

Ngaa whakamaarama me ngaa koorero here | Terms and Conditions of Hire

1 Purpose of Hire

- 1.1 The Marae is hired solely for the purpose agreed to in the booking application. Any changes to the nature of the event must be approved by the Marae Booking Officer prior to the event.

2 Kawa and Tikanga

- 2.1 All hirers, guests, and service providers must respect and adhere to the kawa and tikanga of Kai-a-te-mata Marae at all times. This includes, but is not limited to:
- 2.1.1 Following the guidance and instructions of kaumaatua, kuia, and designated Marae representatives
 - 2.1.2 Respecting waahi tapu, the wharenuī, and all Marae facilities
 - 2.1.3 Maintaining appropriate behaviour, language, and dress
- 2.2 Failure to comply may result in the event being stopped and/or future bookings being declined.

3 Booking, Payment, and Approval

- 3.1 The person making the booking is responsible for:
- 3.1.1 All attendees
 - 3.1.2 Adhering to marae rules, kawa and tikanga
 - 3.1.3 Any damage or issues that arise
- 3.2 A marae representative may be present during your event.
- 3.3 A completed booking form and confirmation from the Marae Booking Officer are required before any hire is confirmed.
- 3.4 All bookings are subject to final approval by the Marae Trustees, in accordance with the Kai-a-te-mata Marae Reservation Charter.
- 3.5 Payment must be made at least five (5) working days prior to the booking date, unless otherwise agreed in writing.

Hiring Fees:

- 3.6 \$200.00 per day + GST (as invoiced) for Tangihanga, Hura Koowhatu, Hapori, and Ngaati Hauaa entities
- 3.7 \$750.00 per day + GST (as invoiced) for Corporate or Government entities

Bond:

- 3.8 A \$100 bond is required prior to arrival
- 3.9 The bond will be refunded within 72 hours after inspection and return of keys, provided no damage, loss, or additional cleaning is required.

4 Cancellations

- 4.1 All cancellations must be made in writing
- 4.2 Refunds (if any) are at the discretion of the Marae Booking Officer and may depend on the notice period given
- 4.3 The Marae reserves the right to cancel bookings due to unforeseen circumstances, including tangihanga or emergencies

Important Notice:

- 4.4 Tangihanga takes precedence. In this event, all bookings will be cancelled, and the hirer notified. Where possible, the Marae Booking Officer may assist in locating an alternative venue at another Ngaati Hauaa Marae. If booking an unveiling, the Marae Booking Officer must be informed, as a formal process applies.

5 Use of Facilities

- 5.1 The hirer is responsible for the care and appropriate use of all buildings, equipment, and grounds
- 5.2 No alterations, decorations, or equipment may be installed without prior approval
- 5.3 All areas used must be left clean, tidy, and returned to their original condition

6 Alcohol, Drugs, Smoking, and Prohibited Items

- 6.1 No alcohol, drugs, gang insignia, weapons, smoking, or vaping are permitted inside the Marae, on Marae grounds, in the carpark, or at the urupaa.

7 Health and Safety

- 7.1 The hirer confirms that they have read and understood the Kai-a-te-mata Marae Health and Safety Policy and agree to comply with it at all times during the booking period.
- 7.2 The hirer is responsible for the health and safety of all attendees
- 7.3 Any accidents, incidents, or hazards must be reported immediately to a Marae Booking Officer
- 7.4 All emergency procedures must be followed

8 Damage, Loss, and Liability

- 8.1 The hirer is responsible for any damage or loss caused by themselves, their guests, or contractors
- 8.2 Costs for repairs, replacements, or additional cleaning will be charged to the hirer
- 8.3 The Marae is not responsible for loss, theft, or damage to personal property
- 8.4 Any damage or breakages must be reported immediately to the Marae Booking Officer

9 Noise and Behaviour

- 9.1 Noise levels must be kept reasonable and comply with local regulations
- 9.2 Disorderly, offensive, intimidating, or unsafe behaviour will not be tolerated
- 9.3 This is a whaanau space:
 - 9.3.1 Look after our tamariki
 - 9.3.2 Be kind to one another
 - 9.3.3 Bullying, intimidation, and violence will not be tolerated

10 Photography and Media

- 10.1 Photography, filming, or media use must be approved by the Marae Trustee Chairperson or Marae Committee Chairperson, particularly within the wharenui
- 10.2 Cultural sensitivity and consent must be respected at all times

11 Cleanliness and Waste Disposal

- 11.1 The hirer is responsible for removing all rubbish and food scraps (excluding approved non-perishable items)
- 11.2 All rubbish must be disposed of in the skip bin located behind the kitchen
- 11.3 The Marae must be cleaned according to the provided cleaning checklist

12 Environmental Care

Tiakina te wai me te whenua. Manaakitia te taiao.

- 12.1 Look after our waters and land
- 12.2 Care for our environment



13 Keys and Key Holder Responsibilities

- 13.1 A booking key will be issued and must be signed for
- 13.2 The key must be returned to the Marae Booking Officer at the conclusion of the hire, unless otherwise agreed
- 13.3 If the key is lost, the \$100 bond will be used to replace locks and keys

14 Koha (Optional Donation)

- 14.1 Koha is welcomed but not required. If you wish to contribute, please transfer to:
- 14.2 Bank Account: **03-0371-0138404-001**
- 14.3 Please include your **Name, Invoice Number**, and the word “**Koha**” in the payment particulars.

15 Bank Account and Payment Details

- 15.1 Bank Account Number: **03-0371-0138404-001**
- 15.2 When making payment, please include your **Name and Invoice Number** (top left of invoice) as reference.

16 Breach of Terms

- 16.1 Failure to comply with these Terms and Conditions may result in:
 - 16.1.1 Immediate termination of the event
 - 16.1.2 Loss of bond
 - 16.1.3 Refusal of future bookings

17 Declaration

By confirming the booking, the hirer acknowledges that they have read, understood, and agree to comply with the Kai-a-te-mata Marae Terms and Conditions of Hire, and accept responsibility for all guests during the booking period.

