

# RĪPIA MARAE POLICY MANUAL

MARAE HIRING POLICYT – RMH180828 | POLICY



## 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.

## 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.

## POLICY/GUIDELINES

- The Marae hirage includes the facilities;
- Wharenuui (Meeting house - mattresses, pillows, pillowcases and sheets),
- Whare kai (Dining – tables & chairs and kitchen equipment);
- Whare paku (Toilets);
- Gas and Water charges.
- Power and Linen charges are separate.

## BOOKINGS PROCESS

- All bookings can be made directly through the Marae Bookings Officer, by calling **0800 1 RĪPIA Option 1 – or –** for the hirer to lodge a Booking Form which can be done online at <https://ripiamarae.com/marae-bookings/>
- A booking fee of **\$100** is required and non-refundable, however, a full refund will be given if the cancellation is 2 weeks prior of booking.
- **\$150 Bond** is also required and is refunded 7 – 14 days after your booking upon sign off from the Bookings Officer that there are no breakages and facilities are clean and tidy. Where Insurance is necessary, the Hirer will be required to pay the insurance excess.
- The Daily Booking Fee is **\$250.00** per day.
- Please note there is **no bond** for tangihanga.
- Additional charges will apply for excessive power usage and Marae linen if used.
- The bond must be paid within 14 days before your date of event. Failure to do so will result in your tentative booking to be rebooked.
- Payment can be deposited into Ripia Marae Trust operational account:  
**KiwiBank: 38 9022 0791166 00**
  - **Particulars:** *Customer Number* | **Reference:** *Invoice Number*

## TANGIHANGA

- Please note that Tangihanga takes precedence.
- If people have made a booking, the hirer will be notified, and the booking cancelled with a full refund of what has been paid for your booking – we apologise in advance.
- Tangihanga is koha basis.

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## GIVING KOHA

- Giving of koha practices is accepted on Ripia Marae.
- If you have made payment online but would like to follow through with the handing over of an envelope, we encourage you to print off confirmation of payment made to our account, place this in an envelope and this can easily be exchanged during whaikorero.
- If you require a receipt for any monies paid, please email us at [treasury.ripiamarae@gmail.com](mailto:treasury.ripiamarae@gmail.com) stating the date, amount and reference and we will have one issued directly to your email.

## WHARENUI

- Tikanga must be adhered to at all times.
- No running or jumping on mattresses or sitting on pillows.
- Only those with special needs, kuia and kaumatua can use the stretcher beds and hospital bed.
- 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 neatly.

## BACKROOM OF WHARENUI

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

## WHAREKAI

- The dining room capacity is 150 people maximum.
- All kitchen equipment must not be removed and not be misused.
- Any damages or breakages will incur a cost to the hirer.

## WHAREPAKU/WHAREITI/SHOWERS/TOILETS

- Hygiene practices must be adhered to at all times.
- Tamariki must be supervised and there is to be NO playing in toilets and standing on BENCHES.
- Please assist us by ensuring that the squeegee is used in the shower rooms where there is excess water runoff.
- Toilets must be disinfected, scrubbed, and sanitized prior to departing the Marae
- Toilet paper, hand soap and paper towels are provided for the first day of Hirage, thereafter, the 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.

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## MAINTENANCE SHED

- This area 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 by the Bookings Officer and is subject to reimbursement of your bond.

## ALCOHOL

- Must not be consumed without approval from Trustees and managed by the Working Committee.
- Alcohol consumption is restricted to the dining room area only, all bottles and cans must be removed by the hirer. Failure to do so will result in additional costs or surrendering of your bond.
- Any breach of this will result in notice to the Hirer/Whanau on future ban on 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

- Ripia Marae has a ZERO tolerance for the consumption and use of any illegal illicit drugs on all Marae properties including the open green spaces. Any breach of this will result in notice to the Hirer/Whanau and a notification to the Police.

## GANG REGALIA

- Ripia Marae has a policy of No Gang Regalia. Bandana's, Patches, representative colours or the alike in association to Gang's must NOT be worn on the Marae properties including the open green spaces or Urupa. Any breach of this will result in notice to the Hirer/Whanau.

## RUBBISH

- All rubbish, including food scraps and recycling, 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 driveway out on the road side.

## DECKING

- Decking is for pedestrians ONLY. No running, bikes, skates, roller blades or scooters to be used on the decking.
- Please ensure elderly are supported especially during wet weather.

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## BEDDING AND LINEN

- Mattresses and pillows for overnight stay are provided as part of the hiring costs.
- People are encouraged to bring their own linen (sheet and pillowcase).
- 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 Bookings Officer.

## KITCHEN

- Health and Safety standards must be maintained always.
- Detergent is provided for the first day of Hirage, thereafter, the 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 Bookings 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 be 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 emptied and disinfected.
- The carpet must be vacuumed, and lino floors mopped with hot disinfected water.
- Dining room must be left clean and tidy prior to departure.

## RINSE AND WASH AREA

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

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## 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 Treasurer.
- Other MAJOR breakages or repairs will incur additional costs.

## POLICY REVIEW

This policy can be reviewed and/or amended at a Ripia Marae Annual General Meeting once notice for amendments and changes has been lodged with the Marae Secretary.

If you require any further support or have any questions about this hiring guide, please feel free to contact the Marae Bookings Officer – 0800 1 RĪPIA (174 742), or [bookings.ripiamarae@gmail.com](mailto:bookings.ripiamarae@gmail.com)

*By proceeding with your booking of the Marae, you agree to the terms and conditions of this policy.*