TE AKA PUAHOU PRESBYTERIAN CHURCH OF AOTEAROA NEW ZEALAND PO BOX 72, Whakatane 3158

Te Maungarongo Marae – Ohope Marae Booking Form

Contact Person:					
Organisation:					
Phone:	Mobile:		Email:		
Address:					
Duration of Hireage:	Arrival:	Date: .		Time:	
	Departure:	Date: .		Time:	
Purpose of Hireage: (e.g. Wananga/ Hui/ Wedding etc):					
Number Attending: Adults:			Children: (5 –	12 years)	
Do you require catering? (Minimum number 15)			Yes 🗆	No 🗆	
Special dietary needs, if any: To be self-provided					
Bank account details, in the event of bond return:					

Please read the following before signing this form (below):

Ohope Marae Conditions of Use

- That the bond of \$400 (plus GST) is to be paid within seven days from the date of application for hireage of the Marae, which will also serve as confirmation. The remaining balance, including catering, must be paid at least a minimum of 7 days before arrival of any group. In the event that the booking is cancelled, the amount of \$100.00 (plus GST) will be deducted from the bond.
- 2. In the event that the complex is not left in a clean and tidy condition, and/or, should any damages or losses be incurred, cleaning and replacements will be the responsibility of the hirer and the cost will be deducted from the bond.
- 3. The cost of the disposal of rubbish will be the responsibility of the Marae Committee.
- 4. The remainder of the bond, after consideration of (1), (2) and (3) will be refunded to the hirer within seven days of the end of the hire.
- 5. Liquor, solvent sniffing and gambling are strictly forbidden on the Marae complex and except where medically prescribed, drugs are also forbidden.
- 6. No smoking or vaping is allowed in any of the Marae buildings. When smoking outside, please use receptacles provided for butts.

- 7. Driving or parking of vehicles is not permitted on the Marae Atea, except under special circumstances, e.g. emergency services ambulance, fire service, funeral director vehicles.
- 8. Please note that the bush and tree line terraces are strictly out of bounds.
- 9. The taking of photographs inside the meeting house for commercial or any other use is strictly prohibited.
- 10. Footwear must be removed before entering the meeting house.
- 11. Mattresses are not to be used without sheets.
- 12. All soiled (used) linen is to be counted and bundled up ready for laundering.
- 13. After use, mattresses and pillows must be stored in the area indicated by the Caretaker.
- 14. Except under **very special circumstances**, animals are not allowed within the Marae complex.
- 15. Provided that the application for the hire of the Marae has been accepted, it may be hired on a flat rate per day or a flat day rate plus catering (catering charges vary). For day hire rate and catering fees, see <u>Hire Ohope Marae</u> page of this website.

I agree to the Conditions of Use for the Ohope Marae

Signed:				
Name:	Date:			
Please submit form (email/post):	Keitha Sumich Treasurer, Ohope Marae P.O. Box 72 Whakatane 3158 Email: ohopemarae62@gmail.com Mobile: 027 370 8608			
Once approval is given, bond payment is to be made by direct credit to:				
Ohope Marae Committee, ANZ account number: 11-6189-0290255-11				
For office use only				
Application approved/declined at Of	nope Marae Committee held:			
Signed:	Treasurer			
Date:	(Updated February 2024)			