



## EXTERNAL BOOKING FORM

Please complete the following details and return to  
Michelle Robin, Admin Assistant to the PVC Maori Advancement,  
Private Bag 92006, Auckland 1020

***This should be read in conjunction with the Internal Information page 5.***

Department/Organisation \_\_\_\_\_

<b>I wish to apply for the hire of the:</b>	<b>Please tick</b>	<b>COST</b>	<b>Refer to Page</b>
Wharenui (Meeting House) - Te Purengi	<input type="radio"/> (if requesting separate)	_____	Page 5
Wharekai (Dining Room) - Te Kaipara	<input type="radio"/> (if requesting separate)	_____	Page 5
<b>BOTH AREAS</b>	<input type="radio"/>	_____	Page 5

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Reason for Booking \_\_\_\_\_  
\_\_\_\_\_

Invoice details (if different from above)

**AUT STAFF: Please make sure you attach an ICD to secure your booking.**

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Dates From \_\_\_\_\_ To \_\_\_\_\_

A maximum of two nights and three days hire only

Times From \_\_\_\_\_ To \_\_\_\_\_

Powhiri times are conducted Mon - Wed between 9.00a – 12.00p unless otherwise organised and agreed to.

**Powhiri** Time: \_\_\_\_\_ **Kaikaranga/Kaikorero** \_\_\_\_\_ **for manuhiri (visitor side) see page 5**

Numbers Attending \_\_\_\_\_

Overnight stay  Numbers Staying Overnight

Additional Requirements (Any other equipment will need to be organised by your organisation)	Tables	<input type="radio"/>	Chairs	<input type="radio"/>	Cutlery/Crockery	<input type="radio"/>
	Mattresses	<input type="radio"/>	*Linen	<input type="radio"/>	Tea Towels	<input type="radio"/>
	Audio/Visual Unit	<input type="radio"/>	Overhead Projector	<input type="radio"/>		

The terms and conditions of hire as stipulated on page 2 have been read, understood and accepted.

**\* There are additional charges for the use of linen (see page 5).**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

To be signed by the contact person in charge of hiring the marae

## TERMS AND CONDITIONS OF NGA WAI O HOROTIU MARAE

1. **CONFIRMATION:** To confirm your booking the completed booking form must be received via email or fax. If confirmation is not received, the Marae reserves the right to cancel the booking and allocate the venue to another internal or external client.
2. **CANCELLATION:** All cancellations must be notified to the Administration Assistant in the first instance.  
If notice of the cancellation is received by the Administration Assistant less than ten (10) working days prior to the function the hirer will be required to pay the Venue Admin Charge.  
If notice of cancellation is received by the Admin Assistant less than thirty six (36) hours prior to the function, the Hirer will be required to pay the full Venue Admin Charge, equipment and catering costs.
3. The Marae complex will be unlocked prior to your arrival. Security Staff is on duty and will check with you from time to time. For emergencies a Security phone is located at the rear door of the Wharenuui and the Wharekai kitchen area. Lift receiver and dial extension 9997.
4. The Hirer shall not advertise their presence on the Marae through any public media signs, broadcasts, or in any other manner whatsoever unless the consent of the Pro Vice Chancellor Maori Advancement is first obtained. No signs or any other display items may be attached to the walls or marae fittings at anytime. Any damage caused from this will be at the expense of the Hirer.
5. There are no dedicated carparks for Nga Wai O Horotiu Marae. There is a Wilsons carpark situated on St Pauls Street or Wakefield Street or at the Civic Carpark at the Aotea Centre.
6. The Hirer shall conduct its business on the Marae in a clean, professional, ethical manner at all times. The Hirer shall be responsible for the conduct of all persons attending the premises whilst upon AUT grounds.
7. The Campus is a smokefree environment. **SMOKING IS PROHIBITED** at all times within the buildings, on the grounds and the bridge.
8. No intoxicating liquor or drugs may be brought onto the Campus grounds or buildings. Liquor service in WA224A, B, Atrium and X Space must be in conjunction with the terms of the On License. In some instances for other venues a Liquor License can be arranged by the Hirer if prearranged and agreed to by the PVC Maori Advancement.
9. There is to be no food or lollies to be consumed on the Marae property including the Wharenuui –Te Purengi, marae area (area in front of the marae) the only exception is within the wharekai (Te Kaipara).
10. **CATERING:** The Hirer shall provide and be responsible for all catering arrangements and cleaning. Any leftovers should be removed before you depart and in your own containers.
11. **OVERNIGHT ACCOMODATION:** The Wharenuui will accommodate overnight guests. Pillows, sheets and mattresses are provided. There is an added cost for laundering of sheets and pillowcases (please refer to the Marae Internal/External Charge Rates pg 5). Blankets/sleeping bags and toiletries are the responsibility of the Hirer.
12. **HIRER RESPONSIBILITIES (attached):** The Hirer is responsible for ensuring that all housekeeping requirements are carried out before departure. Any extra cleaning required will be charged for at current award rates. The Hirer will be responsible for any damage or loss of Marae Property while the Hirer has the use of the facility(ies). Any damage caused from this will be passed to the Hirer and charged accordingly.
13. **FIRE OR EMERGENCY EVACUATION:** On the sound of continuous ringing of Fire Alarm everyone must evacuate the buildings **IMMEDIATELY** by the designated exit. There is an evacuation notice in every room and groups hiring facilities should familiarise themselves with the procedures to be followed.
14. School groups staying overnight or longer must provide a programme to the marae coordinator for the duration of their stay. There should be at least one adult per 7-8 pupils.
15. Any stationery, display materials, or items of clothing/blankets left in the marae after your marae booking will be held in the resource room of the wharenuui for a maximum of one week for collection if required. If not collected within that timeframe – items will be disposed of.

For further information please contact the administrator on Telephone: (09) 921.9999 extn 8819 or Fax: (09) 921.9971 or via email: michelle.robin@aut.ac.nz.

## Rules of Te Kaipara

<b>Te Kaipara – Dining/Kitchen rules to observe</b>
Never sit on tables or benches as this is for food. Seats are provided.
Karakia (grace) is usually said before each meal.
When finished eating you should take your plate to the servery where they can be scraped and ready for washing.
No steel heels to be worn on the floor.
Pyjamas and nightwear are for sleeping in and should not be worn into the dining room.
Cleaning equipment is kept in the storeroom. A mop, bucket and broom is provided please do not mix the equipment with that in the wharenuī.

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

<b>Te Kaipara – Dining/Kitchen</b>
Tables must be wiped/chairs pushed back under the tables (refer to diagram attached).
Floors must be swept – dry mop for dining area and wet mop for kitchen area. Mops/brooms/cleaning fluids are kept in the store room.
Excess chairs to be stored behind barriers in wharekai (refer to diagram attached).
Dirty tea towels to be hand washed and left draping over sink area to dry (do not leave in piles).
Dirty tablecloths should be put into the laundry bags provided.
Leftover kai (food) must be removed by those that book the marae. Please provide your own containers.
Light grey rubbish bins must be emptied and put into the dark green bin located under the stairs. Fill one bin at a time.
The light grey rubbish bin(s) must be washed in the sinks located in the store room and a new bin liner put into the grey bins (black bags located in the storeroom cleaning cupboard).
Benches must be left clean and nothing left on top apart from the first aid kit.
Ovens/Stovetops/Fridges/Freezer must be empty and cleaned.
Microwave must be cleaned.
Fridges must be wiped down and any excess food removed or put into the rubbish bins.
If the Bain Marie is used, it must be emptied and cleaned then returned to the area behind the barrier.
Everything must be wiped down.
If signs are put up then they must be removed after the event.
Tables/Chairs must be put back as noted in the diagram attached.
No tacks or blue tack should be left on walls
Please do not stack tables on top of each other as they are easily damaged.

## Rules of Te Purengi

<b>Te Purengi – Meeting House Rules</b>
Footwear must not be worn in the wharenuui.
Food or drink must not be taken into or consumed in the wharenuui.
Clothing/towels must not be hung on the carvings, walls, marae fence area and on the windowsills in the wharenuui. A Laundromat is situated on Mount Street, close to the Nga Wai O Horotiu Marae.
You are responsible for keeping your area tidy at all times.
You are responsible for ensuring your belongings are secure.
Do not sit on pillows or stand on mattresses.

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

<b>Te Purengi – Meeting House</b>
Put all used sheets and pillowcases into the <b>red</b> and <b>blue</b> laundry bags provided.
Vacuum the floor, one is kept in the wharenuui resource room.
Stack all mattresses evenly along the sides of the wall (refer to the setup diagram page 8).
Lay the pillows on top of the mattresses along the walls (refer to the setup diagram page 8).
Pick up any rubbish on the floor.
Ablution block including the wash basins, toilet bowls and mirrors must be cleaned. The floors should also be mopped and the rubbish emptied into the green bins under the stairwell in the car-park. Please do not use the kitchen mops or brooms.
Shower and shower curtains must be cleaned.
Cleaning materials are supplied and stored in the cupboards of the Resource Room.
If chairs and tables have been moved from Te Kaipara then please return them to the wharekai. An extra charge of \$100 per hour will apply if this isn't carried out.
The current seating arrangement in the wharenuui must be left as it is. If you are wanting to move the chairs please let the Marae Coordinator know otherwise an extra charge of \$100 per hour will apply (please refer to the setup diagram on page 9).

## NGA WAI O HOROTIU MARAE

### EXTERNAL INFORMATION

The AUT Nga Wai o Horotiu Marae facility is available for students, staff and the wider community. If you have never been onto our marae before then it is usual practice to go through a powhiri/mihi whakatau.

Nga Wai O Horotiu is located on the corner of St Pauls and Wellesley Street Campus and is in walking distance from Queen Street. You may hire Te Purengi and Te Kaipara as separate rooms or as both rooms. If a powhiri is conducted then both rooms would need to be hired.

### MARAE EXTERNAL CHARGE RATES

<b>BOTH ROOMS</b> (Te Kaipara – Kitchen/Dining and Te Purengi – Meeting house) (Full day is deemed as being from 8:30 – 4:30 pm) (Half day is deemed as being up to a total of 4 hours)	\$550 full day  \$400 half day
<b>One Room only</b>	\$275 full day \$200 half day
<b>NOHO MARAE</b> (A maximum of 2 nights and 3 day hire only) anything outside of these hours must be negotiated with the PVC Maori.	\$200 per night
<b>LAUNDRY</b> (Dependent upon numbers and use of linen i.e. tablecloths, sheets etc)	\$50 - \$150
<b>POWHIRI</b>	
<b>KAIKARANGA/KAIKORERO</b> (A Maori man and Maori woman to speak on behalf of your group)	\$200 full cost
<b>CARPARKING</b> There is no parking allowed under the marae as these are owned by AUT staff. If you park there you do so at your own risk.	
<b>SECURITY</b> (daily hours are Mon to Fri 7:30 – 5:30 pm) anything outside of these hours will be at an extra cost.	\$35
<b>KOHA:</b> Please note that the koha (donation of money) is an optional part of the powhiri process and is not included in the invoice. A receipt will be posted after the event.	

1. Charges can be negotiated with the Pro Vice-Chancellor – Maori Advancement.
2. If the state of the Marae upon your departure is not in accordance with the Hirer Responsibilities - Housekeeping Rules, you will be charged a cleaning fee at the current award rates.
3. Please also be advised that the hireage of the marae does not include catering and does not include Coffee, Tea, Milo, Sugar or milk. This is not the responsibility of the Office of the Pro Vice-Chancellor Maori or Te Ara Poutama. Please do not ask as a refusal often offends.

## OCCUPANCY

**WP102 Wharenuui Main Room** has a maximum occupancy of 120 – 150 persons standing or approx 120 seated. If staying overnight there is a maximum of 80 adults and 10 children.

**WP109 Wharekai Main Room** has a maximum occupancy of 120 persons standing or 80 seated comfortably.

WHARENUUI (MEETING HOUSE) FURNITURE/EQUIPMENT	
1 Overhead transparency machine 3 Whiteboards 49 Single mattresses 40 Pillows 80 Dark green chairs 20 Grey chairs 10 Dark blue floral chairs 1 TV/Video player on a trolley 1 Audio/Visual Unit	20 Duvet Covers and Duvet Inners (used for emergency backups only) *Sheets/Pillowcases *Disinfectant/Detergent/Toilet Paper/1 bucket and mop/1 vacuum cleaner Ladies toilet/shower (two of each) 1 Mens urinal and toilet combined with two showers 1 Toilet/Shower for the physically impaired 1 Telephone (internal calls only)
<i>NB: There is an extra cost for laundering of sheets/pillowcases etc.</i>	
WHAREKAI (DINING AREA) FURNITURE/EQUIPMENT	
17 Long collapsing tables 5 Long non-collapsing tables 4 Short tables 130 Plastic green chairs 2 green barriers 10 Red Table Cloths 10 White Table Cloths 1 Audio/Visual Unit	2 conventional electric ovens 1 microwave 2 fridges 2 wash basins 1 sterilizer machine 1 Baine Marie 18 Plastic Table Cloth covers 20 Teatowels (if used please wash)
<i>Cutlery/crockery/plates/knives/forks/spoons enough for 100 people. Pots/roasting dishes/chopping boards. If tables/chairs are moved from Te Kaipara into Te Purengi then we will charge a fee of \$100 per hour for moving them back into Te Kaipara.</i>	

## AFTER HOURS FUNCTIONS

Any functions exceeding our normal business hours of 8.30am – 4.30pm Monday – Friday will require an additional security fee of \$35.

An extra charge for special cleaning ranging between \$90 – \$150 may occur if the marae is not left in a clean state.

## PARKING

There is no parking on Campus or under the marae. Car parking is available at Wilson's Car park in St Paul Street or at the Civic Carpark (Aotea Centre). You will need to contact them for their hours.

For further information contact:

Michelle Robin  
 Administration Assistant to the Pro-Vice Chancellor Maori  
 Auckland University of Technology  
 Private Bag 92006 Auckland 1020  
 Telephone 921-9999 ext 8819  
 Email:mrobin@aut.ac.nz



### **Wellesley Campus Parking**

There is no parking at the AUT Wellesley Street Campus. Car parking is available at the Wilson's car park in St Paul Street or at the Civic car park at Aotea Square. You will need to contact them for their hours.

**Phone** (09) 307 9386

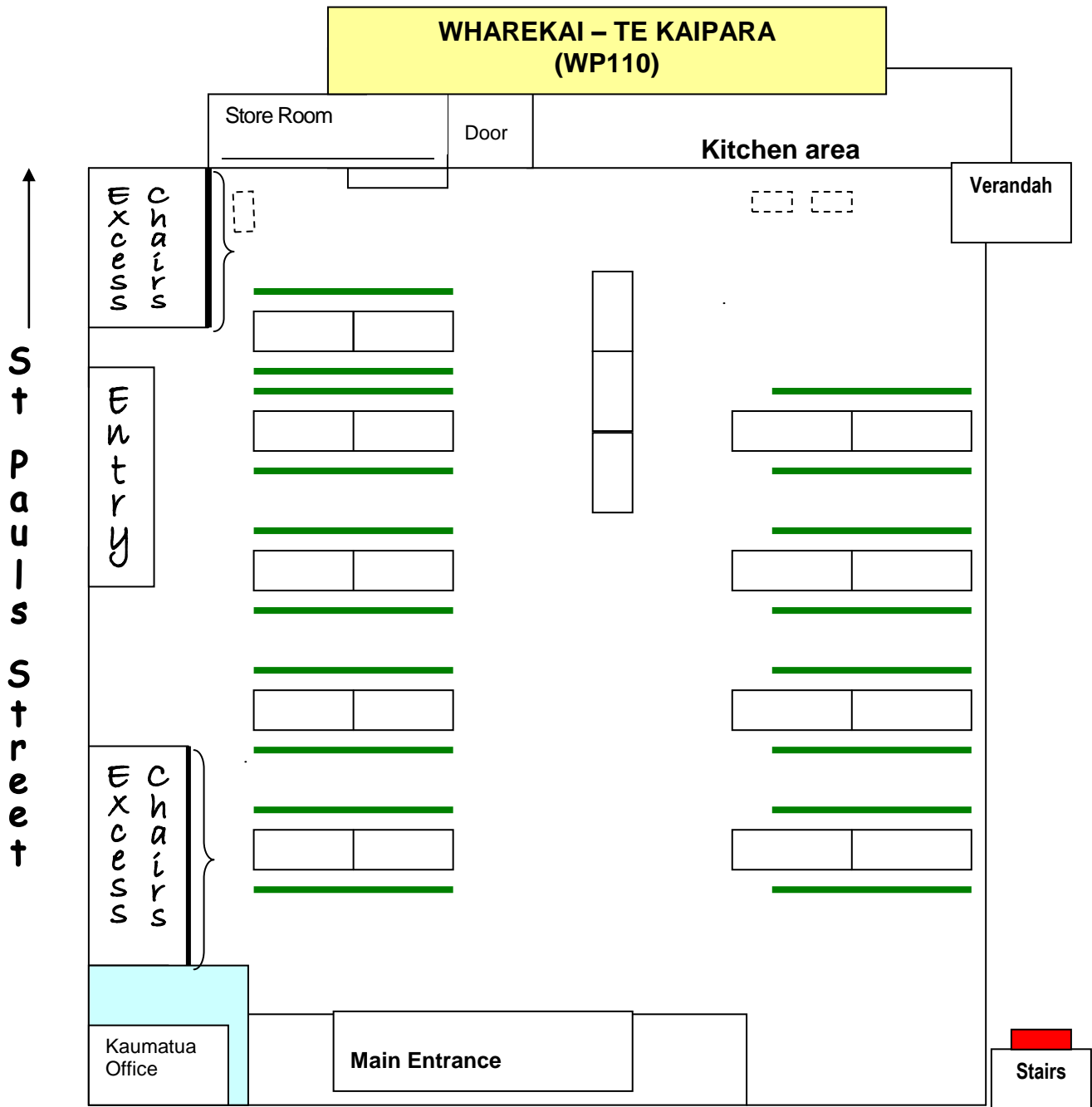
[www.wilsonparking.co.nz](http://www.wilsonparking.co.nz)

[Auckland@wilsonparking.co.nz](mailto:Auckland@wilsonparking.co.nz)

### **Towing**

For all vehicles parked in unauthorised areas including the visitor car parks and/or displaying an incorrect permit, a written warning may be given prior to the vehicle being towed at the owner's expense. Parking in designated mobility spaces without the appropriate CCS permit will result in instant tow away. AUT uses the services of: Auckland Towing Company, 57 MacKelvie Street, Ponsonby, Ph 378 0780.

**\*Quoted prices are subject to change without notice and include GST**



**Key**

The **chairs** are to be pushed in and not put on top of the tables.

Please empty the grey rubbish bags into the green bins ■ located under the stairs by the bridge.

Tables  Barriers }

Short Tables

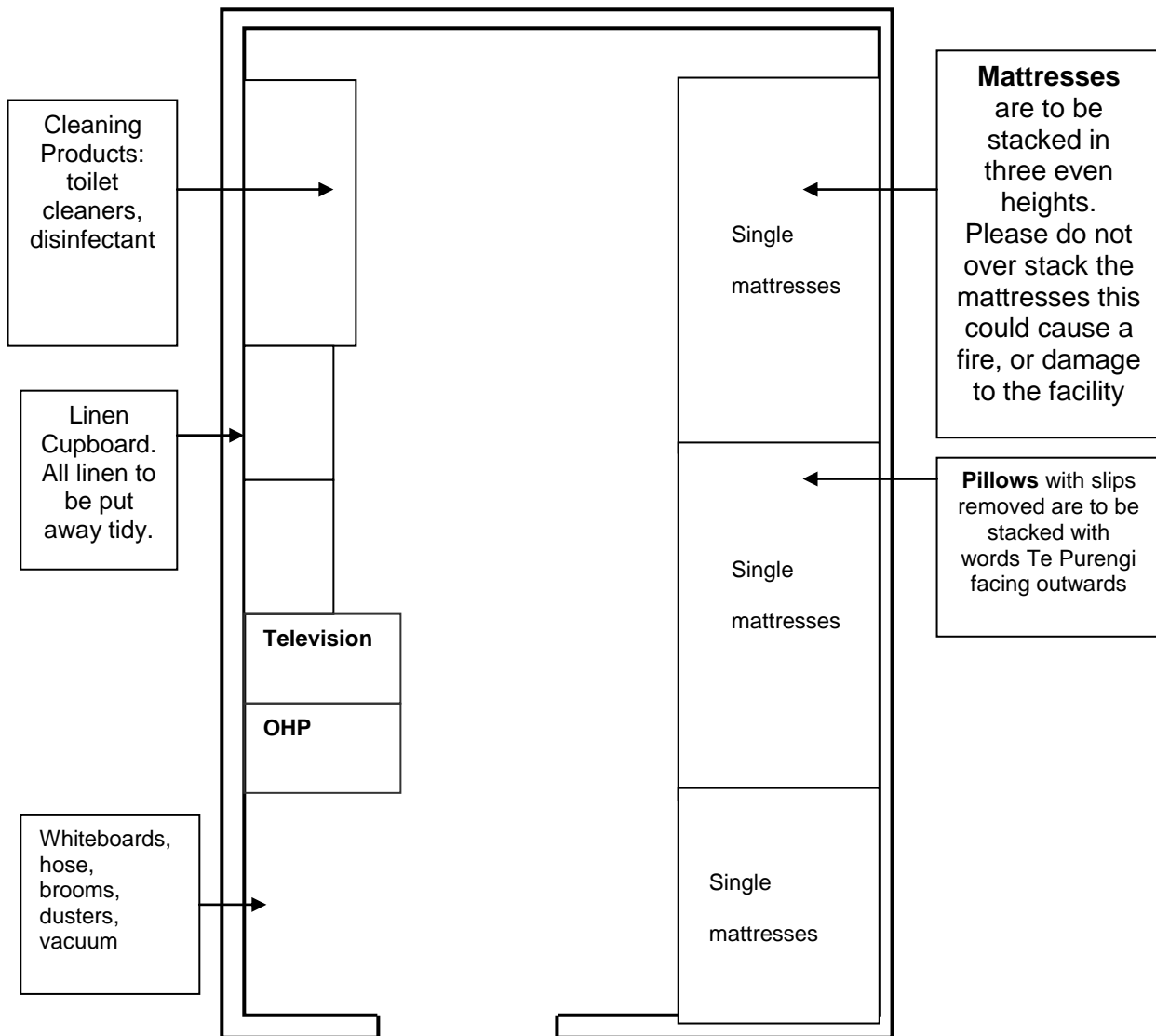
**Furniture:**

Tables (long collapsing)	17
Tables (long non-collapsing)	05
Tables (short)	02
Chairs (plastic green)	130
Barriers	02

Wharekai

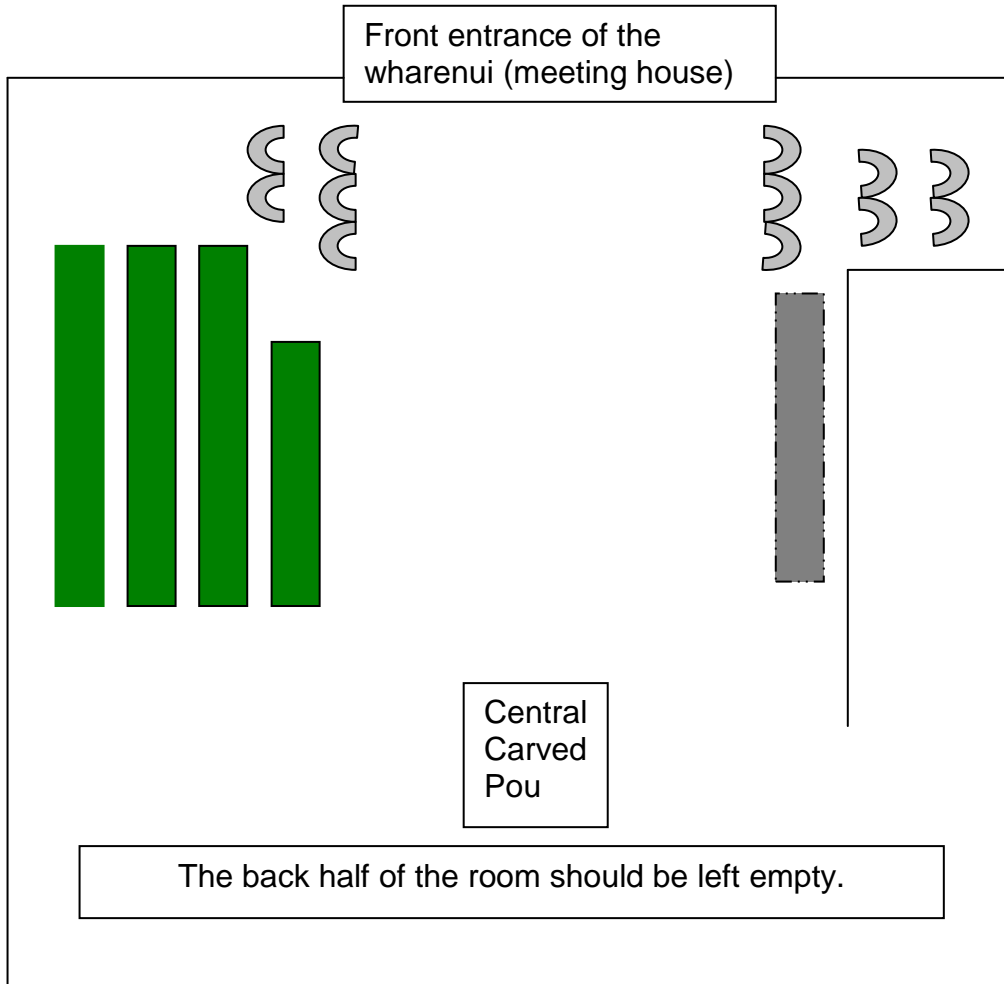


## MEETING HOUSE - TE PURENGI STOREROOM LAYOUT (WP106)



**EVERYTHING HAS ITS PLACE, PLEASE ENSURE THAT YOU PLACE ALL PRODUCTS (IE. MATTRESSES, CLEANING AGENTS) AS PER THE ABOVE DIAGRAM**

**MEETING HOUSE – TE PURENGI  
 CURRENT LAYOUT (WP102)**



Dark green chairs



Low coloured chairs



Grey Chairs