



## Whakatū Marae | Self Catering Request/Agreement Form -

The following is a sectioned explanation of our current booking system. It is specific in detail for easy understanding of this service.

### Self-Catering Request/Agreement Form

Whakatū Marae has a restriction for self-catering hireage. We reserve this request for Iwi functions and those who have a personal affiliation with Whakatū Marae. All self-catered hui are pre-approved through the Kaitiaki.

Name of Group \_\_\_\_\_

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

Kaupapa \_\_\_\_\_

Booking Date/s \_\_\_\_\_

By completing and signing this form you agree to the follow;

- Where there are breakages, loss of assets, misplaced equipment or wear & tear outside of general use, Whakatū Marae will charge the group/persons for full replacement of the item/s. where applicable expectation of replacement or payment will be given as a secondary service invoice. WM reserves the right to refuse future bookings from the group/persons until this is cleared.

Please do fill out the Incidents book provided in Mauri ora if any of the above takes place.

- Hangi Pit:** Whakatū Marae hangi pit is available for groups/persons to hire separately to a formal booking. Where a group has hired facilities such as Mauriora & Kaakati, there is no extra charge for this. The WM Administrator/Kaitiaki will take hangi pit bookings during facilities hireage unless the hiree has indicated that they will be using it.

- Cleaning:** With all self-catered bookings, it is expected that the group/persons will ensure all areas and facilities used be cleaned immaculately. In light of the self-catering option, cleaning is party to the approval and access for this booking option. Please note that where the cleaning is less than acceptable, Whakatū Marae will charge the hiree for a cleaner to come in.

- Health & Safety:** When the kitchen is running ensure NO children / tamariki are present in the kitchen during these times. Please inform kitchen whānau to wear appropriate footwear and clothing when preparing, carrying, lifting equipment or food.

**Note:** this S.C Form is applicable to the booking dates recorded above. At each request for Self-Catering, you/your group will be required to complete this form. The Marae Admin person will contact you once approval has been made.

Sign | Group Rep \_\_\_\_\_

Sign | WM Kaitiaki \_\_\_\_\_

Kaitiaki | Administration comments:

\_\_\_\_\_  
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