

WAIPAPA MARAE TRUSTEES

MARAE BOOKING POLICY AND BOOKING FORM

POLICY

1. All booking forms must be signed and returned to the Waipapa Marae Booking Administrator ensuring all the relevant information has been provided.
2. All bookings require a copy of your proposed programme to be attached to the original booking form.
3. A finalised copy of your programme must be provided to the Waipapa Marae Booking Administrator 7 days prior to the commencement of your hui
4. Additional booking information must be provided if requested by the Waipapa Marae Booking Administrator in order for your booking to be confirmed.
5. Pricing of your hui will be provided by the Booking Administrator once all the relevant information has been provided and confirmed.
6. 25% non-refundable bond is required to secure your booking once confirmed.
7. Final payment is required 7 days prior to the commencement of your hui.
8. In the event that a significant event is required at Waipapa Marae during the dates of your confirmed booking, the Waipapa Marae Booking Administrator will contact you as soon as possible. If cancellation is needed, a full refund of your bond will be provided.
9. In the event that a tangihanga at Waipapa Marae occurs during your hui, you will be informed immediately by the Waipapa Marae Booking Administrator. Tangihanga are a cultural priority for the marae and will take precedence but this is a rare occurrence. If cancellation is needed a full refund of your bond will be provided.
10. Waipapa Marae manages all media on and around the marae. If media coverage is required any time during your hui including mediums such as video cameras, photographers, news reporters, radio, television and/or print, livestreaming marae images onto social media such as Facebook, Instagram or Twitter, you must make this information available prior to confirming your booking.
11. If need be, Waipapa Marae reserves the right to decline any media requests at any time prior to and during your hui.
12. Food or beverages are to be consumed in the wharekai only, Te Maru o Hikairo. No food or beverages are to be consumed in the wharenuui or anywhere outside on the marae.
13. No alcohol is to be consumed or brought onto the marae at any time of your hui.
14. Waipapa is drug and alcohol free. Any person found with drugs or alcohol on the marae will be removed immediately.
15. Waipapa Marae is auahi kore, which means smoke free. Please ensure your programme includes information pertaining to auahi kore. Smoking must be conducted outside marae grounds with discretion.
16. Waipapa Marae is parakore which means zero waste. We ask that your programme include information pertaining to parakore so that we can ensure the appropriate disposal of waste is achieved.
17. Your organisation is liable for any marae damages or losses that occur to marae property during your hui.

18. Your organisation is responsible for the security of any valuables brought to the marae during your hui.
19. No goods or services are to be sold on marae grounds at any time.
20. Parking – No parking on the marae ātea, the area in front of wharenuī and wharekai. Parking is also prohibited in the area at the back of the wharekai looking out onto the Kāwhia harbour. Vehicles can drop off kai and pick up rubbish but must be removed immediately after drop off and pick up and parked in the parking area behind Ngā Taiwhakarongorua. Our sewerage infrastructure runs right through this area. **AS A RESULT, PARKING IS NO LONGER PERMITTED IN THIS AREA.**
21. **TEA TOWELS** - The washing machine and drier in the kitchen are to be used for **TEA TOWELS ONLY**.
22. **LAUNDRY** – Please note, we do not provide laundry facilities at Waipapa Marae. Please take your personal laundry home to wash.
23. Do not dry your towels out in public view. Please use discretion.
24. Do not use the washing machine or dryer to wash your clothes. If anyone breaks this rule you'll be removed from the marae on the grounds of committing an offensive cultural breach of our Ngāti Hikairo tikanga. Please uphold and respect this tikanga about health + hygiene. We do not wash our personal items in the kitchen where food is prepared.
25. Dirty nappies + personal hygiene- please show respect by removing these items from the marae yourself. This is not the responsibility of the marae staff. We do not have the facilities at Waipapa Marae to deal with this. We are a rural marae who respects parakore principles.
26. We ask all school groups to supply your own tea towels, sheets and pillow slips.
27. We ask all Ngāti Hikairo whānau groups who are using the wharenuī only to supply your own sheets and pillow slips also. If you have access to hire the dining room and kitchen, Te Maru o Hikairo, we will provide your bed linen. However, in the event you are not hiring any of the facilities but if you have been given access to the sleeping facilities the day before a tribal event like the poukai, please supply your own bed linen.
28. Poukai – if you're given access to sleeping and kai facilities, the access will not extend more than a day either side of the poukai, 12 March each year unless stipulated by the Marae Trustees.
29. For family events such as weddings, birthdays you will hire facilities on a day by day basis.
30. For tangihanga, the koha covers the period of the tangi which includes one day after the burial day to clean up all marae facilities and exit the marae as you found it. While we give precedence to tangi please be aware we hire out the marae for all sorts of events. In this regard we appreciate co-operation with the whānau pani to exit the marae no more than a day after the burial day.
31. Hurakohatu – for unveilings, the marae is available for hire on the day only. However, if whānau pani wish to hire the marae for a longer period, you may hire the marae at normal rates.