

# Hirer's Handbook



## Manurewa Marae

81 Finlayson Avenue, Manurewa

P.O Box 88161, Clendon

Ph: (09) 2678768

Email: [admin@manurewamarae.co.nz](mailto:admin@manurewamarae.co.nz)

Website: <http://www.manurewamarae.co.nz>

**NAU MAI KI MANUREWA MARAE**

*On behalf of the Marae Trustees and Staff, we hope you enjoy your stay here at Manurewa Marae.*

*The following guide applies to all bookings including Tangihanga (funeral ceremonies) and is in place to support your time at the Marae. Please read this handbook thoroughly, as understanding and agreement of these conditions is part of the booking acceptance. If you are making a booking on behalf of an organisation or group of people, please ensure that everyone involved with the booking is aware of this information.*

*Any breach may result in forfeit of all or part of the deposit or cancellation of the event/hireage, refusal to accept future bookings or extra charges being incurred. Please note that by submitting your booking enquiry you have agreed to abide by these conditions.*

*Hiring our Marae is different to hiring a hall. The Marae is governed by Tainui kawa (protocols) and tikanga (processes) put in place by the Marae Board of Trustees.*

*The Marae people may call in from time to time to support you in ensuring our kawa and requirements are upheld. They are not there to clean up after you and may speak to the organizer if they see areas of neglect.*

*If you have any questions or concerns, please do not hesitate to contact the Marae Administrator*

*Thank you for your co-operation.*

## Contents

Marae Cost.....	4
Introduction .....	5
1 BOOKING PROCEDURE.....	5
2 ACCESS .....	5
3 PAYMENTS.....	5
4 HEALTH & SAFETY.....	5
5 CANCELLATIONS .....	6
6 HOURS OF USE.....	6
7 EQUIPMENT .....	6
8 SET UP/PACK DOWN .....	6
9 DAMAGE & LOSS.....	6
10 CLEANING & RUBBISH.....	6
11 PERMITS & CONSENTS.....	7
12 SECURITY.....	7
13 SMOKING .....	7
14 OUT OF BOUNDS .....	7
15 SUBLETTING .....	7
Checklist .....	8
Manurewa Marae Map .....	9
What to bring.....	9



## Marae Cost

<b>Manaaki Room (large meeting room with large whiteboard)</b>				
	Deposit Fee	Rate	Bond	Notes
Hourly Rate (min 2hrs)	\$ 80.00	\$ 80.00	\$	\$80.00 non-refundable deposit
0 - 8 hrs	included	\$ 250.00	\$ 250.00	\$200.00 non-refundable deposit
8 - 24 hrs	included	\$ 400.00	\$ 500.00	\$200.00 non-refundable deposit
<b>Matukutururu (small wharekai)</b>				
	Deposit Fee	Rate	Bond	Notes
Hourly Rate (min 2hrs)	\$ 80.00	\$ 150.00		\$80.00 non-refundable deposit
0 - 8 hrs	included	\$ 400.00	\$ 250.00	\$200.00 non-refund deposit
8 - 24 hrs	included	\$ 700.00	\$ 500.00	\$200.00 non-refund deposit
<b>Matukutureia (large wharekai)</b>				
	Deposit Fee	Rate	Bond	Notes
Hourly Rate (min 2hrs)	\$ 80.00	\$ 150.00		\$80.00 non-refundable deposit
0 - 8 hrs	included	\$ 500.00	\$ 250.00	\$200.00 non-refundable deposit
8 - 24 hrs	included	\$ 800.00	\$ 500.00	\$200.00 non-refundable deposit
<b>Matukurua (wharenuui)</b>				
	Deposit Fee	Rate	Bond	Notes
Hourly Rate (min 2hrs)	\$ 80.00	\$ 150.00		\$80.00 non-refundable deposit
0 - 8 hrs	included	\$ 400.00		\$200.00 non-refundable deposit
8 - 24 hrs	included	\$ 700.00	\$ 500.00	\$200.00 non-refundable deposit
<b>Matukurua &amp; Matukutururu (wharenuui and small wharekai)</b>				
	Deposit Fee	Rate	Bond	Notes
Hourly Rate (min 2hrs)	\$ 80.00	\$ 250.00		\$80.00 non-refundable deposit
0 - 8 hrs	included	\$ 700.00	\$ 250.00	\$200.00 non-refundable deposit
8+ - 24 hrs	included	\$ 1,200.00	\$ 500.00	\$200.00 non-refundable deposit
24+ hrs	included	\$ 1,200.00	\$ 500.00	7 day bookings receive 10% discount
Tangihanga per night	\$ N/A	\$ 250.00	\$ N/A	Further Koha is welcomed
<b>Matukurua &amp; Matukutureia (wharenuui and large wharekai)</b>				
	Deposit Fee	Rate	Bond	
Hourly Rate (min 2hrs)	\$ 80.00	\$ 300.00		\$80.00 non-refundable deposit
0 - 8 hrs	included	\$ 800.00	\$ 250.00	\$200.00 non-refundable deposit
8+ - 24 hrs	included	\$ 1,300.00	\$ 500.00	\$200.00 non-refundable deposit
24+ hrs	included	\$ 1,300.00	\$ 500.00	7 day bookings receive 10% discount
Tangihanga per night	\$ N/A	\$ 350.00	\$ N/A	Further Koha is welcomed
<b>Whole Complex (wharenuui and both wharekai)</b>				
	Deposit Fee	Rate	Bond	
Hourly Rate (min 2hrs)	\$ 80.00	\$ 450.00	\$ 250.00	\$80.00 non-refundable deposit
0 - 8 hrs	included	\$ 1,200.00	\$ 500.00	\$200.00 non-refundable deposit
8+ - 24 hrs	included	\$ 1,600.00	\$ 500.00	\$200.00 non-refundable deposit
24+ hrs	included	\$ 1,600.00	\$ 500.00	7 day bookings receive 10% discount
Tangihanga per night	\$ N/A	\$ 550.00	\$ N/A	Further Koha is welcomed

## Introduction

The maximum number of people permitted in the Nga Matukurua & Matukutueia is 300. The maximum number of people permitted in Matukutururu is 120.

Smoking, alcohol and any illegal activity are not permitted on the Marae. Any breach of this rule may result in the immediate cancellation of your hireage, removal from premises or legal action may take place.

Our Marae is a place where all should feel safe therefore we must ensure that hirers are aware of our rules, to keep everyone safe.

## 1 BOOKING PROCEDURE

- 1.1 The Marae Trustees and staff reserve the right to decline applications for any booking.
- 1.2 The Marae Trustees reserve the right to give no reason for declining or cancelling any booking.
- 1.3 All booking enquiries remain tentative, until deposit fee has been paid. No contact by the set date agreed by Marae Administrator will be considered as cancellation of the booking enquiry.
- 1.4 You are required to vacate the Marae at the correct time.
- 1.5 The hirer is to include in their booking time any set-up and pack-up time that may be required.

## 2 ACCESS

- 2.1 The Marae will be opened for you. On the first day of the hireage you will be informed about the Powhiri process, if your organization, group or family have not been on this marae before, to ensure no misunderstandings.
- 2.2 Those staying overnight will be given a key to allow lockup of the buildings in the evening or when off premises as well as the Marae automated gate code. This key and code will only be given to the person responsible for the booking.
- 2.3 Key replacement charges will be deducted from bond, if not returned.
- 2.4 The hirer will be responsible for ensuring that the buildings and grounds are kept secure at all times.

## 3 PAYMENTS

- 3.1 The deposit fee of \$200 (unless informed otherwise by Marae Administrator) must be paid before any booking can proceed and is a guarantee booking.
- 3.2 The booking charges can be paid in full or in installments. The Marae Administrator will inform you when the 2<sup>nd</sup> payment installment (50% of remaining balance) and Final payment installment paid 2 weeks prior to booking is due. If no payment has been received by the due dates, it will result in a cancellation of the booking.
- 3.3 Refund of the bond shall only be made if all obligations in this document and any additional condition remain fulfilled, no extra cleaning is required and no damage to the Marae or its contents is sustained on inspection by the Marae Administrator, after the event, otherwise any applicable costs will be deducted from your bond.
- 3.4 Any booking made more than six months ahead will be charged at the rate applying on the date of the booking.
- 3.5 Hire charges, including deposits, will be in accordance with the scale confirmed by the Trustees and applied by our Manager. The Trustees reserve the right to increase or vary charges without notice.

## 4 HEALTH & SAFETY

- 4.1 Please be prepared for an emergency evacuation. We suggest you nominate at least one person to familiarize themselves with the evacuation procedures for the Marae.
- 4.2 If there is a fire or the alarm goes off, get everyone out of the building immediately and meet at the assembly area.
- 4.3 Fire/emergency exit doors must be kept clear from obstruction at all times.
- 4.4 The hirer is responsible for the provision of first aid facilities during the hire period.
- 4.5 The hirer is responsible for the provision of a cellphone for emergency purposes. A list of Emergency Contacts allocated on the Health & Safety Board.
- 4.6 The hirer is responsible for maintaining

good order and behavior in all parts of the premises and grounds and that the Marae is kept secure and hazard free, at all times.

- 4.7 In case of any emergency please call 111, for fire, police or ambulance. In regards to hazards, accidents or incidents, whilst here on our marae, you are required to fill in a 'Hazard, Accident & Incident Form', which are located on our Health & Safety Board.

## 5 CANCELLATIONS

- 5.1 Fourteen clear days' notice in writing, or in person, to the Marae Admin, is required for all cancellations.
- 5.2 Failure to notify the Marae of a cancelled booking may result in the loss of the deposit and bond as well as the hirer being subject to the full payment of the booking.
- 5.3 The Marae reserves the right to cancel any bookings if the Marae is required for any purposes including urgent maintenance, or Tangihanga. In that event, all fees will be refunded in full and the event will be rescheduled or support to find an alternative venue can be provided.

## 6 HOURS OF USE

- 6.1 Hirers may not enter any facility until the time booked, and must end at the completion of the booked period. The booking period must include setting up, dismantling and cleaning of the venue.
- 6.2 Charging hours of use are divided into 0 - 8 hours, 8 – 24hours, or more than 24 hours'.

## 7 EQUIPMENT

- 7.1 The equipment and furniture owned by the Marae is available to hirers and some items are included in the hire charges. Any additional equipment required will be the responsibility of, and at the cost of, the hirer. Available kitchenware will be in the kitchen and no access will be given to the storage area.
- 7.2 It is essential that you provide the Marae with accurate attendance numbers to ensure sufficient equipment is available in the kitchen. Where the Marae does not have all the equipment you require you will need to hirer/bring those items in, at your own expense.

- 7.3 Any electrical equipment or appliances brought onto the premises must be safe, tested and tagged by a Registered Electrician and carry current certification. You are responsible for any costs incurred to acquire and maintain this certification.

## 8 SET UP/PACK DOWN

- 8.1 Sleeping areas are only permitted inside the Wharenui. By special arrangement outdoor sleeping may be approved.
- 8.2 Food should only be consumed inside the wharekai (kitchen).

## 9 DAMAGE & LOSS

- 9.1 You will be held solely responsible in respect to any claims arising, or loss, accident, injury or damage to persons sustained in connection with your booking.
- 9.2 Any loss or damage to Marae property, furniture, fittings, fixtures, appliances and apparatus in or about the premises will be charged to you.
- 9.3 No responsibility will be accepted for any damage to or loss of any property you bring to or store on the premises.
- 9.4 You must return all property to their designated areas.
- 9.5 If an alarm is set off on purpose, by accident or through negligence, the hirer will pay the full cost of the Fire Service call-outs and alarm resetting this is approximately \$500 - \$1500.
- 9.6 It will be necessary for any groups wishing to decorate the Marae to first seek approval from our Marae Administrator or their nominee. At the completion of hire any approved decorations are to be completely removed.
- 9.7 No confetti are to be thrown in the Marae or on the Marae grounds.
- 9.8 Under no circumstance is any Marae equipment, cutlery, utensils, pots, bowls, crockery to leave the Marae Kitchens or premises.

## 10 CLEANING & RUBBISH

- 10.1 It is the hirer's responsibility to remove all the



rubbish from the Marae on a daily basis. This includes the rubbish, food scraps and waste. No rubbish must be left on the Marae premises.

- 10.2 All hirers are asked to leave the Marae in the same condition they found it in. Charges will be taken from the bond if it is not in the same standard given to the hirer.
- 10.2 A large green Rubbish Bin will be provided for your use, during the hireage, situated outside the kitchen however unless you have paid for Rubbish removal and approval is given, you must ensure before you leave, that any excess rubbish is removed and taken away, and the Bin has been cleaned out. Those caught dumping or leaving their rubbish at the site will have rubbish fees deducted from bond.
- 10.3 One roll of toilet paper per toilet cubicle is provided, it is the hirer's responsibility, to supply your own toilet paper, rubbish bags and cleaning products throughout the duration of your stay. This includes tea towels, dishwashing liquid, and rubbish bags.
- 10.4 Floors must be mopped and carpets vacuumed.
- 10.5 You must remove all personal equipment and belongings immediately after the function, unless prior approval has been given. Anything left behind will be disposed of.
- 10.6 The kitchen is available for use and it will be the responsibility of the hirer to leave it in a clean and tidy condition at all times.
- 10.7 Any extra cleaning costs resulting from a hirer failing to leave the premises in a tidy condition will be charged to the hirer accordingly.

## 11 PERMITS & CONSENTS

- 11.1 No liquor is to be sold, supplied or consumed at the Marae.
- 11.2 Where sale of food is undertaken this must be approved by Marae Management prior and the Food and Hygiene Regulations 1974 must be complied with.
- 11.3 No Gang Patches are allowed to be worn in the Marae.

## 12 SECURITY

- 12.1 You must ensure that all gas, heating and lighting is turned off before you leave. An

additional charge may be made if any is left on.

- 12.2 Hirers are responsible for shutting windows, and securing the building. Any costs incurred by the marae as a result of the building not being secured properly will be passed on to the hirer.
- 12.3 If an alarm is set off on purpose or through negligence, the hirer will pay the full cost of the Fire Service call-outs and alarm resetting this cost is approximately \$500 - \$1500.

## 13 SMOKING

- 13.1 The Marae is smoke free. No smoking is permitted on the marae premises. Anyone wanting to smoke is recommended to go to the public bus stops which are on both sides of the road, outside the Marae gates. Please do not smoke outside the Main Marae entrance gate.
- 13.2 If anyone in your group is caught smoking on our premises by staff or trustees, you will be asked to leave our premises immediately, if you refuse we will contact Police and have you trespassed.

## 14 OUT OF BOUNDS

- 14.1 There are a few areas on our marae, which is out of bounds to all:
- Te Wharekura o Manurewa (High School at the back of the Marae)
  - Whare Oranga Clinic (Crimson building on the top right of carpark, is off bounds after 5pm, and in the weekends. Mon to Fri from 9am to 5pm you are welcome to access the Rongoa Services (matakite, mirimiri, on site healers) as well as the GP/Nurse services.
  - Underneath the decking area (All around the top hall)
  - Maori Warden's Building (Brown building at the entrance gate)
  - Puna Reo (Early Childhood Centre)
  - All other areas on the marae not being used for hire.

## 15 SUBLETTING

- 15.1 The hirer shall not sublet the marae

## Checklist

This is a quick checklist for anyone who hires the Marae. Remember, you can lose all or part of your bond if you don't follow the conditions above. This check list is provided to help you. A copy will be available at the Marae.

- 1 Arrange your own insurance to cover damage or loss.
- 2 Check the location of fire exits, alarm switches.
- 3 Keep all exits clear.
- 4 Check locking procedures for windows and doors
- 5 Stack and put chairs away.
- 6 Clean, stack and put tables away.
- 7 Sweep, and mop all floors.
- 8 Leave the kitchen, including stoves, clean and tidy.
- 9 Remove all rubbish.
- 10 Remove all your own equipment.
- 11 Turn off all light, gas hobs and ovens.
- 12 Lock all doors and windows.
- 13 Leave at the required time.
- 14 Ensure you have cleaned all kitchen, toilets/showers,  
wharehenui and marae grounds.
- 15 Return keys to our Marae Administrator as agreed.

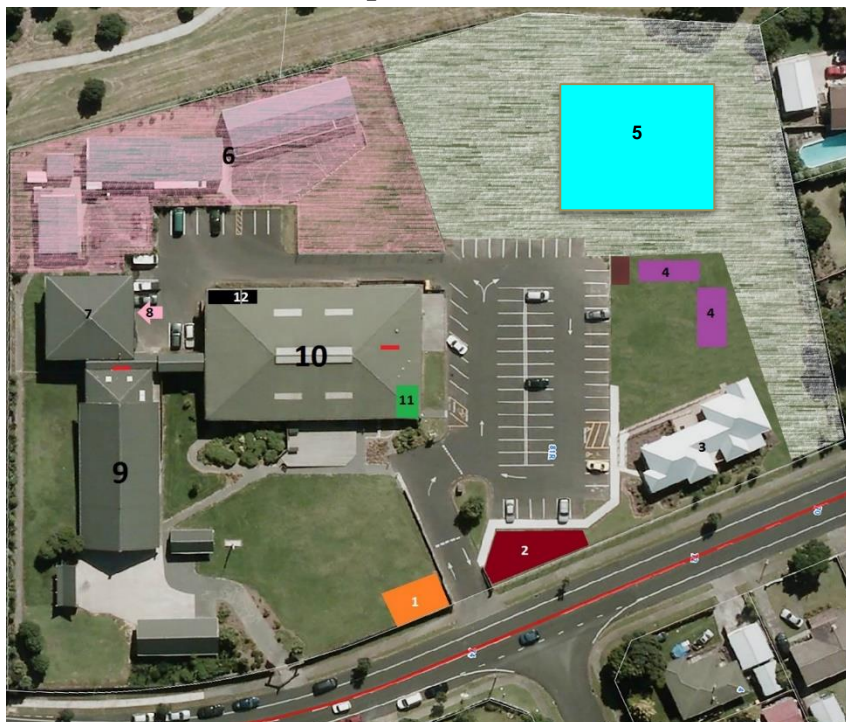


# MANUREWA MARAE

KO AU TE MARAE, KO TE MARAE KO AU



## Manurewa Marae Map



## LOCATIONS

#	AREA
1	Evacuation Point
2	Maori Wardens Office
3	Te Manu Aute Whare Oranga
4	Whanau Ora Rm 1 & 2 (Acupuncture)
5	Puna Reo
6	Te Wharekura o Manurewa
7	Matukutururu
8	Taiohi Whai Oranga
9	Matukurua
10	Matukutureia
11	Administration Office
12	Ablution

## What to bring

Provided	Hirer	Marae	Marae also can hire out:	Prices per item
Blankets	✓			
Pillow Case	✓		✓	\$0.50
Sheets				\$1.00
Towels	✓		✓	\$1.00
First Aid Kit	✓			
Toilet Paper	✓			
Cleaning Products	✓			
Tea Towels	✓			
Rubbish Bags	✓			
Rubbish & Waste Removal	✓		✓	\$150.00
Bins, Buckets, Mops, Brooms		✓		
Mattresses		✓		
Pillows		✓		
Tables & Chairs		✓		
Vacuum		✓		
Cutlery, Pots and kitchenware		✓		
Projector/Screen (Matukutureia)	✓		✓	\$80.00 per day
BBQ	✓		✓	\$50.00 per day