



# Ngā Hau e Whā o Paparāangi Society Incorporated

30 LADBROOKE DRIVE, NEWLANDS • PO BOX 26-049, NEWLANDS 6442 • WWW.NHEWOP.ORG.NZ

## SCHEDULE OF CONDITIONS AND RULES

FOR USE OF FACILITIES AND NGĀ HAU E WHĀ O PAPANĀRANGI PAPAINGA

DATED AUGUST 2025



Ngā Hau E Whā o Paparāangi Papakainga is an Historical Trusts Building which had its 100th Birthday on Nov 2012

### KAWA

The kawa of the papakainga is Paeke. It must be respected by all who use the facility.

Please contact our chairman for clarity on this kaupapa – email [chairperson@nhewop.org.nz](mailto:chairperson@nhewop.org.nz)

### HIREAGE CHARGES

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|--|--|
| <b>COMMUNITY RATES – FEES INCLUDE GST</b><br>\$ 30 per hour (UPTO 6HRS)<br>\$180 per day (6HRS AND OVER)<br>\$230 per overnight stay     | <b>BOND:</b><br>\$100 (REQUIRED TO CONFIRM BOOKING)  |
| <b>NON COMMUNITY RATES – FEES EXCLUDE GST</b><br>\$ 40 per hour (UPTO 6HRS)<br>\$300 per day (6HRS AND OVER)<br>\$400 per overnight stay | No bond is required for non community groups   |
| <b>HANGI PIT RATES: (PER USE)</b><br>\$100<br>(IF PAPAINGA IS REQUIRED COMMUNITY RATES WILL BE APPLIED)                                  | Please note you are required to provide your own wood unless otherwise arranged.<br>You are expected to leave the hangi pit and papkainga in a tidy clean state. |
| <b>OTHER FACILITIES: (COMPLIMENTARY FOR DURATION OF STAY)</b><br>WiFi, AV System   |  |

The cost for using any of the facilities remains the prerogative of the NHEWOP Committee;

The NHEWOP Committee retains the right to recover any additional costs incurred;

**BOND TO BE PAID TO CONFIRM AND SECURE YOUR BOOKING.**

Bookings are not confirmed till we have received your bond in our Account. Bond will be refunded, if all conditions of use are met. If you cancel your booking within 7 days of the booked date a fee of \$50 will be incurred.

**FULL HIRE FEE TO BE PAID PRIOR TO DAY OF YOUR BOOKING.**

### PAYMENTS

Payment may be made via direct credit to our Bank Account. Please ensure to use your Booking Reference No. in the Particulars/Reference Field so we can identify your deposit:

**BANK:** WESTPAC  
**ACCOUNT NAME:** Nga Hau E Wha o Papararangi Society Inc.  
**ACCOUNT NO.:** 03-0525-0234918-00

EFTPOS is also available, you will be asked if you wish to pay by eftpos instead of internet banking.

## SMOKING, VAPING AND ALCOHOL



**SMOKING** or **VAPING** inside the Papakainga whare / building is **PROHIBITED**.

Smoking outside is only allowed at the back of the building and disposal of cigarette butts should be in the facilities provided.

**ALCOHOL** - the Papakainga is not a licensed premise, therefore the user is responsible for all liquor licensing permit requirements. Please contact the WCC or POLICE for clarity on the needs around this. Alcohol must not be served to minors or intoxicated guests. NHEWOP Committee also need to be informed and agree.

## SUBLETTING AND AUTHORITY

**SUBLETTING** the premises is **NOT PERMITTED** under any circumstances.

**AUTHORITY** Ngā Hau e Whā o Paparāangi Society Incorporated is the ultimate authority and any issues of concern are to be referred to them for resolution.

## GENERAL CONDITIONS:

- Online application for use – to be completed
- Availability – only as confirmed following booking request
- Period of use – to be vacated by 12.00am / midnight – or – overnight stays by 10am on the day of departure
- Building limit – usage does not include grounds beyond the whare or other buildings, except where specified.
- Building walls – nothing may be hung on the ceilings or walls of the whare.
- Cleaning – ensure you clean up after usage, this includes removal of rubbish and rubbish bags.
- Hirer – the hirer must be of 18 years +.

## WHAT CAN BE PROVIDED:

### ***Sleeping***

Mattresses available on request, please **provide your own** linen and pillows.

### ***Kitchen***

Full use of the kitchen, including crockery and cutlery (please supply your own tea towels and dish washing liquid)

BBQ – available for use, however we will require the gas bottle to be filled prior to departure or bring your own gas bottle

### ***Bathrooms / Shower***

Please supply your own - toilet paper, hand towels, soap etc.

Please provide your own cleaning products and supplies.

## HANGI PIT:

The hangi pit is separate cost to the premise and additional costs apply as follows

- Hangi Stones (use of existing stones allowed), these must be restacked;
- Wood for hangi (must be supplied by yourselves or you will be charged \$100 for it);
- You must dig the hole in the pit yourselves and return the pit to the state it was received in
- You will need to supply your own tools (spades etc) for preparation of the hangi pit
- Hangi equipment/gear – any gear that is at the whare can be used, but it must be cleaned, sacking etc hung up to dry/air and the hangi stones re-stacked
- Please contact Paul Samson direct (0221865716) for any queries regarding use of the hangi pit.

The user is responsible for ensuring the correct permit and authorities (e.g. the fire department are notified of the use of the hangi pit). You must provide proof of this notification prior to the handing over of the keys to the premise.



## SUPERVISION:

The user will be responsible for the maintenance of good order and behavior in all parts of the papakainga complex being used. All walkways and exits must be kept clear.

## AUTHORITY:

The Chairperson, Property Manager or other person authorised by the NHEWOP committee, fire brigade or police have the right of entry and authority at all times over the users representatives.

## GENERAL EXPECTATIONS AND CONDITIONS

### **Damage**

The user will be responsible for, and will need to make good any loss of or any damage to NHEWOP property, furniture, fittings or apparatus caused while they had the use of the building.

Ngā Hau e Whā o Paparāangi Society Incorporated will not be held responsible for accident or injury to persons or damage to property of persons using the facilities or attending a performance arranged by a user. Users can obtain insurance cover from most insurance companies at moderate cost.

### **Cleaning**

The user will leave the areas used clean and tidy. Any additional cleaning costs incurred by the committee will be deducted from the bond or an invoice will be sent.



### **Dangerous Goods**

No petrol, inflammable goods, explosives or fireworks.

### **Decorations**

No decorations of any kind, without the prior approval of the NHEWOP Committee. All evidence of fixing of any decorations that have been approved are to be removed before the user vacates the premises e.g.; tape etc.

### **Electric Wiring**

No alteration or addition to existing installations may be made.

### **Rubbish**

Users must remove all rubbish on exit and leave all areas which have been used in a clean and tidy condition. We encourage you to utilise our Recycling Systems to sort rubbish into the appropriate bins before disposal.


### **Cars & Parking**

Vehicles must be parked at the rear of the whare (building). No cars are to park in the front and they are to park in such a manner as to permit access by emergency vehicles and with due regard to other vehicle users.

### **Equipment**

The user will make adequate arrangements for the reception, storage and custody of their equipment or property. The NHEWOP Committee reserves the right to refuse storage. The NHEWOP Committee will not be responsible for damage to, or loss of property placed in the building by the user or other people using the papakainga during the period of use.

### **Smoking and Vaping**

 Smoking and Vaping is not permitted inside any of the buildings or the NHEWOP area (the lawn in front of the building).

Smoking outside is only allowed at the back of the building and disposal of cigarette butts should be in the facilities provided.

### **Intoxicating Liquor / Alcohol**

Ngā Hau e Whā o Paparāangi is not a licensed premise, therefore the user is responsible for all liquor licensing permit requirements – please contact the WCC or POLICE for clarity on the needs around this.

### **Utensils, Crockery, Hardware**

Under no circumstances should any items be taken from the Wharekai i.e.: utensils, pots, pans, plates, etc. These will be counted out when it comes to signing in. Any loss incurred will be charged to the user.

### **Final Authority**

Ngā Hau e Whā o Paparāangi Society Incorporated is the ultimate authority and any issues of concerns are to be referred to them for resolution.