



PĀPĀUMA MARAE TRUSTEES

Pāpāuma Marae – Te Aroha o Aohanga - Conditions of Hire

Kia ora Koutou,

The Pāpāuma Marae Trustees have reviewed our, **Conditions of Hire Rates** for Te Aroha o Aohanga Marae Complex, as of Wednesday 20th December 2023 and is effective immediately:

Tangihanga will still have precedence over any bookings and **only if the Marae is not already in use. Under no circumstances shall the Hirer be required to vacate the Marae, in lieu of Tangihanga**

Overnight Stays \$300.00 per Day
Period applicable 10am-10am

Business Customers Overnight Stays \$500.00 per Day
Period applicable 10am-10am

Half Day Hire \$200.00 per Day
Hires up to 10hrs

Primary & Secondary Schools \$150.00 per Day
Bond applies and is equivalent to the Hire Rate.

Kaumatua Hui \$100.00 per Day
(Remains unchanged)

All Hires include Power / Gas / Marae Technology equipment/ Linen (All-inclusive)
Bond also applies and is equivalent to the Hire Rate.

Bond

- **Is to be paid in advance of any Hire commencement.**
- Will be recognised as your Marae Booking.
- Is refundable as long as 'Conditions of Hire' are met by the Hirer

Nb.

If your hire is \$300.00 per day, your Bond is \$300.00 from start to finish of your Hire.

If your Hire is \$500.00 per day, your Bond is \$500.00 from start to finish of your Hire.

Pāpāuma Marae Trustees reserve the right to change terms and conditions at any time

Marae Bookings as of 20 December 2023

Candy Carroll	:	020 4126 0288	Bookings Officer
Paul Peeti	:	06 376 6901	Kaitiaki/Keyholder
Demetrius Potangaroa	:	0204 037 9542	Aohanga Incorporation Chairperson
Bookings Email/Enquiry	:	aohanga.incorporation@gmail.com	

For all other Marae Enquiries

Wright Broughton	:	027 283 3088	Pāpāuma Marae Trustees Representative
Ross Wright	:	027 246 2114	Pāpāuma Marae Trustees Representative

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Refunds

Please supply your Nominated Bank Account details for any Refunds. The Marae is not able to cater for 'Cash' transactions. Every effort is made to refund a booking as soon as practicably possible.

Forced Power Outages

Unfortunately we have no control over Forced Power Outages when they occur off the main grid.

Our Terms and Conditions

Tangihanga (funeral): Paramount over all Bookings.

If the Marae is required for Tangihanga (Funeral) - Hirers will be expected to forfeit their bookings and will be refunded all monies. Every effort will be made to accommodate the Hirers requirements and if necessary, alternative venues will be sought, but no guarantee can be given.

Hirers must accept bookings with this understanding. Hirers will be notified immediately if this occurs.

(The above applies only if the Marae is not already in use. Under no circumstances shall the Hirer be required to vacate the Marae, in lieu of Tangihanga.)

1. Hire:

- The Marae Hire in this document is the entire Marae Complex & it's surrounding grounds.
- Sub-leasing of our premises is prohibited.
- **Permission to erect Marquees, Tents, Campervans, and the like** on Marae grounds must be granted by the Pāpāuma Marae Trustees, prior to hire.
- **A bond is additional to the hire rate** and must be received within 10 working days after making your booking. Failure of payment within the allotted time may void the booking, leaving the Marae free to be hired by others.
- The signed **Conditions of Hire** must be received by the Booking Officer or Pāpāuma Marae Committee Representative, prior to occupation of the Marae.
- The bond will be returned if all **Conditions of Hire** have been followed and a final inspection is completed – the bond may be retained to pay for any breakages, missing equipment, damage, insufficient cleaning, or rubbish removal.
- **Cancellation** of bookings must be given at least '**2 weeks prior**' to the appointed date of the Hire - to allow alternative bookings to be taken. In the **case of long weekends**, i.e. Easter, Queens Birthday, Labour Weekend, Anniversary Weekend - then it will be necessary to give at least '**3 weeks' prior**' notice or **forfeiture of bond** will result.
- Hireage is on a per day basis 10.00am-10.00am the following day for overnight hires & half day hires are less than 10 hours. Allowances will be made, should earlier access be required.
- Extra time required for cleaning will not incur penalties.
- Full payment of hire **MUST** be made to the Pāpāuma Marae account prior to commencement of hire. Exceptions may be made for Tangihanga at the discretion of the Pāpāuma Marae Trustees.
- In ALL cases ALL costs must be paid in FULL before the Marae is vacated.
- The Hirer is advised to inspect facilities prior to hire, including Chillers & Cooking equipment. Assistance will be made available to familiarise the Hirer with the operation of all plant/equipment, if required.
- Refunds, please supply your Nominated Bank Account details for any Refunds.

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2. Formalities:

- The Hirer must inform the Booking Officer, if a Powhiri/Whakatau is required, prior to commencement of hire. At least 48 hours, notice would be appreciated. Every effort will be made to accommodate these requirements, but no guarantee can be given.

3. Catering:

- The Hirer **must not** open any account with any party using Pāpāuma Marae/Aohanga Incorporation as a reference. The Pāpāuma Marae Trustees **will not** accept any liability for any debts incurred by the Hirer.
- Catering equipment is very limited.

4. Smoking:

- **Smoking inside ALL Marae buildings is strictly prohibited.**
- Please ensure you smoke in the designated areas.
- The collection of any cigarettes butts around the Marae must be removed upon completion of hire.

5. Use of Alcohol & Illegal Drugs are prohibited on the entire Marae Complex:

- **Failure to comply will result in the forfeiture of the Bond & additional charges at the bond rate will be imposed - No Exceptions.**

6. Marae Property / Housekeeping:

- The Marae Complex **must** be kept clean at all times; this is the responsibility of the Hirer throughout the duration.
- The Hirer **must** ensure the Toilets & Showers are cleaned DAILY during the period of hire.
- The removal of Marae property, including crockery, cutlery, utensils, bowls, or pots is **strictly prohibited**.
- All breakage, damage, malfunction, or loss of equipment must be reported immediately.
- All breakage, damage, malfunction, or loss will be investigated and if the Hirer is found responsible or negligent, **all repair and or replacement costs will be borne by the Hirer**.

7. Marae Property / Housekeeping (cont'd):

- The Hirer must ensure proper security and supervision is in place during the full term of hire.
- It will be the responsibility of the Hirer to collect & **remove all rubbish** from the entire Marae complex upon completion of Hire at their own cost.
- Hirers are required to wipe clean and stack away all the tables and chairs in to the Storage Area.
- Sweep and wet mop floors thoroughly, especially wet/dirty spots throughout the complex. All kitchen equipment, toilets, showers are to be left clean. The Wharenui should be vacuumed.
- Mattresses and Pillows must be stacked in an orderly fashion in the Mattress Area.
- Chillers/fridges must be emptied, mopped, and wiped down with detergent and hot water upon completion of hire. **Do not hose to clean.**

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- **'The whole complex must be left clean' and all rubbish removed from the premises at the end of your hire. No exceptions.**

8. Chiller:

- The use of the Chiller should be limited. When the chiller is in operation, it is to be kept closed, when in use. A Refrigerator is also available for use.

9. Linen / Kitchen Towels.

- All Bedding Linen must be placed in laundry bags provided upon completion of hire.
- All Kitchen Tea Towels / Tablecloths must be placed in laundry bags provided upon completion of hire. Laundry bags are in the linen cupboard in the back entrance to Te Aroha o Aohanga.

10. Personal Injury / Loss or Damage:

- The Pāpāuma Marae Trustees accept no responsibility for any injury to any person or persons on the Marae.
- The Pāpāuma Marae Trustees accept no responsibility for any loss or damage to any personal property on the Marae.

11. Payment:

- **Hireage Costs including Bond must be paid in full prior to commencement of ALL hires.**

12. Essential Items:

- Whilst the Marae may have limited supplies of the following the Hirer must provide their own supplies i.e. Dish Liquid/Dishcloths, Disinfectant/Cream Cleanser, Tablecloths or rolls of Paper, Toilet Paper, Rubbish Bags, Serviettes, Sharp Knives, Potato Peelers, Hand wash or soap.
- Containers to take your leftover food home. Any extra equipment is the Hirers Responsibility. At no time is 'Marae property', to be taken from the premises.

13. Method of payment:

- Internet payment to the Pāpāuma Marae Account is required.
- A receipt can be requested on payment of total Invoice.
- Invoices and receipts are administered by our Deloitte Team
Email: nzaohangaadmin@deloitte.co.nz
- The **Westpac Bank Account** for payment is as follows.

Marae Account

03 – 0687 – 0043225 – 002

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14. Pāpāuma Tipuna Whare

- There are no costs for Whanau staying at our Tipuna Whare, Pāpāuma, as always.
- Please bring your own linen.
- Gas bottles to access hot water in the Portacom ablutions are necessary. We encourage Whanau to bring their own, but we will certainly attempt to accommodate you, if ample notice is provided via our Kaitiaki, Paul Peeti.
- Please ring Paul to ensure Pāpāuma is available, prior to your arrival.

15. Related Parties:

- The Proprietors of Owāhanga Station T/A Aohanga Incorporation
 - The Aohanga Incorporation Committee of Management Members are appointed according to their dual role as the Pāpāuma Marae Trustees and are elected by the Shareholders at an Aohanga Incorporation Annual General Meeting.
- Please be mindful that the Marae Complex is within the boundaries of a working station.
 - **Owāhanga Station. - Operates 24/7 and is subject to change depending on seasons, and stock movements.**
 - Please pay special attention to tamariki in the car park and surrounding areas, at all times.
 - Please respect our Farm Staff going about their business, as they will respect yours, as the Hirer.
 - Abuse towards our Owāhanga Station Staff will not be tolerated.

16. Unclaimed clothing items:

- Unclaimed clothing left after hires will be relocated to Recycling clothing bins. We do not provide a personal valet service.

17. Contact Kaitiaki:

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Candy Carroll	:	020 4126 0288 Bookings Officer
Paul Peeti	:	06 376 6901 Kaitiaki/Keyholder
Demetrius Potangaroa	:	0204 037 9542 Aohanga Incorporation Chairperson
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Ross Wright	:	027 246 2114 Pāpāuma Marae Trustees Representative

Pāpāuma Marae Trustees referred to in this document includes any member of the Aohanga Incorporation Committee of Management, who may be called upon to assist. **Disclaimer:** The Pāpāuma Marae Trustees will not accept liability for any unforeseen circumstances beyond their control which may impact on a Marae Hire. The hirer accepts this upon commencement of hire and agrees to pay the full amount of the hire including the bond.