

Terms and Conditions for use of Te Whare Wānanga o Te Whānau Arohanui ki Waitati

1. BOOKING AND PAYMENT:

- All bookings must be made through Te Whānau Arohanui booking system.
- Payment is due the day before the event date.

2. CANCELLATION POLICY:

- Cancellations made more than 10 working days before the event will receive a full refund of any payments made or a waiver of any payments to be made.
- Cancellations made less than 10 days before the event will result in full payment required.
- Please note that this booking may be cancelled by Te Whānau Arohanui, at any time in the event of a tangi, in which case you will be fully refunded.

3. WHARE USAGE:

- The whare is available to accommodate 50 daytime guests, depending on the layout.
- The whare is available to accommodate 40 overnight guests at maximum.
- The event organiser is responsible for setting up and packing down the whare.
- The whare must be left clean and tidy unless cleaning arrangements are made.
- Decorations and signage must not cause damage to the structure of the whare or fixtures.
- All decorations and signage must be removed at the end of the event.
- If paint (or a similar medium) is being used you must cover the carpet area with tarpaulins and tape.
- Any damage to the whare or its contents must be reported immediately. The event organiser will be liable for repair, replacement or cleaning costs.

4. FACILITIES:

- Hiring the whare includes the use of the kitchen, wharekai, the adjacent communal area, and wharemoe.
- Additional equipment or furniture must first be approved by Te Whānau Arohanui and arranged at the event organiser's expense.

5. PARKING:

- There is plenty of parking available for visitors. Vehicles must be parked in designated areas only.

6. CONDUCT:

- The event organiser and their guests must behave in a respectful and considerate manner at all times.

- Noise levels must be kept to a reasonable level to avoid disturbing nearby residents.
- The presence and consumption of alcohol and/or drugs are not permitted in *any* circumstances.
- Smoking, vaping and the consumption of alcohol are strictly prohibited on the premises.
- Quiet hours should be observed from 10:00 PM to 7:00 AM to respect nearby residents and other guests.
- The event organiser and attendees must comply with all health and safety regulations during use of the whare.
- Emergency exits must be kept clear at all times.
- The use of candles, open flames, or any hazardous materials is strictly prohibited.

8. LIABILITY:

- Te Whanau Arohanui Trust is not liable for any loss, damage, or injury suffered by the event organiser or their guests during the use of the whare.
- Te Whānau Arohanui is not responsible for any personal property brought into the whare by the event organiser or their guests.
- All personal property must be removed from the whare at the end of the hire period.

9. INDEMNITY:

- The event organiser agrees to indemnify and hold harmless Te Whānau Arohanui against any claims, damages, or losses arising from their use of the whare.

10. AMENDMENT:

- Te Whanau Arohanui reserves the right to amend these terms and conditions at any time. Event organisers will be notified of any changes in writing.
- By booking and using Te Whānau Arohanui whare, the event organiser agrees to abide by these terms and conditions. Failure to comply may result in the termination of the hire agreement and forfeiture of any fees paid.

We appreciate your cooperation in adhering to these policies. Should you have any questions or require further clarification on any of the policies, please do not hesitate to contact us at tw-a-trust@outlook.com.