TE RITO MARAE HIRE AGREEMENT

1869 Ngapipito Road, MOEREWA 0281

Marae Representatives and Contacts for Bookings:

Mavis and Perry Hati	021 0474494
Lily Allsopp	027 368 6986
Geraldine (Chook) Henare	021 414793

1.0 CONDITIONS OF HIRE

1.1 The Marae Hire in this document relates to the entire Te Rito Marae Complex and it's surrounding grounds.

1.2 Bookings are confirmed once a $100 booking fee is received along with a signed copy of the hire agreement.

1.3 Sub-leasing is prohibited.

1.4 Permission to erect Marquees/ Tents etc is obtained from Marae Representatives.

1.5 Any area left in an unsatisfactory condition will be rectified by Marae Trustees. Your bond will be forfeited and future bookings declined.

1.6 The Hirer is advised to inspect facilities prior to hire, including chillers and cooking equipment.

1.7 Assistance will be made available to familiarize the Hirer with the operation of all facilities, if required.

1.8 One person competent with the operations of facilities must be onsite at all times.

1.9 The booking fee / bond will be refunded in the event of Tangihanga.

1.10 After final inspection the bond will be returned to the Hirer.

1.11 Any koha handed to the marae is separate to the marae hireage fee or bond.

1.12 All COVID19 Level Restrictions must be followed without exception.

2.0 CATERING

2.1 The Hirer can request the services of the Te Rito Marae Catering Team. These catering services include - Preparation, serving and clean up.

2.2 The cost for catering is $25/person/meal for a set menu (Breakfast, Lunch and Dinner).

2.3 All catering costs must be paid SEVEN (7) days prior to commencement of Hire.

2.4 Details of the Te Rito Marae Catering Team will be given at time of booking.

2.5 It will be the responsibility of the Hirer to supply their own coverings for the tables.

3.0 PŌWHIRI / WHAKATAU

3.1 Should you require a Pōwhiri or Whakatau at the commencement of a booking, this must be discussed with the Marae Booking Representative so that this may be organized.

4.0 TANGIHANGA

4.1 Takes precedence over ALL bookings. Te Rito Marae will assist in finding any pre-booked hui an alternative venue.

4.2 Should Otiria Marae require support with tangihanga overflow, Te Rito Marae will endeavor to assist.

4.3 Tangihanga will be charged at the standard hireage rate.

5.0 MARAE PROPERTY / HOUSEKEEPING

5.1 Our Dining Room Te Arani can seat 120 people. Any extra settings must be provided by the Hirer.

5.2 Water and Electricity usage must always be kept to a minimum. The Hirer will be responsible to fill water tanks if usage is found to be excessive.

5.3 All outdoor lights must be switched off during the day.

5.4 The Hirer must ensure the Toilets and Showers are cleaned DAILY during the period of hireage.

5.5 The removal of any Te Rito Marae property including crockery, cutlery, utensils, bowls or pots are strictly prohibited.

5.6 An INVENTORY CHECK will be completed before the Bond is reimbursed to the Hirer.

5.7 All breakage, damage, malfunction or loss to property or equipment must be reported immediately.

5.8 All breakage, damage, malfunction or loss to property or equipment will be investigated and if the Hirer is found responsible or negligent, all repair and/or replacement costs will be charged to the Hirer.

5.9 It is the responsibility of the Hirer to collect and remove all rubbish and recycling from the entire Te Rito Marae Complex upon completion of Hire. Failure to do so will incur a $100 fee.

5.10 Security Cameras are operating onsite and are monitored 24/7.

6.0 CHILLERS

6.1 CAUTION: Chiller temperature should be below 0°C when in operation. You must contact your Te Rito Marae Representative if temperatures are above this reading.

6.2 The Back Chiller should be used for meat and seafood. The Front Chiller should store prepared and cooked food.

6.3 The use of the Chillers should be limited. Te Rito Marae provides a freezer and refrigerator for smaller goods.

6.4 When Chillers are in operation, please keep the door closed at all times.

6.5 Chillers must be hosed down with detergent and clean upon completion of Hire.

6.6 All food hygiene and health and safety standards must be followed.

7.0 GAS OVEN & STOVE

7.1 Marae Representatives will turn gas and pilot light for gas stove at the start of hire.

7.2 Appropriate stainless steel trays and pots are available for use.

7.3 Please ensure that the gas stove is cleaned (including internal trays), after every use. Do not remove the internal racks.

8.0 LINEN & KITCHEN TOWELS

8.1 The cleaning of all linen is the responsibility of the Hirer.

8.2 All kitchen tea towels and aprons must be washed, folded and returned on completion of hire. Tea towels are NOT to be used for purposes other than drying dishes.

9.0 SMOKING

9.1 Smoking inside any of the Te Rito Marae buildings is strictly prohibited.

9.2 Smoking is only permitted in the designated area to the rear of the Wharekai, Te Arani, or outside the front gate at the main road entrance.

10.0 ILLEGAL DRUGS

10.1 The use of illegal drugs is strictly prohibited on the Te Rito Marae Complex.

10.2 Any person found to be taking drugs on the Te Rito Marae Complex will be reported to the Police and banned for a period agreed by the Te Rito Marae Trustees.

11.0 GANG PATCHES OR REGALIA

11.1 The wearing of gang patches or regalia are not permitted on the Te Rito Marae Reservation. Anyone wearing this will be asked to remove it or leave.

12.0 PERSONAL INJURY, LOSS OR DAMAGE

12.1 A basic First Aid Kit is available in the kitchen. It is requested that you provide your own.

12.2 The Te Rito Marae Trustees are not responsible for any injury to any person or persons on the Marae.

12.3 The Te Rito Marae Trustees are not responsible for any loss or damage to any personal property on the Te Rito Marae Complex.

12.4 In the event of an emergency the Hirer is responsible for the Health and Safety of others.

13.0 MAINTENANCE / ISSUES

13.1 If there are any issues or concerns that may arise whilst Hiring the Te Rito Marae Complex, please contact your Marae Booking Representative to resolve it.

14.0 ALCOHOL CONDITIONS & RESTRICTIONS

14.1 There is a $1,000 bond for hireage of Te Rito Marae if the event/hui involves the consumption of alcohol.

14.2 The Hirer takes full responsibility for alcohol management including Security on the Te Rito Marae Complex for the duration of the booking.

14.3 Alcohol is prohibited from consumption in the entire area directly in front of the Wharenui (Marae Atea and Waharoa). NO EXCEPTIONS.

14.4 The Hirer must ensure that all tamariki are being cared for by a responsible adult AT ALL TIMES.

14.5 No alcohol is to be sold unless a license of consent has been organized and approved by local council and a copy given for the approval of a Te Rito Marae Trustee.

14.6 No alcohol consumption after 12am Midnight.

15.0 HIREAGE RATES

Hireage is calculated on a DAY or OVERNIGHT basis.

	DETAILS	GENERAL	CORPORATE
DAY HIRE	8am - 5pm	$250	$300
OVERNIGHT STAY	10am - 10am	$400	$600
BOND - No alcohol		$100	$100
BOND - Alcohol		$1,000	$1,000
BOOKING FEE	Due when booked	$100	$100

14.1 Bookings are confirmed once a $100 booking fee is received along with a signed copy of the Te Rito Marae Hire Agreement.

14.2 Full payment for Venue Hire must be made to the Te Rito Marae Booking Representative prior to arrival. The Hirer must advise this Representative when payment is made.

14.3 The $100 Bond will be repaid in full if Te Rito Marae is left clean, without damage and ALL rubbish including recycling is removed. All bins must be emptied and clean.

14.4 The designated Te Rito Marae Representative has the authority to shut down any event if the rules of this hire agreement are not upheld.

14.5 Should the hirer fail to uphold the tikanga of Te Rito Marae, future bookings will not be made available to the Hirer.

14.6 That hirer who is booking Te Rito Marae follows the Traffic Light System as stipulated by the Government for Vaccinated and Unvaccinated restrictions. The hirer is responsible and must ensure that this is adhered to.

Marae Guidance Framework

14.7 That no alcohol is permitted on Te Rito Marae during the Covid Traffic Light Red and Orange Levels.

14.8 A deep clean must be done at the conclusion of any hireage.

TE RITO MARAE HIRE AGREEMENT

BOOKING DETAILS

NAME (THE HIRER)		
CONTACT DETAILS	**PHONE:** **EMAIL:** **ADDRESS:**	
DATE/S FOR HIRE:	**Start:**	**Time:**
	Finish:	**Time:**
CATERING REQ.	YES / NO ***If YES number of people for catering:***	
PURPOSE FOR BOOKING:		
ALCOHOL	YES / NO ***If YES, is Liquor License Consent Required:***	

That the Hirer is responsible for the management and monitoring of the Covid Traffic Light System

PAYMENTS AND TERMS

The Hirer will pay Te Rito Marae the sum of $_____ per day for the Hireage of Te Rito Marae and facilities.

A Bond of $100 is required which will be returned if Te Rito Marae is left clean and without damage, marae inventory check complete and the rubbish and recycling appropriately disposed of.

The Bond will be repaid within THREE days once a Te Rito Marae Representative has completed the final inspection.

SIGNATURES

By signing this Agreement the Hirer agrees that he/she has read and accepts the conditions for hire of Te Rito Marae. The Hirer understands that failure to comply with these conditions will result in loss of bond and any future Hireage of Te Rito Marae.

THE HIRER	TE RITO MARAE REPRESENTATIVE
FULL NAME:	**FULL NAME:**
SIGNATURE:	**SIGNATURE:**
DATE:	**DATE:**

BANK ACCOUNT DETAILS: Te Rito Marae Trustees - 02-0332-0154719-00

REFERENCE: NAME of Hirer

Please advise your Te Rito Marae Booking Representative once full payment is made

Receipts will be given for cash payments

It is the responsibility of the Hirer to collect and remove all rubbish and recycling from the entire Te Rito Marae Complex upon completion of Hire. Failure to do so will incur a $100 fee.

All kitchen tea towels and aprons must be washed, folded and returned on completion of hire. Tea towels are NOT to be used for purposes other than drying dishes.