



Te Puna Ō Te Mātauranga



Guidelines for booking the Marae facilities

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INTRODUCTION

Nau Mai – Haere MaTe Puna Ō Te Mātauranga are pleased that you are interested in booking Te Puna Ō Te Mātauranga Marae. The following guidelines are provided to all users to make your stay easy and enjoyable. If you have questions relating to the Marae that are not answered in the guidelines, please feel free to ask the Marae Kaitiaki.

We hope you enjoy the use of Te Puna Ō Te Mātauranga Marae Facility. Please let us know if there is anything further we can do to improve our facilities or users experience.

Te Puna Ō Te Mātauranga Marae facility is available for students, staff and the wider community. If you have never been on to our Marae before, then it is usual practice to go through a powhiri/mihi whakatau.

PLEASE also note that a whakanoa part is an important part of the process and hirers should organise for this to occur following the formal part of the ceremony. This is the kapu ti part of the process and brings the formalities to an end.

Mauri ora.

BOOKING PROCESS

To book Te Puna ō Te Mātauranga Marae, all potential hirers must make the initial contact with our Marae Poutiaki. Ph: 09 470 3613 or email: maraebookings@northtec.ac.nz to determine your overall requirements for use of the marae and whether or not the marae is available on the dates requested. This will be the first step in the process for availability, but it is not a confirmed booking until all the paperwork has been processed. Please see below -

1. Hirer enquires with Poutiaki for availability of marae.
2. Poutiaki confirms available dates.
3. A BOOKING PACK is sent to the hirer either as an electronic copy or a hard copy.
4. Booking form is completed by hirer and an appointment is made with Poutiaki to go through completed booking form and guidelines for hireage.
5. Poutiaki then requests an invoice to be raised by our Finance Department. The invoice is then sent out to the contact person on the booking form.
6. Once this has been completed, the Marae Poutiaki will advise confirmation of the booking of the marae. Please note, that the booking form must be received before your booking can be finalised and that NorthTec – Taitokerau Wānanga.
7. The hirer can uplift the key from Marae Poutiaki at a time suitable to both parties by prior arrangement so that the Marae Poutiaki can run through the usage guidelines and expectations and confirm resources available with the hirer prior to the commencement of the scheduled booking. Prior to the booking commencing there will be an ENTERING checklist to be completed by both the Marae Poutiaki and the hirer.
8. Prior to final departure, the hirer must run through the facility with the Marae Poutiaki and complete the VACATING Checklist to ensure the Marae is clean and tidy and all breakages, loss, damage and maintenance is identified, and issues recorded.
9. The hirer will return the key to the Marae Poutiaki or if outside of work hours into the Drop Box located on the entry door at the Te Puna office.
10. The hirer completes the feedback and evaluation form to advise of any recommendations to improve the quality of service.
11. If there is any damage or remedial cleaning required; NorthTec will invoice \$100 for the cleaning charge.

TERMS AND CONDITIONS OF USE

NorthTec - Taitokerau Wānanga provides crockery, cutlery, kitchen utensils, mattresses, sheets, tables and chairs to the maximum numbers able to be catered for with the Marae. **Any requirements outside of the maximum available are the responsibility of the external hirer/and or Internal staff.**

The hirer (internal or external) is to provide **own bedding including pillows, food, tea-towels, tablecloths, cleaning detergents and other consumables.**

The hirer (internal or external) must use sheets on the mattresses. Mattresses and linen must only be used within the Marae. Under no circumstances should hirers use mattresses without coverings. After use, linen must be placed in the blue laundry bag provided and left in the mattress room.

The hirer (internal or external) is to remove all food scraps and rubbish from the premises.

The hirer (internal or external) is to clean the building/s and **ALL** facilities used before leaving. Please ensure the cleaning schedule is followed as failure to do so will result in a further \$100 cleaning charge being applied. The hirer will be responsible for any damage or loss of Marae Property while the hirer has the use of the facilities.

The Marae facility is a smoke free area.

No intoxicating liquor or drugs may be brought onto the Campus grounds or buildings.

The hirer shall conduct its business on the Marae in a clean, professional, ethical manner at all times and will be responsible for the conduct of all persons attending the premises whilst upon NorthTec grounds.

The Hirer must confirm a designated contact person who will be on site throughout the period the Marae is hired.

If you will not be present at your hui, please ensure that an alternative contact person is advised on the form prior to the commencement of the booking. This person undertakes full responsibility for ensuring the Marae is left in the condition it was found and all equipment is returned to where it should be. Please ensure the Marae Poutiaki is advised of the contact details for this designated person or of any changes from the information supplied on the Booking Form.

Security Staff are on duty at NorthTec campus and will check with you from time to time. When hiring Te Puna ō Te Mātauranga Marae, the hirer takes full responsibility for ensuring all users' belongings are secure. **For emergencies phone Security on 021 948 492.**

Hirers (internal & external) must nominate a Safety Warden who is responsible for ensuring the safety of all people using the Marae. Please ensure the safety Warden is familiar with the Safety Procedures outlined below. On the sound of continuous ringing of Fire Alarm everyone must evacuate the buildings immediately by the designated exit. Groups hiring these facilities should familiarise themselves with the evacuation procedure and assembly points as outlined.

Any personal items left in the Marae after your Marae booking will be held in the storage room for a maximum of one week for collection. If not collected within that timeframe, items will be disposed of.

Any variance from these conditions will result in the immediate cancellation of the current and all future bookings made by the Hirer.

Please Note: NorthTec reserves the right to cancel or amend bookings. These usage guidelines are subject to change. For further information please contact the Marae Poutiaki on Telephone 09 470 3613 or via email maraebookings@northtec.ac.nz

CLEANING SCHEDULE

At the conclusion of your visit, you will need to ensure that the following is completed prior to your departure.

All areas of the Marae complex must be cleaned by the hirer (internal & external) at the completion of the booking period including Wharehui, wharekai, toilets, showers, surrounding deck areas and any additional rooms used.

PLEASE FOLLOW THE KEYPOINTS FOR THE MARAE AT ORANGE

WHARE HUI

- Mattresses should be returned to the mattress storeroom and stood on their ends, as they were found using the bungee cords to secure. Mattresses should not be left blocking the exit door to the rear of the mattress storeroom as this is a health and safety issue and may affect the on-going viability of the Marae.
- Sheets need to be used on all mattresses. After use, linen should be removed and placed in the laundry bag and left in the mattress storeroom. For any accidents, please ensure the sheets are rinsed prior to being placed in the linen hamper and any mattresses are left to the side of the stacks to alert the cleaners that the mattresses need airing.
- Floors should be vacuumed. The vacuum cleaner is located inside the mattress storeroom and should be emptied after use and returned to the linen cupboard with cords and hoses stored as found.
- Pick up any rubbish on the floor.
- The current seating arrangement in the Whare hui must be maintained, please return chairs as they were found.
- Ablution block including the showers, hand basins, toilet bowls and mirrors must be cleaned. The floors should also be mopped, and the rubbish removed. Please do not use the kitchen mops or brooms.

WHARE KAI

- Everything must be wiped down.
- Please ensure all dishes are washed, sterilised and returned to the appropriate place for Poutiaki can count back in.
- Please empty all bowls of sugar, coffee and tea and clean.
- Tables must be wiped down; chairs and tables must be stacked as they were found.
- Floors must be swept – dry mop for dining area and wet mop for the kitchen area.
- Leftover kai (food) must be removed by those that book the marae. Please provide your own containers.
- Benches must be left clear, wiped and left clean.
- Ovens, stoves, fridges, freezers and microwave must be cleaned thoroughly.
- If signs are put up, they must be removed after the event. No tacks should be used at any time and no blue tack should be left on the walls.
- The hirer is to remove all rubbish from the premises.
- Please note that should the marae facility require and cleaning after you vacate, an account will be posted to you to recover the cost.

EQUIPMENT AND LIGHTS

- Turn off the lights.
- White boards must be wiped clean.
- Any equipment used to be cleaned and left clean.
- All kitchen utensils and equipment must be cleaned thoroughly and returned to the appropriate storage shelves

HEALTH & SAFETY

- Do not leave cords lying around.
- Toilets are located next to Wharekai.
- **Security Staff** are on duty and will check with you from time to time. For emergencies, please phone **United Security on 021 948 492**. (For weekend bookings)

SAFETY PROCEDURES

- If you discover a fire
 - Raise the alarm immediately by operating the nearest fire alarm.
 - Ensure Fire Service is called using 111. This may be done using telephone in neighbouring premises, a cell phone outside or, if safe to do so, from within the building. Clearly state the NAME & ADDRESS of the building and NATURE OF THE EMERGENCY (fire, bells ringing etc.).
 - Potentially dangerous processes or machinery should be shut down, if possible do so safely and with no delay.
 - Leave lights on. Leave immediately by the NEAREST safe exit route. Move quickly but DO NOT RUN
 - Report to the Assembly Area (CARPARK)
 - Stay outside the building until the “all-clear” is given.
 - Firefighting should only be attempted if it is safe to do so.
- If you hear the fire alarm or are warned of a fire
 - Follow the instructions of your Safety Warden
 - Potentially dangerous processes or machinery should be shut down, if possible, do so safely and with no delay
 - Leave by the nearest safe exit route Move quickly Do Not Run
 - Assist any person with disabilities
 - Report to (CARPARK)
 - Stay outside the building until the “all-clear” is given

HIRE FEES – External Only

Corporate Groups: Business, Government Departments, DHB, Local Councils, Iwi Trusts/ Runanga, other Tertiary Education Providers.

- \$450 Overnight external hire, per night charge (Friday – Sunday hire only)
- \$350 Corporate day hire (entire complex)
- \$300 Whare Kai and kitchen only hire day charge
- \$4 per sheet \$2 per pillowcase cleaning charges
- \$100 cleaning fee

Community Groups: inc Raumanga community groups, Non-Governmental Agencies, Not for Profit Groups/ Charities, Hapu groups, ECE, Primary Schools and High School Groups.

- \$250 Overnight external hire, per night charge (Friday – Sunday only)
- \$150 Community daily hire charge (entire complex)
- \$100 Whare Kai and kitchen hire only day charge
- \$4 per sheet \$2 per pillowcase cleaning charges
- \$100 cleaning fee will be charged if marae not

Prices quoted are subject to change without notice and include GST.

If the state of the Marae upon your departure is not in accordance with the Hirer Responsibilities - Housekeeping Rules, you will be charged \$100 penalty cleaning fee.

Please also be advised that the hire of the Marae does not include the following:

- Catering
- Coffee, tea, Milo, sugar or milk.
- Pillows, tea towels, tablecloths dishwashing detergent, cleaning tools and supplies. Please supply your own.

PAYMENT

Once you have received confirmation that the facility is available an invoice will be processed and emailed to you. Payment is to be made to:

Northland Polytechnic – Tai Tokerau Wānanga
Westpac
Rathbone Street, Whangarei
03-0104-0981085-000

Please input: Particulars – Name
Reference – Invoice Number

We will endeavour to confirm your booking within 3 working days. The hours of Reception are 8am – 4pm Monday to Friday. Payment by cash or cheque or direct credit. Credit card is not accepted. Please have your invoice number available.

For any enquiries, please contact: Marae Poutiaki. Ph: 09 470 3613. Email: maraebookings@northtec.ac.nz

CANCELLATIONS

All cancellations must be notified to the Marae Poutiaki in the first instance. Advance notice of any cancellations would be appreciated but no less than 7 days prior to the commencement of the booking.

MAXIMUM OCCUPANCY: WHARE-KAI – 120, WHARE-HUI – 70 (Sleeping) & 180 (Hui)

CATERING	Quantity	Required
Glasses – short	107	
Cups - white	41	
Cups - glass	13	
Bread Plates	122	
Bowls	125	
Dinner Plates	124	
Cutlery Trays	1	
Knives	100]	
Forks	100	
Spoons	100	
Teaspoons	10	
10L electric urns	2	
Condiment bowls	16	
Tea Pots with lids	5	
Toaster	1	
Toastie maker	1	
Steel Mixing Bowls - large	4	
Steel Mixing Bowls - medium	2	
Steel Mixing Bowls - small	0	
Graters	2	
Roasting trays - large	2	
Roasting trays – small	2	
Silver Platters	3	
Frying pan - large	1	
Frying pan - small	0	
Wok	2	
Chopping Boards - plastic	11	
Chopping Boards – wooden	3	
Stock Pot & lid - large	2	
Stock Pot no lid	2	
Medium pots with lid	2	
Spoons with holes	3	
Wooden Spoons - normal	2	
Wooden Spoons – large	1	
Ladles	3	
Spatula / rubber	0	
Whisks - normal	1	
Sieve - large	2	
Sieve - small	0	
Masher - normal	1	
Masher - large	1	
Ice Cream Scoop	0	
Egg Beater	1	
Egg slice/flip	1	
Peelers	3	

Tongs	6	
WHAREKAI	Quantity	Required
Chairs - Black	114	
Tables – wooden trestles	21	
Removable shelves in Chiller	2 x 3 shelf	
Fridge / Freezer	1	
Chest Freezer	1	
Chiller	1	
Sterilizer	1	
Industrial Electric Oven	1	
Gas - 8 Hob	1	
Gas Oven	1	
Industrial standalone cooker	1	
Continuous Hot Water Urn	1	
Rubbish bins - large	2lge 2sml	
Wharehui		
Chairs	73	
Mattresses	67	
Fitted/Flat Sheets	20	
Vacuum Cleaner	1	
Cleaning - Toilet Only		
Blue Bucket (Industrial)	2	
Mops	2	
Cleaning - Wharekai Only		
Yellow Bucket (Industrial)	2	
Mops	2	
Brooms - small	3	
Brooms - large	4	
Brush and Pan (set)	1	

Please note:

The above resources are included in your hire fee. Any loss or damage of the above will be charged accordingly.

Tea towels, tablecloths and detergents are not included. Please arrange your own supplies.

ADDITIONAL ITEMS AVAILABLE ON REQUEST

Conference Table - Whare hui only	
White Board	
Data Projector	

REQUEST to HIRE TE PUNA Ō TE MĀTAURANGA AND TE PUNA Ō TE ŌRANGA – EXTERNAL ONLY

NAME/ORGANISATION: _____

CONTACT PERSON: _____ PHONE: _____

EMAIL: _____ MOBILE: _____

ADDRESS: _____

REQUIREMENTS *please tick*: ☐ WHAREHUI ☐ WHAREKAI ☐ OVERNIGHT STAY (if applicable)

☐ POWHIRI ☐ CATERING ☐ PROJECTOR ☐ SCREEN ☐ GUEST WIFI ☐ CLASSES

DATES AND TIMES FACILITY REQUIRED: Dates: _____

Times: _____

NUMBER OF PEOPLE EXPECTED: _____

PURPOSE OF VISIT:

BANK ACCOUNT DETAILS REQUIRED (Deposit Slip Attached) YES ☐

Or if you are a corporate group, do you have a purchase order number? YES ☐

Purchase order number: _____

HIREAGE FEES: COMMUNITY GROUPS: e.g., Non-Governmental Agencies, Not for Profit Groups, Charities, Hapu Groups, ECE, School Groups.

- \$250.00 Overnight external hire, per night charge (Friday to Sunday only)
- \$150.00 Community daily hire charge (entire complex)
- \$100.00 Whare Kai and kitchen hire **only** day charge
- \$4.00 per sheet (Cleaning charges)
- \$100.00 cleaning fee (penalty charged if marae not cleaned)

CORPORATE GROUPS: e.g., Business, Government Departments, DHB, Local Councils, Iwi Trusts/Runanga, other Tertiary Education Providers.

- \$450.00 Overnight external hire, per night charge (Friday to Sunday only)
- \$350.00 Community daily hire charge (entire complex)
- \$300.00 Whare Kai and kitchen hire **only** day charge
- \$4.00 per sheet (Cleaning charges)
- \$100.00 cleaning fee (penalty charged if marae not cleaned)

FEEDBACK & EVALUATION FORM

NAME/ORGANISATION: _____

CONTACT PERSON: _____ **PHONE:** _____

EMAIL: _____ **MOBILE:** _____

ADDRESS: _____

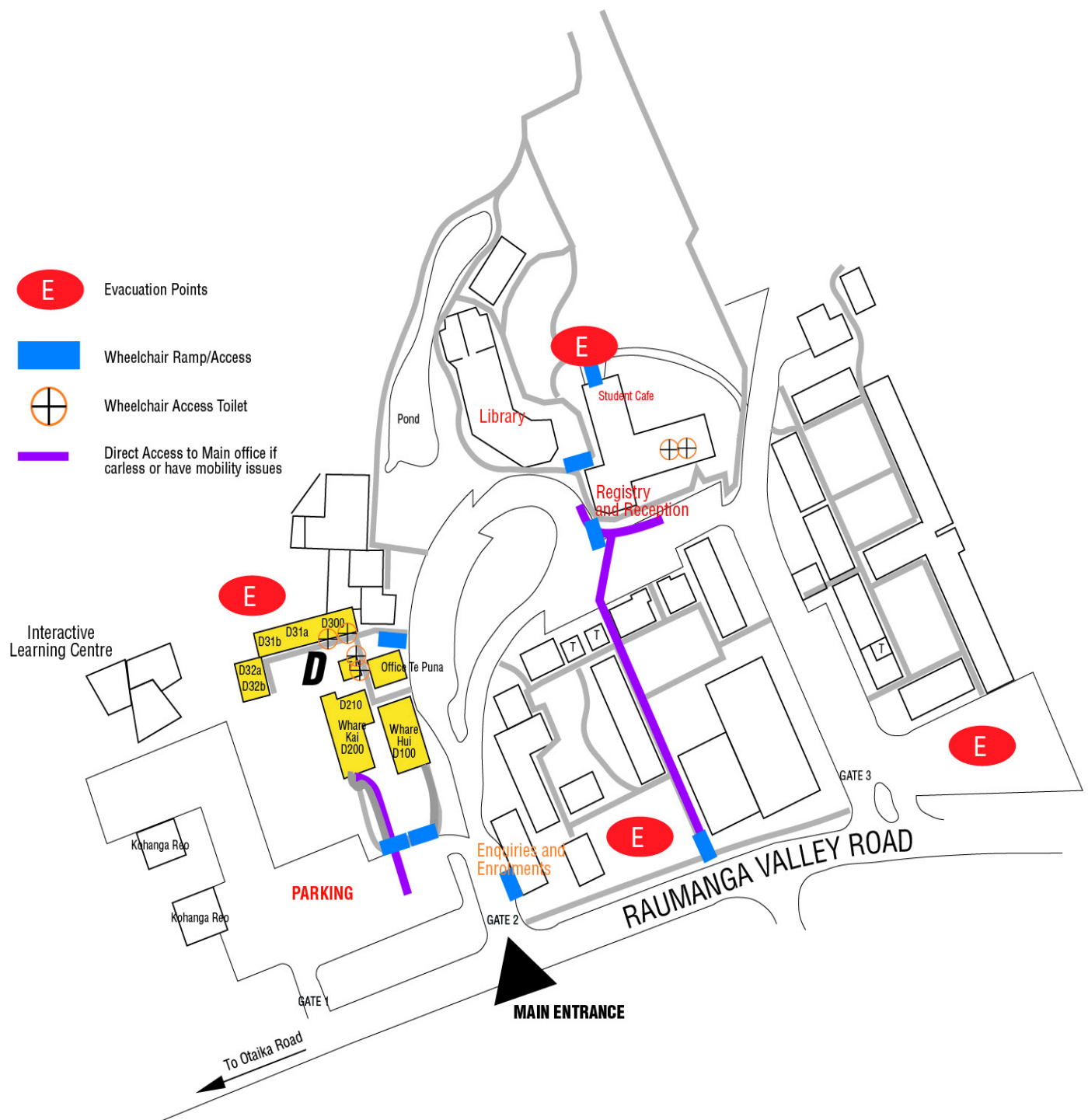
DATES AND TIMES FACILITY USED: _____

COMMENTS ON SERVICE RECEIVED WHEN HIRING THE MARAE:

COMMENTS ON FACILITY:

PLEASE ADVISE OF ANY MAINTENANCE AND/OR REPAIR ISSUES:

Thank you for taking the time to provide us with your feedback. This information is important as we continuously work to improve both the facilities and the services provided at Te Puna Ō Te Mātauranga.



ENTERING/VACATING CHECKLIST

NAME/ORGANISATION: _____ **DATE:** _____

IN **OUT**

		Used Linen placed in Laundry Bags by exit door in Mattress Room
		Mattresses stacked neatly upright as found, away from the emergency exit, and secured
		Chairs in Whare hui returned to three neat rows each side facing one another
		Whare hui vacuumed and left tidy
		Crockery cleaned, sterilised and returned to correct place in Crockery Cupboard in stacks as stated
		Utensils and implements counted and returned to Storage Cupboard in correct place
		Dining Chairs stacked in groups of 5 along the left rear wall in the Wharekai
		Tables stacked on trolley at the back of the Whare kai
		Fridges / Freezers emptied and wiped clean
		Ovens / Microwave / Steriliser emptied and wiped clean
		Whare kai swept and mopped, benches and cupboards wiped clean
		Ablution blocks cleaned thoroughly including hand basins, toilets and urinals and floors mopped
		All food and personal items removed
		All rubbish removed
		Chiller emptied, tidied and turned off
		All lights turned off
		All doors and windows locked
		Keys returned to Marae Poutiaki

Marae Poutiaki: _____ **Date:** _____

Hirer: _____ **Date:** _____

TE PUNA O TE MATAURANGA MARAE

Marae at Orange – He Kupu Awhina I Nga Marae

Marae at Orange

KEY POINTS

- There is **no limit** for indoor or outdoor gatherings.
- You do not need to wear a **face mask** at a gathering, but it is encouraged.
- Workers and volunteers at gatherings must wear face masks — unless they are exempt.
- There is no requirement to scan in but we encourage all to continue to do so. Sanitiser will be available in the wharehui and wharekai.
- **ALL BOOKINGS** – please sanitise all surfaces in the Whare Kai and seating in the Whare Hui at the end of the booking

Gatherings can go ahead

All types of gatherings can go ahead, including weddings and civil union ceremonies, faith-based gatherings, funerals and tangihanga, club functions, community fairs and social sports.

You do not need to wear a face mask when attending a gathering, but it is encouraged.

Workers and volunteers at gatherings must wear face masks — unless they are exempt.

Performers and formal speakers do not need to wear a face mask when performing or speaking. They should wear face masks when not performing or speaking.

Please note: At this time there will be no hariru or hongis