



# RIPIA MARAE POLICY MANUAL

RIPIA MARAE HIRE POLICY | POLICY #RMH180828

## INTRODUCTION

Ripia Marae is home to many whanau who whakapapa there. Ensuring that the facilities are readily available, maintained and kept up to date are one of our most important tasks for whanau to hire the marae and that they enjoy their stay and experience.

## PURPOSE OF POLICY

The purpose of this policy is to make whanau and community aware of our hiring processes, policies and procedures, and ensure that adequate communication is provided to support those who hire Ripia Marae, but also that everyone knows and understands our expectations as a Marae when hiring its facilities.

## FACILITIES INVOLVED IN THIS POLICY

The Marae hireage includes the facilities;

- Wharenuī (Meeting house - mattresses, pillows, pillowcases and sheets),
- Whare kai (Dining – tables & chairs and kitchen equipment);
- Whare paku (Toilets);
- Gas and Water charges.
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Power and Linen charges are separate.

## BOOKINGS PROCESS

- All bookings are to be made through the Marae booking officer, by calling **0800 1 RIPIA Option 1**
- A Booking form is required for each hireage and is to be completed by the Booking officer with the Hirer/Whanau, or can be done online at <https://ripiamarae.com/marae-bookings/>
- A booking fee of \$100 is required and non-refundable, however, full refund if cancellation is prior 2 weeks of booking;
- \$150 Bond is also required, it is refundable if there are no breakages and facilities are clean and tidy. Where Insurance is necessary the User will be required to pay the excess.
- There is no bond for tangihanga
- Additional charges will apply for power usage and Marae linen if used;
- The bond must be paid within 14 days failure to do so will result in the booking will be rebooked. Payment can be deposited into Ripia marae operational account **ANZ:11-5017-0001651-11**.

## TANGIHANGA

- Tangihanga takes precedence and If people have made a booking, the booking will be cancelled and a full refund will be made
- Tangihanga is koha basis.

## WHARE NUI

- Tikanga must be adhered to at all times;
- No running or jumping on mattresses or sitting on pillows;
- Only those with special needs and kaumatua can use the bed proper and foldaway beds;
- The capacity for overnight or sleepovers is 60-80 people comfortably;

## MATTRESS ROOM

- This is for storage of Mattress and Pillows only; whanau cannot sleep in the Mattress room;
- Mattresses must be stacked VERTICALLY, and pillows stacked on top of Mattresses.



# RIPIA MARAE POLICY MANUAL

## BACKROOM OF WHARENUI

- The back rooms is a restricted area at all times, Whanau cannot use this as the main entrance way.

## WHARE KAI

- The dining room capacity is 150 people maximum;
- All kitchen equipment must not be removed and not be misused.

## WHARE PAKU

- Hygiene practices must be adhere to;
- Tamariki must be supervised and there is to be NO playing in toilets and standing on BENCH

## SEATING;

- Toilets must be disinfected prior to departing the Marae and ALL rubbish removed by user prior to vacating Marae premises.

## MAINTENANCE SHED

- This is a restricted area at all times, no access will be given.

## EQUIPMENT

- All Marae equipment must be cleaned and put away before vacating the Marae premises;
- An inspection will take place with Caretaker, Doreen Milich and Melanie Russell.

## ALCOHOL

- Must not be consumed without approval from Trustees and managed by Marae Committee, and restricted to dining room area, all bottles and cans must be removed.
- Any breach of this will result in notice to the Hirer/Whanau on future ban of use of alcohol.

## SMOKING AREA

- A designated area is located behind the kitchen, near water tanks for smokers, please use cans provided. Any breach of this will result in notice to the Hirer/Whanau on future ban of use of smoking.

## DRUGS

- Zero tolerance, no use of any illegal drugs on all Marae properties including the open green space. Any breach of this will result in notice to the Hirer/Whanau on future ban and Police notice.

## GANG REGALIA

- Must not be worn on the Marae properties including the open green spaces. Any breach of this will result in notice to the Hirer/Whanau on future ban and Police notice.

## RUBBISH

- All rubbish must be removed from the Marae area by Hirer/Whanau
- Council rubbish collections are on Mondays and Council blue bags can be purchased at the Te Kopuru dairy or Dargaville Countdown. Hirer/Whanau can place Blue Rubbish at the end of drive way out on the road side.

## DECKING

- Decking is for pedestrian ONLY. No running or bikes on or children scooters must not be used on the decking.

		Policy Manual Version: 1
Approval Date: 28 <sup>th</sup> August 2018		Page 1 of 6



# RIPIA MARAE POLICY MANUAL

## BEDDING AND LINEN

- Mattresses and pillows for overnight stay are provided as part of the hirage costs;
- People are encouraged to bring their own linen (sheet and pillow case);
- Should Marae linen be used Hirer/Whanau will incur charges of \$50;
- All Mattresses and pillows are to be stored neatly in the Mattress room after use;
- Any accidents on mattresses or pillows or linen must be reported to the Caretaker.

## TOILETS

- Toilet paper, hand soap and paper towels are provided for the first day of Hirage, thereafter, Hirer/Whanau must provide their own toilet paper and toilet cleaners;
- The toilets must be left in high hygienic standard prior to departure; all the toilets, showers, floors and the toilet entrance must be clean;
- DISPOSAL NAPPIES or LADIES PERSONALS – these MUST be wrapped in newspaper before placing in rubbish bins. No exceptions;
- ALL RUBBISH must be taken away or removed prior to departure.

## KITCHEN

- Health and Safety standards must be maintained always;
- Detergent is provided for the first day of Hirage, thereafter, Hirer/Whanau must provide their own cleaning products;
- All Kitchen equipment must not be removed from Kitchen area;
- Kitchen and Dining room must be left clean and tidy at all times;
- Chiller shelves must be removed and sterilised;
- Refrigerator and oven shelves must be wiped thoroughly and left clean and tidy
- All Kitchen surfaces must be cleaned before departure;
- Any breakages or maintenance problems must be reported to the Marae booking officer.;
- A stocktake of crockery and cutlery must be taken prior to departure;
- Children must not be in the kitchen unless fully supervised.

## FIRST AID

- There are first Aid boxes located underneath the benches in the Toilets;
- The main First Aid Box is provided in the KITCHEN.

## DINING ROOM

- Tables and chairs must be cleaned and stored neatly in the storage area. (See diagram);
- No standing on tables or chairs;
- No sitting on tables;
- No using knives to cut directly on the table surface, use chopping boards;
- No sticking posters or decorations on walls or ceilings;
- No playing or running in the dining room;
- Table and chairs must not be removed from the dining room;
- All crockery trollies and servery trollies after use are to be parked in front of Rinsing area;
- Other trollies, the tamariki table and chairs are to located away from the walls and in the middle of the carpet area;
- The cup trolley must be left under the Urn and not used for any other purpose;
- All Rubbish bins must be disinfected;
- The carpet must be vacuumed, and lino floors mopped;
- Dining room must be left clean and tidy prior to departure.

		Policy Manual Version: 1
Approval Date: 28 <sup>th</sup> August 2018		Page 2 of 6



# RIPIA MARAE POLICY MANUAL

## RINSE AND WASH AREA

- Black trollies must not be removed from this area.
- All cups and glasses stacked in blue racks provided.

## RUBBISH

- All left over food must be removed before departure. No exception!!!!
- Hirer/Whanau are encouraged to bring containers to take away left over food.
- General rubbish must all be taken away or removed on departure.

## DAMAGES

- If any rubbish, damages, breakages, uncleanliness should be noted, repairs or replacements will be taken out of the BOND. However, should everything be satisfactory the BOND or the balance of the BOND will be reimbursed by the Marae booking officer.
- Other MAJOR breakages or repairs will incur additional costs.

TE MARAE O RIPIA

		Policy Manual Version: 1
Approval Date: 28 <sup>th</sup> August 2018		Page 3 of 6



# RIPIA MARAE POLICY MANUAL

## BOOKING FORM

**Group/Organisation:**

**Purpose of Booking:**

**Contact Person:**

**Address:**

**Phone:**

**Mobile:**

**Email:**

**Date In:**

**Date Out:**

**Time In:**

**Time Out:**

### COST SCHEDULE

**Bond is \$150**

\$100 booking fee is non-refundable, however, full refund if cancellation is prior 2 weeks of booking.

\$150 refundable subject to no breakages and facilities are clean and tidy. Where Insurance is necessary the User will be required to pay the excess

Tangihanga takes precedence and If people have made a booking, the booking will be cancelled and a full refund will be made.

**Rates**

As per rates schedule BELOW

**Additional costs**

Linen use, \$50.00

**Total Cost**

# RIPIA MARAE POLICY MANUAL

RIPIA MARAE



ko te uri-o-hau te hapa | ko ngati whatua te iwi  
0800 1 RIPIA www.RipiaMarae.com

## RATES SCHEDULE

RATES	AMOUNT
<b>Bond and Booking fee</b>	<p>\$100 booking fee is non-refundable, however, full refund if cancellation is made prior 2 weeks of booking.</p> <p>\$150 refundable subject to no breakages and facilities are clean and tidy. Where Insurance is necessary the User will be required to pay the excess.</p> <p>There is no bond for Tangihanga, see below. Where Insurance is necessary the User will be required to pay the excess This approach will be carefully monitored.</p> <p>Tangihanga takes precedence and If people have made a booking, the booking will be cancelled and a full refund will be made</p>
<b>Daily rate for beneficiaries; Te Ha, Te Uri o Hau and Te Runanga o Ngati Whatua.</b>	\$200 per day
<b>Tangihanga for 3 days</b>	<p>Koha basis plus utility costs power and gas at 50 cents per unit, water and linen (\$50)</p> <p>No bond, however, where Insurance is necessary the User will be required to pay the excess This approach will be carefully monitored.</p>
<b>Other use such as Whanau reunions, wananga for 3 days or less or 4 days or more</b>	Daily rates apply
<b>Marae fundraiser, events or working bees</b>	Rates are waived
<b>Corporate and government agencies</b>	\$350.00 minimum charge, the Marae booking officer is to negotiate the higher rate possible
<b>Local NGO'S</b>	Daily rates apply
<b>Local schools Te Kopuru Primary School is excepted.</b>	\$250 per day
<b>Whanau members subscriptions rates</b>	\$100 per day

*We Hope You Enjoy Your Stay...*

		<b>Policy Manual Version: 1</b>
<b>Approval Date: 28<sup>th</sup> August 2018</b>		Page 5 of 6