

# Moteo Marae Terms and Conditions of Proposed Authorised Activities

## *whakapapa*

Ko Tuhirangi te maunga  
Ko Tūtaekurī te awa  
Ko Tākitimu te waka  
Ko Moteo te marae  
Ko Ngāti Māhu, Ngāti Hinepare, Ngai Tāwhao ngā hapu  
Ko Ngāti Kahungunu te iwi  
Ko Rangimārie te wharenuī  
Ko Hāmuera te wharekai  
Ko Turauwha te tangata

## Moteo Marae Charitable Trust

**Postal Address:** Moteo Marae, PO Box 7359 Taradale, Napier 4141

**Delivery Address:** 48 Moteo Marae Road, Puketapu, Napier 4183

**Chairperson:** Peter Eden Cell 021 671 312

**Administrator:** Annette Purves Cell 027 267 9678

**E-mail:** moteoreserve@gmail.com

## Proposed authorised activities which require prior authorisation of the Trustees:

- Hire of any building, equipment, grounds or facilities at the Marae
- To promote or hold any hui, wananga, sports event, concert, or any large gathering of persons at the Marae
- To hold any gathering of persons at the Urupa for interment or unveiling
- To hold other such activities as determined by the Trustees, including the airspace above the Reservation, shall also require prior approval.

*The upkeep of our Marae is paramount. During your visit, we entrust all whānau to respect and care for our Marae and Urupa including the surrounding grounds. Please leave it in a better condition than when you arrived.*

*Thank you for your Support  
Moteo Marae Trustees*

## Proposal of Activities on the Marae

Moteo Marae is available for hire to all descendants of the ancestors of the three hapū Ngāti Maahu, Ngāti Hinepare and Ngai Tawhao and include the wider community and the Corporate sector.

**All buildings and food preparation areas on the Marae are ALCOHOL, DRUG AND SMOKE FREE.** Your Proposal to hold activities authorised by the Marae Trustees will be confirmed and made secure upon receipt of a **Non-Refundable Booking Fee of \$50.00** which is over and above the cost of any services supplied.

**PLEASE NOTE that Tangihanga may take priority at Moteo Marae. Should this occur during your stay, you may be asked to vacate. However, the Marae Trustees will endeavour to reach a positive resolution for both parties.**

## Acceptance

Upon acceptance of this Proposal including a Waiver of Liability, and Security Cameras Policy, the Client is bound by these Terms and Conditions and a \$200 Bond is due seven (7) days prior to your booking date.

## Cancellation

Either party may cancel this Proposal giving twentyone (21) days notice BEFORE the confirmed dates either via phone, email or Txt. This timeframe allows for another Proposal to be accepted by the Marae. **The Booking Fee shall be forfeited if Cancellation is received WITHIN the twentyone (21) days notice period.**

Non-payment of an invoice may result in cancellation of the Proposal and the Bond may be used to offset any costs. If your circumstances change, please notify the administrator as soon as possible.

## Day of Arrival. Check-in from 12.00 Noon

The Marae shall be opened up by a Marae Representative, prior to 12.00 noon or at an agreed time of arrival. The Client will be shown around the complex, given Housekeeping notes of any Hazards, Health & Safety Procedures, Fire Emergency Instructions and Host Responsibilities, then left to their own kaupapa.

## Day of Departure. No later than 1.00pm

Before departure, the Client should contact the Marae Rep to secure the complex. It is the Client's responsibility to ensure any damage or breakages are notified to the Marae Rep and all FOOD WASTE is removed. All tables and chairs are to be returned to their normal storage position. All areas including toilets and showers are to be swept, vacuumed and mopped before departure and the vacuum emptied of rubbish.

## Linen and Laundry Costs

The Marae offers 30 single mattresses. Linen, if requested consists of a single bottom sheet, pillowcase, a pillow and teatowels. The cost of \$160.00 for linen includes laundry wash, dry and fold.

## Food Waste and Rubbish Removal

A large BLUE Waste Bin is provided for rubbish. The Client must provide their OWN rubbish bags, and wrap all rubbish before placing them in the BLUE Waste Bin. Please bring your own FOOD WASTE containers and **DISPOSE OF ALL FOOD WASTE SEPARATELY.**



**Recycling aluminium cans, plastic, glass** Please sort items for recycling and dispose the items yourself. Until the Puketapu Bridge is re-opened in June/July 2025, driving to the Recycling Centre will involve travelling along Omarunui Road to Waiohiki, then Springfield Road to the Recycling Centre.

## Use of Electric CombiOvens – Dry Heat or Moist Heat

Please ensure that you have a person who is familiar with the use of the CombiOven. Use the trays supplied, as they fit the CombiOven. Refer to the supplied instruction sheet on how to use the oven.

## Gas Equipment: 4-Ring Gas Stove; Stockpot & Wok Gas Rings

Anyone using the gas equipment must understand how to safely light and regulate the gas rings and be able to work with large heavy pots. Ensure only kitchen staff are in the vicinity of the cookers, stockpot, or wok whilst in use. Trolleys are available for transporting food to/from the gas equipment to the preparation areas. Gas bottles are securely located outside the kitchen and automatically feed the gas lines. Ensure all elements are switched off when not being used.

## The Wharenui – Sleeps 30 persons

It is the Client's responsibility to know how many people are sleeping in the Wharenui, and where the Fire extinguishers and Fire hoses are situated in case of fire. For safety reasons, please REMOVE shoes and place outside the Wharenui in an orderly fashion. Be aware of where they are when exiting, especially at night. **NO FOOD OR DRINK IS TO BE CONSUMED IN THE WHARENUI.**

## Security Cameras 24/7

Security cameras have been installed for the Safety of Clients using the Marae and operates 24/7. They assist with determining any unauthorised personnel entering the premises through monitoring, and may help prevent any unforeseen incidents that can affect the safety of everyone during their stay at the Marae. Precautions will be taken by the Trustees, to ensure that the Client's Privacy is maintained and not compromised.

## \$50 Connectivity Package – Internet with WiFi Services

These services are available upon request at a cost of \$50. The access code shall be given to an authorised person only. As there is NO LANDLINE available at the Marae, the Client must have access to a cell phone for outside communication and emergencies. The 65inch TV is available for Zoom meetings and for Projection of data.

## Extra Charges

Cleaning of the Marae complex, must be of an acceptable standard otherwise, \$120.00 will be charged for extra cleaning. Damage to Marae property, mattresses, linen plus any breakages or missing items belonging to the Marae, will result in the costs being deducted from the Bond and/or oncharged to the Client at the market rate.

## NO Smoking, NO Alcohol, NO Drugs, NO Gang Patches

There is absolutely NO Alcohol, NO Smoking permitted inside any of the buildings on the Marae. Children are reminded that there is NO Eating, NO Playing inside the Wharenui or on the Marae Atea.

**The designated smoking area is outside the Marae fenceline surrounding the complex. The Trustees of Moteo Marae will not tolerate any violence whatsoever. Police will be contacted immediately for any disrespectful disturbances.**