



Wharekawa Marae Hire Handbook 9 December 2024

OUR MARAE PURPOSE

Wharekawa Marae is governed by a Charter as per the Māori Reservation Regulations 1994 and sets out clearly the purpose of the marae and the role of the Marae Komiti and Marae Trustees in managing and running the Wharekawa Marae Reservation.



The function and purpose of our marae is to: Provide suitable physical structures or beneficiaries to meet for hui, tangihanga, karakia, hui-aa-tau or for any other purpose that enables them to express themselves as whānau, hapū and iwi, and to support hui and wānanga and to tautoko the beneficiaries and their whānau in times of need.

By providing this safe space for whanau the Marae Trustees are aware of the health and safety of all whilst they are on our marae, so they can enjoy a welcoming and safe space for them and their whānau.

Wharekawa Marae is bound by both ‘LORE’ and ‘LAW’

What We Need To Know

- The Kaupapa of your event
- The start and end dates and times
- Your details and / or details of the person who will be the main point of contact with the marae, an email address and telephone number
- The name of the person / company / organisation who should appear on the invoice and their physical address.

In case of any failures, breakdowns and breakages, contact Lorna Ratahi (Kaiwhakahaere) immediately. Your hui will be charged the full cost of repair or replacement if you attempt to fix anything yourself.

You may be required to have a pre-hui meeting and walk through to ensure the marae meets your needs before making your decision to hire the marae.

- A pro-forma invoice (if appropriate) and this information leaflet will be emailed to you along with a calendar invite. Subject to tangihanga conditions, your booking is only confirmed when you receive written confirmation by email from the Kaiwhakahaere.

***Tangihanga takes precedence over all Kaupapa
and only tangihanga may pay koha after the event.***
All other Kaupapa must pay in full, in advance.
It is important that you keep this in mind when hiring the marae.

Marae Komiti	komiti@wharekawamarae.co.nz
Marae Trust	trustees@wharekawamarae.co.nz
Kaiwhakahaere	Lorna Ratahi
Email	komiti@wharekawamarae.co.nz
Mobile	027 619 8297

**Nau mai haere mai ki te marae o Wharekawa
E tūmanako ana mātou kia hari koe ki nga whare i koonei
a, ka titiro whakamua ki to hokinga mai ā muri ake nei.**

Marae Hire Charges

Wharekawa Marae Komiti reserve the right to review and amend pricing to ensure the monthly costs to keep the Marae running are met.

There are two tiers for charge rates.

TIER 1

- a) *Whānau (for a whānau event)
- b) Associated schools, kohanga reo and pre-schools
- c) Associated not-for profit organisations that have a standing relationship with the marae, and
- d) A non-associated, not for profit organisation that does not operate a service contract, or which has made prior arrangement.

Class	Duration	Cost	Exxx	Exclusions
Tangihanga	First 3 nights Additional nights are at the normal rate for Tier 1	Koha	No bond required. Any losses , damages or cleaning will be charged to whānau	None
*Whānau for whānau event (Not available to other Tier 1 entities).	4 hours start to finish on the same calendar day	Koha	Any losses , damages or cleaning will be charged to whānau	Excludes use of 'kitchen cooking' facilities.
*Whānau for whānau event (Not available to other Tier 1 entities).	8 hours start to finish on the same calendar day Plus single Booking fee	\$150.00 \$100.00	Any losses, damages or cleaning will be charged to whanau.	
*Whānau for whānau event	Per night Bond Refundable Plus single booking fee (cancellation is <i>non-refundable</i>)	\$300.00 \$500.00 \$100.00	Any losses , damages or cleaning will be charged to whānau	Excludes toilet supplies after day one.
Tier 1 (Day)	8 hours start to finish on the same calendar day Plus single Booking fee	\$300.00 \$100.00	Any losses, damages or cleaning will be charged to whanau.	
Tier 1 (Overnight)	Per night Bond (refundable) Plus single booking fee (cancellation is <i>non-refundable</i>)	\$500.00 \$500.00 \$100.00	Any losses, damages, or cleaning will be charged directly to the hirer.	Excludes toilet supplies after day one.

TIER 2

Corporate hire

Class	Duration	Cost		Exclusions
Tier 2 (Day)	8 hours start to finish on the same calendar day Bond Plus single booking fee (<i>cancellation is non-refundable</i>)	\$ 500.00 \$ 500.00 \$ 100.00	Any damages, losses or cleaning will be charged directly to the hirer.	Full kitchen catering equipment, audio visual equipment, table cloths.
Tier 2 (Overnight)	Per night Bond Plus single booking fee (<i>cancellation is non-refundable</i>)	\$ 800.00 \$ 500.00 \$ 100.00	Any damages, losses or cleaning will be charged directly to the hirer.	Full kitchen catering equipment, audio visual equipment, table cloths.
Tier 2 (Day)– Package*	8 hours start to finish on the same calendar day Bond Plus single booking fee (cancellation is non-refundable)	\$1500.00 \$ 500.00 \$ 100.00	Any damages and losses will be charged directly to the hirer.	
Tier 2 (Overnight)– Package*	Per night Bond Plus single booking fee (<i>cancellation is non-refundable</i>)	\$2500.00 \$ 500.00 \$ 100.00	Any damages and losses will be charged directly to the hirer.	

Tier 2 Package * *all inclusive*

Full kitchen catering equipment – buffet setting: chaffing dishes and crockery

AV – TV with video conference capability (FREE WIFI)

Linen – Black tablecloths and bedding sheets – to be laundered at end of event included in pricing.

Cleaning and toilet supplies

Rubbish removal

Onsite catering can be provided – special request will need to be made at time of booking. Costs will be separate to Marae hireage terms.

What is included in hire charge

Wharekai – ‘Te Whakatutuki’

Tables and seating 250 people (seating plan available onsite)

Basic table wares, cooking and catering equipment

Pots, hangi cooker 6 Burner gas stove, 1 warmer oven, large toaster, 2 microwaves

Fridges, deep freeze and cool room

Wharemoae Tawhito – ‘Muri Aroha’

28-35 pax

Mattresses, seating, vacuum. 28 pax linen, pillows.

Tangihanga only – all linen and pillows available for wharemoae tawhito.

An option is available for hirers to provide personal linen and pillows if required.

Whareiti - Ablution Block

Hand soap and toilet paper will be fully stocked on arrival. Hirer should bring their own cleaning, extra toilet paper.

The marae is on water tank supply, please be keep this in mind with shower use time.

WIFI Technology

The Marae WIFI is available (provided the service is uninterrupted) at no additional cost to the hirer, however, failure of service during your hire is not the Marae Responsibility.

Cleaning and Catering

Catering and cleaning services can be requested at time of booking. Please note: this will be an additional cost to hirer. Tier 2 Package deal includes cleaning.

In the case of whānau, you are expected to use your whānau networks to take lead of the kaauta, head of wharekai and head of cleaning in place before your hui. It is your marae and therefore it is your responsibility to look after it.

Additional charges can be incurred if the marae is not left in a satisfactory condition. This is also the case for all other Tier 1 group entities, you are haukainga by association and therefore just as responsible for the maintenance of the marae.

If you arrive at the marae and something needs cleaning – do it! Complain afterward.

We strive to hand the marae over to you in a condition that is fit for purpose. Please ensure that this is the case before you take charge and report any discrepancies immediately on discovery. At the end of your hui, the marae whānau expects that you will have taken steps to return all areas of the marae in the condition that you found them or better.

Koha to the Marae / Kaupapa

Koha to the marae or to the kaupapa is not part of the hire of the facilities. It is a sign of your consideration toward the kaupapa or to the marae.

Some basic rules

Please remember that this is a whānau marae, and it is considered to be a sacred space. The marae is not a public venue, so please treat it with respect.

- Please respect each other, whānau, manuhiri and kaumatua
- Please keep the marae clean throughout your hui and clean and return all items before you leave the marae.
- Please keep the marae clean throughout your hui and clean and return all items before you leave the marae.
- No alcohol* or drugs ANYWHERE on marae premises – including within cars parked on marae
- No smoking or vaping on the marae premises
- No gang regalia
- No scooters, bikes or skateboards

Parents: If you are bringing your tamariki to the marae or you know they are coming down to the paa. Leave their scooters, bikes and skateboards at home. These items are a safety hazard with vehicles coming in and out, as well as foot traffic. They are especially hazardous to our kaumaatua and other mokopuna around the marae.

The marae has cameras and an alarm system for the purpose of marae security and safety.

Solar Energy

Wharekawa Marae are focussed on significantly enhancing our resilience by providing sustainable energy and reducing our reliance on traditional power source often vulnerable to disruptions - our solar panels will provide back-up power for lighting, hot water and water supply in during power outage.

Marae Hire



1. Access

A Marae Representative will provide hirer with:

- Key handover
- Health & Safety Induction (refer Appendix B) (Include FA kit and DFIB location) ○ Use of kitchen facilities and equipment.
- Marae Emergency Preparedness Plan / Evacuation (refer Appendix A) ○ Team Leader to be identified for H&S purposes
- Parking, Reservation and Building accessibility.
- Mattresses and linen
- Haere Ra Checklist

2. Equipment

- 2.1 Removal of any equipment, furniture or chattels is strictly prohibited and cannot be hired for non-related Marae Bookings.
- 2.2 The equipment and furniture owned by the Marae is available for use within the designated areas on the Marae Reservation. Any additional equipment required will be at the responsibility, and cost of, the hirer. Available kitchenware will be in the kitchen, no access will be given to the storage area.
- 2.3 Any electrical equipment or appliances bought onto 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.
- 2.4 Use of linen needs to be managed by the hirer. Marae Hire cost includes bedding and linen for 38 single mattresses. Any additional bedding and linen requirements will be the responsibility and cost of the hirer.
- 2.5 Sleeping is only permitted inside the wharemoae. By special arrangement with the Marae Komiti, outdoor sleeping may be approved prior to hire, please seek seek permission.

3. Kai

3.1 Food should only be consumed inside the wharekai, and where necessary, the bordering deck or whenua to the east side of the wharekai. Food should not be prepared or consumed near the mahua or atea of the wharemoae tawhito.

4. Damage & Loss

- 4.1 You will be held sole responsible in respect to any claims arising, or loss, accident, injury or damage to persons sustained during your booking.
- 4.2 Any loss or damage to marae property, furniture, fittings, fixtures, appliances and apparatus in or about the premises will be charged to you.
- 4.3 No responsibility will be accepted for any damage to or loss of any property you bring to or store on the reservation.
- 4.4 You must return all property to their designated areas.
- 4.5 Under no circumstances is any marae equipment, cutlery, utensils, pots, bowls, crockery to leave the marae premises.

5. Cleaning and Rubbish

- 5.1 Linen must be taken away to be washed, dried and returned by the hirer at the hirers cost.
- 5.2 It is the hirer's responsibility to remove all rubbish generated from the hireage from the Marae. This includes the rubbish, food scraps and waste. No rubbish must be left on the marae premises.
- 5.3 Bins will be provided for your use during the hireage, situated outside the kitchen. You must ensure all rubbish and recycling is removed from the reservation and disposed of appropriately before you leave, and the bins cleaned out. Those caught dumping or leaving their rubbish at the site will be charged a fee for removal from the bond.
- 5.4 Local pig farmers can supply and collect food waste bins whilst you are onsite. Please request details from Marae Representative.
- 5.5 Floors in the kitchen must be mopped including the dining room. Toilet areas are to be scrubbed and washed with the red handled brooms and mops and squeegeed dry. All carpet areas are to be vacuumed.
- 5.6 Any extra cleaning costs resulting from a hirer failing to leave the premises in a tidy condition will be charged to the hirer accordingly.

6. WIFI Technology

- 6.1 The Marae WIFI is available (provided the service is uninterrupted) at no additional cost to the hirer.

7. Security

- 7.1 You must ensure that all gas, heating and lighting is turned off before you leave. You may incur an additional charge if any are left on.
- 7.2 Hirers are responsible for closing windows, locking doors and securing the building for the duration of hire up until the key is returned to the Marae Representative.
- 7.3 The master key to the buildings are the responsibility of the hirer, if the key is lost, the hirer will incur the cost of \$500-1000.
- 7.4 If an alarm is set off on purpose or through negligence, the hirer will pay the full cost of the Fire Service call out and alarm resetting, this cost is approximately \$500-\$1500.
- 7.5 Wharekawa Marae Security camera's (CCTV on Wharekawa Marae is to ensure the safety and security of all people and our Marae. Please refer to the Policy attached.

Our Guidelines

- Bullying, harassment, threats, acts of violence and wilful damage will be reported to the police immediately. Any breach of these rules may result in the immediate cancellation of your hireage, removal from premises and may require legal action to take place.
- Health & Safety processes have been developed for our marae and available for inspection.

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

Wharekawa Marae Hire Agreement

Please use this link to complete your Marae Hire agreement online [Wharekawa Marae Hire Agreement](#)

OR alternatively print and complete pages 10 and 11 and email this to komiti@wharekawamarae.co.nz

Hire Start date:	Hire End date:
_____	_____
Start time:	End time:
_____	_____
Marae Hirer Name:	

Email:	Mobile
_____	_____
Invoice Number	

Invoice Amount:	(Inclusive - Koha/hire, booking fee and bond etc)
_____	_____
<input type="checkbox"/> I have read and understand the Wharekawa Marae Hire Handbook and terms of hire. This includes rules, policies, law, lore and responsibilities associated with Marae Hire.	
Signature:	Date
_____	_____

Payment

Account Name: Wharekawa Marae Komiti Whakatiwai No 2 Account
Account Number: 11-5900-0635493-11
Reference: Last Name (of hirer)
Code: Start Date (of hire)

Wharekawa Marae is bound by both 'LORE' and 'LAW'

*Tangihanga takes precedence over all Kaupapa.
Should Wharekawa Marae be required for Tangihana during your stay, please know that you will be asked to make way for the Tangi and vacate the premises.
Alternative arrangements will be made to finalise your hireage.*

HEALTH, SAFETY AND EMERGENCY INFORMATION

Wharekawa Marae

1237 East Coast Road (Cnr East Coast Road and Rata Road), Whakatīwa, Kaiaua.

In case of emergency

1. Raise the alarm
2. Call emergency services - call 111: Police – Ambulance – Fire
3. You may have to stay on the line to answer questions of location / meeting the dispatched emergency services.
4. Alert your nominated warden(s)
5. Assist everyone to the Evacuation point.

Evacuation Point: Front carpark waharoa

HEALTH & SAFETY

Your hireage will encompass a ‘Health & Safety’ induction for whānau, and manuhiri. Can you please provide a contact person’s details to ensure the safety of all whilst at Wharekawa Marae. Included in the Induction will also be an overview of Emergency Preparedness Plan in case of an emergency.

Hirer to Nominate:

Head Warden	
Floor Warden	
Trained First Aider(s)	
Health and Safety Officer(s)	

Nominated Health and Safety Officer

Name:

Email:

Mobile:

I have read and understand the conditions of the application and Wharekawa Marae hire conditions and will comply with all conditions. I / we agree that I / we am responsible for making sure that all occupants are accounted for in the event of an evacuation.

Responsible Hirer Signature

Date:

HAERE RA CHECKLIST

Muri Aroha (Wharemoë Tawhito)

- Wharemoë Tawhito - Vacuumed and left clean and tidy
- Mattresses are to be returned to the mattress area.
- Veranda is swept and left rubbish free
- Clean linen folded and left in the wharenuī

MATTRESS ROOM

- Mattresses stacked tidily

BATHROOMS

- Clean and disinfect all surfaces
- Scrub and squeegee floor
- Remove all rubbish

DINING ROOM

- Ensure all tables are dried thoroughly before stacking in dining area
- All chairs are to be stacked 10 high and stacked in the dining area
- Tables and chairs are cleaned, prior to stowing away
- Kitchen Floors are to be swept and mopped
- Clean and disinfect all surfaces
- Clean and disinfect all appliances
- Leave all used Dishes/Kitchen Utensils on the S/Steel Trolleys for handover
- Rubbish bins are to be emptied and all rubbish is to be removed by Hirer

ALL OUTSIDE COURTYARDS AND PATHS

- Swept and clear of rubbish
- Spillages on concrete cleaned up

OUTSIDE BASINS

- Clean and disinfect all surfaces

HEALTH AND SAFETY ISSUES TO REPORT

- Are there any Health and Safety Issues we Wharekawa Marae Trustees need to be aware of?

FIRST AID KIT

- First Aid Kit

Please sign this form and return to Marae Representative with keys on exit of your booking.