



CHECK LISTS/ GUESTS AGREEMENT

TE IRINGA – WHARE TIPUNA

	SMOKEFREE AREA	Checklist ✓
1.	Eating, drinking or smoking in the meeting house is not permitted	
2.	The large window is TAPU, no passing of items in or out of this window is permitted. This window is only used for Tupāpaku (body) to enter the Meeting House.	
3.	Children are not to play in the Meeting House.	
4.	No items are to be removed from the Meeting house, or to be given out while you are hiring the marae, e.g.: mattresses, pillows, photos, etc.	
5.	Mattresses and pillows are to be stacked tidily in Whare Mate	
6.	Vacuum out and empty	
7.	All lights off at end of hire	
8.	Winter months, please make sure the Heaters are switched off.	

WHARE MATE

	SMOKEFREE AREA	Checklist ✓
1.	Eating, drinking or smoking in the whare mate is not permitted.	
2.	Mattresses and pillows are to be stacked in the whare mate	
3.	Vacuum	
4.	All lights switched off at end of hire	

DINING HALL

	SMOKEFREE AREA. TROLLEYS, BIG PAPER ROLLER AND STACKED CHAIRS/ TABLES ARE NOT FOR CHILDREN TO PLAY ON. THE MARAE WILL TAKE NO RESPONSIBILITY IF YOUR CHILD/ CHILDREN ARE HURT.. PLEASE KEEP THEM SAFE	Checklist ✓
1.	All big tables are to be stacked neatly into small dining room. 10 per trolley	
2.	Red chairs to be stacked in rows of 20 into small hall.	
3.	Light tables stacked length ways onto 1 trolley.	
4.	Floors are to be swept.	
5.	All decorations are to be removed	
6.	All rubbish is to be removed from the Marae	
7.	All lights switched off at end of hire	



KITCHEN

	SMOKEFREE AREA	Checklist ✓
1.	All dishes that have been used must be washed wiped and put away	
2.	All surfaces must be wiped down with disinfectant.	
3.	Both ovens and stoves to be wiped and cleaned	
4.	Steamer is to be wiped and cleaned	
5.	All benches, shelves and trolleys to be wiped and cleaned.	
6.	All Fridge and Freezers to be emptied, and cleaned out. Please unplug from wall.	
7.	All food and food scraps are to be removed	
8.	Floors are to be swept.	
9.	All lights to be switched off	
10	Please rinse off all buckets and mops, WITH HOT WATER and leave inside kitchen area by Chiller	

CHILLER AND OUTSIDE PREPARATION AREA

	SMOKEFREE AREA	Checklist ✓
1.	All food must be removed from the chiller	
2.	All shelves in chiller must be scrubbed down with hot soapy water	
3.	Floors must be scrubbed with warm soapy water then mopped out	
4.	Outside preparation area to be washed down with hot soapy water	
5.	Sweep out floors using brooms.	
6.	All food and food waste is to be removed by you the hirer	
7.	All lights switched off at the end of the hire	

RUBBISH, KAI & OTHER ITEMS

		Checklist ✓
1.	All rubbish including the recycle rubbish is to be removed from the Marae	
2.	This includes all cigarette butts	
3.	This also includes all items that may have been left by those using the marae	
4.	All kai is to be removed from the Marae this includes food scraps	
5.	Recycle bins are to be washed with hot water and disinfectant and returned inside the kitchen	



MARAE ATEA AND SURROUNDS

	SMOKEFREE AREA	Checklist ✓
1.	Grounds are to be returned in the same state of cleanliness on hiring	
2.	Grounds are to be free of rubbish.	
3.	All lights switched off at end of hire	

HIRER AGREEMENT – ARRIVAL/ DEPARTURE

GUESTS AGREEMENT

We the undersigned agree to the conditions of this Hireage/ Checklist & Guest Agreement between Terere Marae Hapu Committee and the Hirer/ Whānau/ Organisation and take full responsibility of the condition of the complex whilst in our care:

Full Name: (Hirer)	
Group Name:	
Hirer Signature:	
Date Signed:	

NGĀTI NGAHERE HAPU COMMITTEE MEMBER

- Committee member has checked all facilities
 - o Everything returned to its rightful place
 - o Everything is accounted for prior to Hirer departure
 - o Everything is clean
 - o All windows and doors are locked



Full Name: Committee Member	
Position of Committee Member	
Committee Member Signature:	
Date Signed:	