from initial booking to hireage, 3rd Payment is 6 weeks before hireage for balance) NB: This option can only be used for bookings that are 5 months or more away from initial booking deposit date.

Total Hireage Amount \$

Marae Admin to Complete the following Table:

Payment One:	AMOUNT
Date Due:	Date Paid:
Amount Paid:	Received By:
Payment Method: eg Online, cash, eftpos	
Receipt or Invoice Number:	Balance Remaining: \$
Hirers Signature:	Name of Hirer:
Marae Signature:	Name of Marae Staff:
Payment Two:	AMOUNT
Date Due:	Date Paid:
Amount Paid:	Received By:
Payment Method: eg Online, cash, eftpos	
Receipt or Invoice Number:	Balance Remaining: \$
Hirers Signature:	Name of Hirer:
Marae Signature:	Name of Marae Staff:
Payment Three:	AMOUNT
Date Due:	Date Paid:
Amount Paid:	Received By:
Payment Method: eg Online, cash, eftpos	
Receipt or Invoice Number:	Balance Remaining: \$
Hirers Signature:	Name of Hirer:
Marae Signature:	Name of Marae Staff:

To pay through banking online, Bank Account Name: Manurewa Marae 123032-0003752-00
 Particulars: Add Hireage Date Reference: Hireage Group Name please email:
accounts@manurewamarae.co.nz to advise them of the payment and hireage details.