

SCHEDULE 2



AHIATEATUA A4

RONGOHAERE

HIREAGE AGREEMENT

March 2009

*Ahiateatua A4- Rongohaere Marae
Hireage Agreement*

**AHIATEATUA A4 – RONGOHAERE MARAE
HIREAGE AGREEMENT**

He Mihi

Naumai, haere mai ki Rongohaere Marae, ka nui te mihi kia koutou. The Trustees of Ahiateatua A4 - Rongohaere Marae would like to take this opportunity to welcome you, your whanau, organization. Thankyou for choosing to host your special occasion/event with us, we trust that the Marae facilities are in a satisfactory condition.

Hireage Agreement

The Marae Trustees have prepared the following Hireage Agreement:

Whanau/Organisation

Contact Person (The Hirer) _____

Phone/Cellphone _____

Email/fax _____

Physical Address _____

1. BOOKINGS

All Bookings are to be made by contacting Len and Maraea Butler, 068648889

A Hireage Agreement will be sent to Whanau/organisations wishing to use the Marae. The Hireage Agreement sets out how the Trustees would like the Marae Reservation to be used while under Hireage.

2. BOND

A Bond of \$100.00 is required to confirm the Booking. The Bond will be repaid to "the Hirer" once the Marae Reservation is returned in a satisfactory condition.

3. MARAE CHARGES

\$100 per day

4. EXTERNAL CATERERS If 'the Hirer' engages Caterers, i.e, individuals/whanau/businesses that make a financial gain from using the Marae facilities and equipment, the following costs will be invoiced to "the Hirer" as well as the marae venue charge:

If Whanau/organisations wish to use separate parts of the Marae, the following costs are set:

Cooking and Catering Facilities \$100.00 (gas, power, pots, cookers, steamers, ovens etc)

Wharekai 50.00 (tables & forms)

Servery 50.00 (crockery, hot food dishes etc)

Place setting per person \$ 1.05 (knife, fork, dessert spoon, plate, dessert bowl, glasses)

It is the responsibility of 'the Hirer' to ensure that Caterers leave all cooking utensils, equipment and the kitchen clean and in a satisfactory condition.

5. TANGIHANGA – Tangihanga has precedence over any bookings and is Koha

6. PAETAPU, WHARETIPUNA, WHAREKAI are special places on the Marae Reservation, parents and caregivers please teach your tamariki to respect these areas by telling them

7. PHOTOS, No photos are to be removed from the Wharetipuna. Copies will be made available if you contact Nicola Tuala, Trustees of Ahiateatua A4 - Rongohaere Marae, 133 Main Road, RUATORIA

8. MARAE EQUIPMENT – Marae Equipment is made available for your use at the time of Hireage.

9 HIREAGE OF MARAE EQUIPMENT; If whanau/organisation wish to use Marae equipment contact: Maraea and Len Butler at 068648889

10. BREAKAGES, LOSS of Marae equipment or facilities. Any broken, loss, ripped or soiled Marae equipment will be invoiced to the Hirer for cleaning, replacement or repairs(that cost in excess of the bond)

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11. **INVENTORY OF MARAE EQUIPMENT** is provided with the Hireage Agreement. To be signed over to the Hirer, and signed back by Marae Inventory Team on behalf of the Trustees
12. **WASTE MANAGEMENT** - Please remove all rubbish from the Marae reservation
13. **LAUNDRY OF LINEN & TEA TOWELS**- If the Hirer chooses to launder linen and tea towels please return clean to the Aunty Maraea as soon as possible. If the Hirer leaves the laundering for the Marae, a fee of \$75.00 for linen, or \$85 when tea towels included, will be charged on your invoice
14. **BREAKDOWNS & FAULTS** - If Marae facilities and equipment breakdown or are faulty, please report to: Len and Maraea Butler, 068648889 as soon as possible
15. **GROCERY ACCOUNTS** - No Grocery Accounts shall be opened under the Marae name under any circumstances
16. **ALCOHOL**
No Alcohol may be consumed on the Marae Reservation unless the Hirer has satisfied the following:
 1. Apply in writing to the Chairperson, Rongohaere Trustees, state reason and time alcohol to be consumed
 2. Submit a Risk Management to manage underaged drinkers, and intoxicated and abusive people as a result of not managing their alcohol intake
17. **HE MARAE AUAAHI KORE** - Our Marae Reservation has designated areas for Smoking Tobacco, this is by the Cooks Shed, and the womens toilet when raining
18. **HE MARAE TUKINO KORE** - We do not condone any forms of abuse on the Marae Reservation
19. **HE MARAE TARUTARU KORE** - The use of illegal drugs is not permitted on the Marae Reservation
20. **GANG PATCHES OR REGALIA** - The wearing of Gang patches or regalia are not permitted on the Marae Reservation
21. **ANIMALS** - Animals are not permitted on the Marae Reservation
22. **RESPONSIBILITY OF HIRER:**
 - a) Uphold the terms outlined in this Hireage Agreement
 - b) Ensure that the Marae Reservation is left clean and tidy;
 - (1) Stack all mattresses and pillows tidily in the Mattress room
 - (2) Hoover carpets and remove all rubbish from the Wharetipuna
 - (3) Stacked tables and forms tidily in Te Rangitawaea (wharekai)
 - (4) Leave all toilets and showers clean and tidy
 - (5) Leave all kitchen utensils and cooking equipment clean and tidy
 - (6) Sweep and mop floors all floors
 - (7) Remove all rubbish from the Marae grounds and facilities
 - (8) Escort intoxicated and underage drinkers from the Marae reservation,
 - (10) Ask any persons wearing gang regalia to remove it or ask them to leave the marae reservation
 - (11) Report any breakdowns or damage to Marae facilities and equipment to Nicola Tuala, 068648399
 - (12) Report any incidents you consider the Trustees should be informed about.

23. **PAYMENT** An invoice will be sent from the Marae Treasurer to "the Hirer" in the post

We the undersigned agree to the conditions of this Hireage Agreement between Ahiateatua A4 -Rongohaere Marae Trustees and the Hirer/ Whanau/ Organisation

Whanau / Organisation _____

The Hirer _____ (Please print name)

Sign Name _____ Date _____

For the Ahiateatua A4- Rongohaere Marae Trustees

Print Name _____ (Please print name)

Sign Name _____ Date _____

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