



WAI ORA MARAE

TANGIHANGA HIRE AGREEMENT

5284 Far North Rd Ngataki 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 Whakanui:

“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.

This Hire Agreement is specific to Tangihanga, not for general hire.



Wai Ora Marae

TANGIHANGA Agreement Terms and Conditions

Ko te mea tuatahi me mihi ki te hunga mate kua wheturangitia. Kua hinga te totara nui. Haere ki tō moengaroa kei Urutekawa, ki Te Rerenga Wairua, ki Hawaiki Nui, Hawaiki Roa, Hawaiki Pamamao.

Hurinoa kia tātou te hunga ora, kia koutou e te whanau pani, ka tukuna te mihi aroha kia koe i tenei wa pouri. Nau mai haere mai ki roto i te poho o tō whare tupuna ko Tangirere. Me whakanoa i te aroha me te manaakitanga o tā tātou whare kai ko Whakarua. Tihei Mauri Ora.

We acknowledge your loved one who has passed at this time and will lie in state at Wai Ora marae and may be laid to rest in our urupa Urutekawa. May they rest in peace and love.

Our condolences are with the immediate and extended whanau during this sad time of grief and loss. We hope that you will find solace in the warmth of your whare tupuna Tangirere, and that your puku's will be filled with aroha and the warm embrace of our Wharekai Whakarua.

INITIAL CONTACT: Tangihanga take precedence over any bookings. Notification will be made to existing bookings via the Trustee/Appointed Beneficiary on duty. We ask that a key contact for the whanau pani completes this form and provides the name and whanau of the tupapaku. It is the key contacts responsibility to inform whanau and manuhiri of the tikanga and kawa of our marae.

CONTACT DETAILS: Please provide a key contact persons details. Name, phone number and email address.

HAU KAINGA SUPPORT: Whānau is tasked with hosting Manuhiri during tangihanga, as we have limited Hau Kāinga available to manage the kitchen during this time. A trustee can be contacted if you have any queries. If hau kainga support, kaikaranga and taumata are needed, please let us know when you contact Wai Ora Marae trustees, subject to availability. Contact can be made through your own personal networks, our Wai Ora Marae, Ngataki facebook page, or waioramaraebookings@gmail.com.

PANUI: If you would like to acknowledge your loved one and share the panui on our facebook page, this is up to the discretion of the whanau pani. Please post to the Wai Ora Marae, Ngataki page.

ASHES: The ashes of whanau who have been cremated are welcome to be driven into the marae grounds for karakia and then taken to the urupa to be buried with loved ones. Ashes are not to be brought into the wharenui as they have already been consecrated. Ashes must be buried on top of an existing whanau grave site. New plots will not be allocated for ashes. We suggest a plaque be added to an existing memorial stone.

HURA KOHATU: Photos of loved ones who are from Wai Ora marae, but for whatever reason are not buried at Urutekawa, can be brought back to the marae for a Hura Kohatu and hung on the walls of the marae located near their immediate whanau members photos. The marae Matariki celebrations are also an appropriate time to bring photos of your loved ones home.

KIRI POKA- GRAVE DIGGERS: The marae is equipped with all the necessary tools to dig the grave. Responsibility for excavating the grave site lies with the whānau. Should you require additional assistance, we can recommend a local who can help, we suggest a koha in appreciation for their mahi. Plots are allocated by whakapapa and can be discussed with marae trustee Alan Norman 0272417280



PAYMENT: A fee of \$500 is required to be paid online before the arrival of the tupapaku to cover the first meal and laundry expenses. Additional costs are the responsibility of the whanau. Power is charged at \$130 per night. There is no hireage fee for the first three nights, however a koha is appreciated. Beyond the three nights, whanau can stay on at the rate listed below. Payments to be deposited into the marae bank account: Waiora Marae: 12-3096-0182446-01 Ref: [Whanau name] Code: [Tangihanga]

INVOICE/RECEIPT: An invoice/receipt will be sent to whanau at the conclusion of your stay. All accounts to be settled within 1 week of departure from the marae. Invoice/ receipt will include: Receipt for fee payment to cover laundry and first meal, receipt for koha received, power costs, and any additional cleaning, loss or damages.

CHECK IN: Arrival time is to be communicated with the trustee/appointed beneficiary on duty.

KEY: The Marae Key is located on kitchen key holder, please return key on your departure. The marae trustee will provide the access code.

DEPARTURE: The Trustee/Appointed Beneficiary on duty will contact the Whānau pani to arrange a time to meet at the marae on the final day of hire period to check premises and to confirm and receive Koha payment unless prior arrangements are made. They will remain on site for the final hour of closing the marae.

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. It is the responsibility of the Key Contact and whanau pani to uphold this kawa with whanau and manuhiri.

WATER: Please use water sparingly including having quick showers and ensuring that all taps are turned off properly when not being used.

LAUNDRY: Laundry should be left at Kaitaia Laundromat, Shop 4, The Plaza, 206 Commerce Street, Kaitaia, the cost will be invoiced to the hirer. Please use your kaupapa name as reference, and your let trustee know if laundry needs to be collected.

CLEANING: **Cleaning of the marae facilities and grounds are the responsibility of the whanau.** The marae must be left clean and tidy, 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 invoiced for. Please see final page for a list of cleaning duties.

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.

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.

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**

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

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.

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

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 should be left at Kaitaia Laundromat, Shop 4, The Plaza, 206 Commerce Street, Kaitaia, the cost will be invoiced to the hirer. Please use your kaupapa name as reference, and your let trustee know if laundry needs to be collected.

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