



# WAI ORA MARAE HIRE AGREEMENT

5284 Far North Rd Ngātaki TE HIKU O TE IKA 0484

**Ko Wai Ora Marae tō tātou ipukarea, he tohu taurikura mō ngā uri whakaheke; te pokapū ō te hāpori,  
kia puawai te mana Motuhake ō Ngāti Kurī.**

Wai Ora marae is the thriving heart of our Ngāti Kurī identity for our whānau whānui; and a sustainable epicentre of cultural activity for our community of Ngātaki.

## PEPEHA

Ko Maieke te Tupuna  
Ko Kurahaupo te Pahii  
Ko Pōhurihanga te Tangata  
Ko Tohoraha te Maunga  
Ko Houhora te Wahapū  
Ko Ngātaki te Awa  
Ko Wai Ora te Marae  
Ko Ngātakinga o Mokohōrea te Marae Ātea  
Ko Tangirere te Wharenuī  
Ko Whakarua te Whare Kai  
Ko Urutekawa te Urupā  
Ko Ngāti Kurī te Iwi

## He Kōrero Whakanuia:

“Ā, he Wai Ora!” An exclamation by Neta Paraone as a young girl, at a time when water was first pumped into the fledgling resettlement here in Ngātaki in the 1930s. Wai Ora evokes the imagery of a central spring that is a gathering place for our people of Ngāti Kurī. We provide a place in Ngātakinga ō Mokohōrea for our people to gather and to drink the vital waters that a strong marae can offer them. Ngātaki is the convergence point of many waters ‘he rarawa’, Wai Māori, ngā wai ō te whenua, Wai Tai, and Wairua.

**Wai Ora Marae is available to hire for the benefit of the beneficiaries, Whānau, Hapū, Iwi and Community. Our core functions are:**

- **Tangihanga-** To awhi the whānau pani as they bring their whanaunga to his or her final resting place
- **Hura Kōhatu-** Acknowledge whānau days in remembrance of loved ones
- **Karakia-** Acknowledge Te Wairua Tapu
- **Whakangahau-** Celebrate birthdays, weddings and reunions
- **Hui-a Whānau/Hapū/ Iwi-** Discuss matters of tribal importance
- **Wānanga-** Cultural learning spaces, to learn the unique history and practices of Ngāti Kurī

## TANGIHANGA:

Tangihanga take precedence over any bookings. Notification will be made to existing bookings via the Trustee/Appointed Beneficiary on duty. There is no set fee for the first three nights, however a koha is appreciated. Payment of \$100 per night to cover power is required. Beyond the three nights, whanau can stay on at the rate listed below. The marae can provide the first meal for whanau arriving at a cost agreed to, that will be covered at the expense of the whanau. Whanau pani are asked to provide the name of the tupapaku and key contact persons details. If hau kainga support, kaikaranga and taumata are needed please let us know when you make contact.

**A separate Hire Agreement will be made available to whanau pani specific to Tangihanga.**



## Wai Ora Marae Hire Agreement Terms and Conditions

**HIRE CHARGES:** Hire charges are subject to review from time to time without notice and are available on request. The hire charge includes power, bedding, use of kitchen facility (hangi cooker additional), dining room and ablutions. The hire charge excludes costs for rubbish, additional cleaning and the hangi cooker.

The Trustee/Appointed Beneficiary on duty will contact the hirer to arrange a time to meet at the marae at the beginning of your hire to go over the hire agreement and hand over the keys. They will return on the final day of hire period to check premises and to confirm and receive final payment. They will remain on site for the final hour of the hire period.

**TANGIHANGA:** takes precedence over any bookings. Notification will be made via the Trustee on duty.

**BOOKING FEE:** This \$100 fee must be paid before your booking is confirmed. Once paid, the fee is non-refundable. All bookings will be confirmed by the designated trustee for bookings and a **non-refundable booking fee of \$100** is required before your booking can be confirmed. Tentative bookings will not be held for more than 4 weeks without the payment of the booking fee. The marae reserves the right to decline any bookings without explanation.

**BOND:** A \$250 bond, additional to the booking fee, is payable before your arrival and will be included in your overall invoice from our Treasurer. The bond will be returned to your nominated bank account within 5 business days of your departure (subject to there being no - Breakage / Damage / Loss). Alternatively, this can be applied to your invoice total.

**INVOICE:** An invoice will be supplied upon receipt of a completed **HIRE AGREEMENT** full payment is due by the end of your hire. This will include hire fee, laundry costs, and outline any additional expenses incurred for cleaning or damage.

**Check in is at 2 pm and check out is at 10 am**, unless arranged otherwise with the trustee/appointed beneficiary on duty. Under no circumstances may a HIRER sublet any part of the marae complex.

**CLEANING:** **Cleaning of the marae facilities and grounds are the responsibility of the HIRER.** The marae must be left clean and tidy, and all dishes washed and put away. Please see final page for a full list of cleaning duties. If the HIRER does not leave the marae in the condition in which it was hired, then an appropriate amount will be deducted from your bond.

**LAUNDRY:** Laundry is the responsibility of the hirer returning to the marae within 1 week of hireage, unless prior arrangements are made. Laundry should be left at Kaitia Laundromat, Shop 4, The Plaza, 206 Commerce Street, Kaitia, the cost will be invoiced to the hirer and deducted from the bond. Please use your kaupapa name as a reference, and let the trustee know if laundry needs to be collected.

**ALCOHOL:** Wai Ora Marae is an alcohol and drug-free marae. Our Marae is a sacred place that embodies our cultural heritage, traditions, and the values of our tupuna. We are promoting an alcohol, drug and smoke-free environment, to encourage healthy lifestyles and well-being for our whānau. Creating a harmonious environment for our whanau whānui, especially our tamariki and kaumātua. Our Marae is a place of learning, respect, and community, and we want to ensure that all who visit and participate in Marae activities feel respected and safe. Requested by ngā mokopuna of Wai Ora Marae, endorsed by the Komiti Whakahaere- Wai Ora Marae Trustee's.

**UNDER NO CIRCUMSTANCES IS ALCOHOL** to be consumed on the premises throughout the duration of this booking.

**DISCLAIMER:** The marae is not responsible in any way for the loss or damage to any person or property associated with the HIRER or to any costs incurred by the HIRER.

| We agree with the conditions of hireage. |                       |       |
|------------------------------------------|-----------------------|-------|
| Name of Hirer:                           | Signature of Hirer:   | Date: |
| Name of trustee:                         | Signature of trustee: | Date: |

## **WAI ORA MARAE CLEANING DUTIES**

### **Cleaning of the marae facilities and grounds are the responsibility of the HIRER.**

The marae must be left clean and tidy, all rubbish and property removed, and all dishes washed and put away. If the HIRER does not leave the marae in the condition in which it was hired, then an appropriate amount will be deducted from your bond.

**ALL RUBBISH:** Rubbish must be removed from Wai Ora Marae, or if the HIRER wishes then rubbish can be left but a charge will be deducted from the bond. This needs to be sorted with the trustee on duty.

**PARA KORE** recycle bins are available please sort your rubbish, and drop off at the Houhora Refuse Transfer Station, Hours: Mon, Weds, Fri 7.30am-1pm; Sat & Sun 9am-1pm; Tues & Thurs closed.

**MARAE GROUNDS:** Marae grounds need to be left with no rubbish, all clothing and belongings must be removed, no kaimoana shells left on the grounds. There is a designated smoking area at the back of the kauta, the rest of the marae including the chiller area is auahi kore/ smoke free. Hirer is responsible to empty ashtrays and remove all cigarette butts.

**COMPOST:** Orange compost buckets are provided and must be returned to the marae at conclusion of booking. Please ask trustee on duty if you don't know anyone local to give them to. Please sort scraps into green waste (for compost) and cooked waste (for poaka/ kuri). Kaimoana shells should be removed responsibly; onion skins, citrus rinds and tea bags can go in general rubbish.

**BACK DOOR AREA:** Chiller is cleaned from blood spills, food and fat, please leave open to air out. Chiller 2 (storage) buckets, bread trays, horse, and outside chairs. ALL rubbish is removed from wheelie Bins and scrubbed with detergents. Clear clutter from outside working benches and clean sink plug area.

**BACK DOOR AREA and DOWN RAMP is washed.**

**HANGI COOKER:** The Hangi Cooker can be used for an additional cost, please enquire with bookings officer. The Hangi cooker must be thoroughly cleaned from top to bottom and gas bottle refilled and returned to the marae within one week of hire.

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**KITCHEN:** Kitchen benches left clear of any clutter. Ovens and sinks left clean; fridges and freezer cleaned with no food spills. Oven switches and wall switches are turned off. All surfaces must be wiped down. Please leave no rubbish, cardboard boxes, clothing, and leftover food. We suggest bringing takeaway containers for whanau to take home left-over kai.

Wash and dry all tea towels, these are the responsibility of the hirer, and must be returned to the marae within 1 week of hireage, unless prior arrangements are made.

Pantry left tidy and all items in the correct place (cups, plates, bowls, pots, pot lids and oven trays) all utensil separated in their appropriate container. **UNDER NO CIRCUMSTANCES are CROKERY, POTS, BOWLS, UTENSILS to be TAKEN FROM WAI ORA MARAE.**

**KITCHEN AND PANTRY IS SWEEPED AND MOPPED WITH CLEANING DETERGENT, use Kitchen mop and bucket.**

**WHARE KAI:** Return chairs and tables to their appropriate location in the hallway. Tea trolley left clean and cleared of dishes, including sugar, coffee and tea bags etc, please remove rubbish, clothing and belongings.

**WHARE KAI IS SWEEPED AND MOPPED WITH CLEANING DETERGENT** leaving no food scum and marks. **Use Whare Kai mop and bucket**

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**BACK HALLWAY:** Tables are stacked in their appropriate location, facing down on two long white bench form. Chairs stacked in 4 rows, 5 high in their appropriate location. Remove all clothing, belongings and rubbish.

**ENTIRE BACK HALLWAY IS SWEEPED AND MOPPED WITH CLEANING SOLUTION. Use Whare Kai mop and bucket**

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**FRONT HALLWAY:** Please leave clear from chairs, tables, clothing and belongings removed.

**FRONT HALLWAY IS SWEEPED AND MOPPED WITH CLEANING DETERGENT, use Whare Kai mop and bucket.**

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**WHAREPAKU:** ALL toilets and disability toilet cleaned with detergents, toilet bowl is scrubbed and wiped with cleaning detergent under lid and entire toilet system. Wipe toilet room walls, toilet mirror, sink bench tops, restock toilet paper. Remove rubbish from toilet bins and remove all clothing and belongings.

**SWEEP AND MOP WITH CLEANING DETERGENTS – TOILET ROOMS AND SHOWERS. Use Whare Paku mop and bucket**

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**MAHAU and MARAE ATEA:** Sweep entire front porch and Marae atea area and remove rubbish, clothing, shoes and belongings.

**WHARENUI:** NO FOOD, or DRINKS consumed in the wharenuui. Inu Wai Māori is ok. Vacuum entire wharenuui sides and corners, remove all rubbish/from windowsills, clothing and belongings. Please shut all windows and make sure **WHARENUI BACK DOOR IS LOCKED.**

**MATTRESS ROOM:** Please leave mattress covers on. Remove sheets and pillowcases and return all pillows to the cupboard. Mattresses stacked 10 high in their appropriate location on two long white bench forms in the back Hallway. For large bookings, extra mattresses are available through the back side door. Please remove rubbish, clothing and belongings.

**LINEN:** Sheets and pillowcases are available as part of your hire. Laundry is the responsibility of the hirer to wash, dry and return to the marae within 1 week of hireage. Yellow bags are hanging in the back hallway and must be returned with laundry.

**He mihi nui kia koutou mai te Komiti Whakahaere- Wai Ora Marae Trustee's.**

## **WAI ORA MARAE CLEANING CHECKLIST**

### **KAUTA/ KITCHEN AREA**

- RUBBISH
- MARAE GROUNDS
- COMPOST
- BACK DOOR AREA
- BACK DOOR AREA and DOWN RAMP
- HANGI COOKER
- KITCHEN CLEANED AND MOPPED
- CHILLER CLEANED AND TURNED OFF

### **WHARE KAI/ DINIG HALL AREA**

- WHARE KAI CLEANED
- WHARE KAI IS SWEEPED AND MOPPED
- BACK HALLWAY SWEEPED AND MOPPED
- FRONT HALLWAY SWEEPED AND MOPPED

### **WHARE PAKU/ ABLUTIONS:**

- CLEAN, SWEEP AND MOP ALL TOILET ROOMS AND SHOWERS

### **WHARENUI/ MEETING HOUSE:**

- MAHAU and MARAE ĀTEA
- WHARENUI
- MATTRESS ROOM
- LINEN