

# Horahora Paa Hireage Form

The Trustees have been mandated with forming and maintaining the following hireage procedures and policies.

**Version Updated 13/01/2025**

# Contents

Hireage and Booking Policy: .....	3
Hireage Procedures Manual: .....	4
Horahora Paa COVID Policy .....	10
Horahora Paa COVID Health and Safety Framework: .....	11
Horahora Paa COVID Health & Safety Guidelines for Tangihanga & Unveiling....	13
Taupiri Maunga Urupaa Guidelines .....	15
Horahora Paa COVID Protection Framework (Traffic Lights).....	17
Omicron in the Community: What this means for you .....	18
Horahora Paa Hireage Agreement.....	19

# Hireage and Booking Policy:

1. All bookings and hireage of the Horahora Paa facilities/ property will follow the Horahora Paa Hireage and Booking Procedures Manual.
2. All Hirers must complete a Hirers Application form and provide all contact details.
3. The Ministry of Health traffic light system, Te Puni Kokiri and Waikato Tainui COVID guidelines are adhered to for the health, safety, and wellbeing of our community:
  - a. Hirers contact person must be aware and adhere to the traffic light system.
  - b. Hirers contact person must be given the Horahora Paa Hireage Procedures Manual prior to the booking date and;
    - i. Be made aware of this policy and the Horahora Paa COVID-19 traffic light system
    - ii. Hirers must comply with all the COVID procedures and posted advice.
  - c. The signature of the Hirer on the “Hirers Form”, will be recognized as evidence of reading and understanding, and compliance with all hireage and booking policies and procedures and especially with the COVID framework, traffic light system.
4. Non-compliance may result in expulsion from the Horahora Paa premises
5. All Non-compliance will be reported to the hireage coordinators and or the Board

Board Chair:

Clifford Moana

Date: 13/01/2025

Signature:

---

# Hireage Procedures Manual:

Nau mai, Haere mai ki Horahora Paa.

Ka nui te mihi ki a koutou.

Ko Taupiri Te Maunga. Ko Waikato to Awa. Ko Waikato te iwi.

Ko Ngaati Pou, Ngaati Naho me Ngaati Mahuta ngaa hapuu.

Ko Tainui te Waka. Ko Horahora 4hanau Marae.

Ko Potatau Te Wherowhero te Tangata.

Teena Koutou, Teena ra koutou katoa.



## Introduction

The Trustees, Beneficiaries and Whaanau of Horahora Paa would like to take this opportunity to welcome you, your Whaanau or organisation to our Paa. Thank you for choosing to host your special occasion/ event with us, we trust that the Paa facilities are in satisfactory condition upon entry, and you enjoy your stay.

## COVID-19

Horahora Paa will follow the traffic light system and the strict guidelines of the Ministry of Health and Te Puni Kōkiri, and the directives of Waikato Tainui. No Exceptions. The obligation for familiarisation of the traffic light system is with the hirer.

Please ensure that contact tracing is done every day throughout the entire stay at Horahora Paa.

The COVID-19 traffic light system and the three phases for response for Omicron is attached at the end of this document. This will influence the number of occupants who can reside in our Paa.

## 1. Bookings

All bookings are to be made with the Horahora Paa Booking Officer or the Horahora Paa Treasurer:

Horahora Paa Booking Officer: **Kupe Kingi** **022 437 3609**

Horahora Paa Treasurer: **Kenia Thomas-Irvine** **021 129 1827**

## Hireage Agreements

A Hireage Agreement will be sent to Whaanau/Organisations wishing to use Horahora Paa. This Hire Agreement states how the trustees would like the Paa to be used while under Hireage. Note that 10am – 10am is one day hireage.

There must be two contacts named on the Hire Agreement, and one of these contacts must be present during the inspection on the day of the poowhiri and departure.

## **Corporate Hireage**

Business and Corporate functions are subject to negotiation. Please discuss costs with the nominated trustee member. Refer to the Hireage Bond section of this manual.

## **2. Booking Deposits**

A DEPOSIT of 50% of the total booking fee, and the bond will be required at the time of booking with Horahora Paa Booking Officer to confirm booking dates. Until the deposit and bond are received, the booking is not deemed to be confirmed. In the event of a cancellation less than 15 working days prior to the booking, there will be NO REFUND.

A BOND of \$400 will be charged additional to hireage costs.

This will be reimbursed on the next business day by direct credit to the hirer once the Horahora Paa Booking Officer or other Approved Person, as directed by the Booking Officer, are satisfied that the Paa is clean, tidy and checked for any breakages or damages.

## **3. Hireage Payments**

### **Invoices**

An invoice will be sent by the Horahora Paa Booking Officer or Treasurer. Payment must be paid in full as invoiced no later than 15 working days prior to arrival date. Until payment is received the booking is not deemed to be confirmed.

Horahora Paa hireage payments are to be made to:

Account Name: Horahora Marae/Paa

Bank: ANZ

Account Name: 11-5736-0001463-11

## **4. Cooking Facilities**

With the upgraded gas stoves and the combi pressure oven, hirers will need to undergo an induction to ensure that they are able to operate these cooking appliances correctly and safely. Once inducted, they will need operational approval to be signed off by the Approved Person. This is MANDATORY. No induction, no use.

## **5. Tangihanga**

Tangihanga has precedence over any Horahora Paa Bookings.

## **6. Pae tapu, Whare tupuna, Wharekai**

These are special places on the Paa. Parents and caregivers, please teach your children to respect these areas by supervising them at all times.

## **7. Horahora Paa Equipment**

Paa equipment is made available for your use at time of hireage.

### **Hireage of Paa equipment**

If whaanau/ organisations wish to hire Paa equipment, please contact the Horahora Paa Booking Officer.

## **8. Breakages, Loss and Damage**

### **Paa equipment and facilities**

Charges will apply to the cost of replacement or repair. Keep all breakages to determine whether wear and tear was evident.

## **9. Waste Management**

All rubbish **MUST** be removed and sorted accordingly

Rubbish bag stickers can be purchased from the supermarkets or dairy

General waste is to be placed into black rubbish bags with the stickers on them.

Please place all black rubbish bags neatly across the road just in front of Te Whare Huia.

Recycling is to be placed in the recycling bins. Food scraps to be placed in the pig scrap bins.

## **10. Laundry of Linen and Tea Towels**

\$85 will be charged for hireage of linen and tea towels should you need it. We encourage whaanau/organisations to bring your own linen and tea towels.

## **11. Breakdowns and Faults**

If Paa facilities and/or equipment breakdown or are faulty, please contact the Horahora Paa Booking Officer.

## **12. Decorations on Dining Room Walls**

Strictly no decorations, posters, balloons to be adhered to any walls using Sellotape, nails, drawing pins or any other attachment that is likely to cause paint damage when removed.

## **13. Alcohol**

Strictly No Alcohol is to be consumed on Horahora Paa grounds.

## **14. He Horahora Paa Auahi Kore**

Our Paa has designated smoking areas. This is the sheltered area behind the kitchen against the back fence or in the car park.

## **15. He Horahora Paa Tukino Kore**

Abuse of Paa usage will not be tolerated.

## **16. He Horahora Paa Tarutaru Kore**

If any illegal drugs are consumed on the Paa grounds, the Hireage Agreement will cease and there will be NO REFUND.

## **17. Gang Patches and Regalia**

The wearing of Gang Patches or Regalia are not permitted on the Paa

## **18. Animals**

Animals are not permitted on the grounds or in the buildings.

## **19. Photos**



No photos are to be removed from the Whare Tupuna. If copies are wanted, please contact the Horahora Paa Trustees.

Photos can be taken inside or outside the whare. However, please seek permission from a Trustee member.

## **20. You Must Bring**

- Jif/Cream cleanser
- Steelo/Pot scrubbers
- Tablecloth or butcher roll paper
- Laundry powder
- Gas lighters
- Small bin liners
- Hand soap
- Disinfectant floors/toilets
- Hand towels
- Serviettes
- Toilet paper
- Large black rubbish bags and stickers for collection
- Containers to take all leftover kai away.

## **21. When You Leave**

- Ensure the Paa and Te Whare Huia is left clean and tidy.
- Stack all the mattresses and pillows tidily in the Mattress Room.
- Vacuum carpets and remove all rubbish from the Whare Tupuna.
- Stack tables and forms tidily in the allocated places in the Wharekai.
- Leave toilets and showers clean and tidy.
- Leave all kitchen utensils and cooking equipment clean and tidy.
- Sweep and mop all floors.
- Remove all rubbish from Paa grounds and facilities.
- Further cleaning procedures are required for COVID-19 sanitation.

# Horahora Paa COVID Policy

This policy recognises the guidelines from the World Health Organisation, Ministry of Health and Te Puni Kokiri and Waikato Tainui.

1. **COVID policy purpose:** The wellbeing and safety of our Horahora Waikato Tainui 10hanau, who utilise our Paa, is essential.
2. Our Horahora Paa General COVID Framework is **He Tikanga Pai (COVID) o Horahora Paa:**
  - a) Whaanau who are mauiui or have a cold, flu, or COVID-19 symptoms, are encouraged to stay home and call a doctor, iwi health provider, or call Healthline for free on 0800 358 5453 and to get tested for COVID.
  - b) We encourage that 10hanau who have tested positive for COVID-19, or are awaiting results, to remain at home until they receive a negative result.
  - c) Ministry of Health traffic light directives are to be followed, especially with regards to the attendance protocols.
  - d) Our Health Plan and other measures will be displayed and communicated to all attendees.
  - e) Local Hauora or Māori health provider contact details will be displayed throughout the Paa.
  - f) The World Health Organization advises that friends and 10hanau may view the body after preparation for burial but are encouraged not to kiss or touch the body.
3. **Contact Tracing:** We encourage the person who organised the gathering to take a guest list to help with contact tracing. The best way to keep contact tracing records is by whaanau scanning the NZ COVID Tracer QR code.
4. The NZ COVID Tracer QR code poster is to be posted throughout the Paa. Whaanau are to be encouraged to scan in.
5. **COVID Signage:** Only current official Ministry of Health signage is to be posted throughout the Paa.

Board Chair:

Clifford Moana

Date: 13/01/2025

Signature:

---

# **Horahora Paa COVID Health and Safety Framework:**

## **1. Marae attendance and protocol during Te Pae Mataara COVID**

This framework recognises Ministry of Health Traffic light system, and Te Puni Kokiri and Waikato Tainui guidelines.

We encourage that when utilising the Paa that our safety is paramount and maintained by following our Traffic Light system and following the policies set out by the Horahora Paa Board of Trustees.

## **2. Wharenui**

The Wharenui must be deep cleaned prior to, and after occupation. This includes spraying and wiping all the surfaces with sanitising spray utilising disposable cloths. Special attention is to be given to tables, door handles, light switches including communal and frequently touched areas including the carvings.

Safe physical distancing is to be adhered too. If people cannot maintain physical distances, masks must be used.

## **3. Whare paku/Whare horoi**

The whare paku/whare horoi, must be deep cleaned prior to, during, and after occupation. This includes spraying and wiping all surfaces with sanitising.

Spray utilising disposable cloths. Special attention is to be given to the wash basins, shower cubicles, tables, chairs and door handles and light switches.

Handwashing/sanitising facilities are to be available.

Safe physical distancing is to be adhered too. If people cannot maintain physical distances, masks must be used.

## **4. Wharekai**

Separate entrance and exit to and from wharekai will be clearly sign posted.

All surfaces are to be cleaned prior to and throughout the occupation of the Marae. A deep clean of all surfaces. Sanitising spray and disposable cloths are to be used. Special attention is to be given to the sinks, tables, chairs, door handles and light switches. Utensils, plates, cups, pots and serving equipment are to be washed, steam cleaned and dried prior to and following service.

Whaanau serving food and drinks must wear a face coverings. Handwashing/ sanitising facilities are to be available.

Safe physical distancing is to be adhered to. Where people cannot maintain physical distance masks must be used.

Safe serving adherence is to be followed in line with Ministry of Health guidelines.

## **5. Waharoa**

All surfaces are to be cleaned prior to and throughout the occupation of the Paa. Sanitising spray and disposable cloths are to be used. Handwashing/ sanitising facilities are to be available, and use, encouraged.

Safe physical distancing is to be adhered too. If people cannot maintain physical distances, masks must be used.

## **6. Paepae**

All surfaces are to be cleaned prior to and throughout the occupation of the Paa. A deep clean of all surfaces after occupation. Sanitising spray and disposable cloths are to be used. Handwashing/ sanitising facilities are to be available. Communal areas and frequently touched surfaces such as paepae chairs are to be cleaned following and during the occupation. PPE face masks and gloves are to be worn during the occupation of the Paa.

Safe physical distancing is to be adhered to. Where people cannot maintain physical distance masks must be used.

If you have any questions or concerns, please speak with a member of the Horahora Paa Board of Trustees.

# Horahora Paa COVID Health & Safety

## Guidelines for Tangihanga & Unveiling

### 1. **Contact Tracing:**

Whaanau Pani/Whaanau/Manuwhiri are asked to scan in using the QR code displayed at the Waharoa. A manual sign in register for those who don't have the app will be provided. The register must be held by the booking person for at least a month and disposed appropriately. The register may be required by the Ministry of Health for contact tracing purposes if there is an outbreak of COVID-19, delta or omicron. There are QR codes in and around the Paa.

2. Sanitisers will be provided throughout the Paa.

3. Masks to be worn appropriately. Masks will be provided for whaanau that need them.

### 4. **Protect our Whakapapa:**

If you are sick, symptomatic or unwell. Please stay home

### 5. **Whakaeke Times:**

Under the traffic light restrictions whaanau need to manage numbers attending tangihanga. Previous tangihanga have been managed well using Facebook, utilising separate time slots for vaccinated and non-vaccinated whaanau.

6. **Paepae:** It is recommended there be no hongiri hariru or kihi following mihi. Once the mihi is completed, whaanau pani kaumatua will advise of kai process.

7. **Poomihi / Karakia:** Whaanau must be at least one metre apart and masks worn indoors and outdoors. Signage will be available for vaccinated and non-vaccinated areas. It is recommended COVID-19 safety restrictions be followed.

8. **Taupiri Maunga:** Guidelines and contact numbers are included for all burial, cremation, unveilings

9. **Wharekai and Kitchen Areas:** All kaimahi are encouraged to scan in using QR codes displayed at entrances to kitchen and dining areas including a manual sign in register for those who don't have the app. Kaimahi in dining areas are encouraged to wear masks and gloves where appropriate.


All kaimahi are advised to follow hygiene procedures. Signage is posted in your working areas as a reminder.

Cleaning procedures must be followed during and at the end of day as per Horahora Paa Health and Safety Framework.

A first aid kit is available for your use in case of injury is located in the back-room kitchen area.

**10. Coordinator's List** *(suggestion only):*

Kai Karanga:	
QR Codes/Register:	
Waharoa:	
Paepae:	
Kitchen:	
Dining:	
Toilet>Showers:	



## TAUPIRI MAUNGA URUPAA GUIDELINES

E te iwi ki te toimaha koutou e hoki  
ki te taketake o Taupiri kei reira he  
oranga maa koutou.

*My people in time of suffering  
return to the base of Taupiri,  
there you will find salvation.*

Naa Kiingi Taawhiao

WAIKATO  
**TAINUI**

Contact 0800 TAINUI (0800 824 684)

WAIKATO  
**TAINUI**



## Urupaa info

The responsibilities of the Trustees are to administer and maintain the urupaa for the benefit of the people and are made up of

- Tumate Mahuta
- Chas Paki
- Brad Totorewa
- Barn Haunui

These guidelines aim to build understanding about the practices in place to preserve the long term future of the maunga.

The main points of contact for all enquiries for the urupaa is Tumate Mahuta 021 661 116, and Barn Haunui 021 203 0902 or 0800 TAINUI (0800 824 684).

## Contact

Whaanau that have experienced a mate and would like to make arrangements on the urupaa will need to make contact for:

- Burials
- Unveilings
- Cremation

Clarity on the practices that will take place when alert level changes occur for COVID19, will also be provided.

Please note, it's the responsibility of the whaanau to organise the funeral director for burials, unveilings and/or cremations.



## Burials

Whaanau must be aware of the burial process and practices at the urupaa to ensure everyone is kept safe.

By maintaining contact, whaanau will be guided by the

- Location and size of the burial site;
- Casket size;
- Burial restrictions.

The tikanga in place for burials is that once the digging process begins, whaanau can not change the location and dig another grave elsewhere on the maunga.

**Therefore to avoid being reprimanded, whaanau MUST make contact to better understand the burial practices in place.**

## Digging

The Trustees highly recommend that whaanau bring an experienced person that can dig the grave to reduce any risk of injury or damage to the maunga.

**Contact the Trustees for these waananga details.**

## Unveilings

To maintain safe practices on our maunga, whaanau **MUST** make contact with Barn or Tumate of the unveiling date and time.

Key guidelines will be provided to the whaanau on the process and procedures in place for unveilings and the size of the headstone.

**Whaanau must be mindful and considerate of others by not installing additional material or impacting on other gravesites on the maunga.**

## Headstones

All physical headstone work (including installation, removal and alteration) will need to be approved by the Trustees before any work commences.

**LARGE MONUMENTS ARE NO LONGER PERMITTED WITHIN THE URUPAA to ensure that the care and preservation of the maunga is maintained.**

## KEY QUESTIONS

**Who can take part in digging the grave?**

It is highly recommended that the whaanau bring at least ONE experienced male to dig the grave. Women are not permitted to dig a grave within the urupaa.

**Can whaanau consume alcohol & drugs or take photos on the urupaa?**

Under no circumstances can alcohol or drugs be consumed on the urupaa. Photos or video recordings are not to be taken without permission.

**Can my whaanau start to dig a grave and then change the location of this grave?**

NO, once a gravesite has been identified and the digging process has begun, the grave must be completed, digging **MUST** not take place at another location on the urupaa. In the case that something extreme has occurred the discovery of koiwi or taonga etc the trustees must be notified immediately.

**My whaanau member has a vacant space beside them, can I bury beside or on top of them?** As the urupaa is managed by the Trustees, it's highly recommended to make contact with the Trustees who will provide you with key guidelines for all burials and to avoid any confusion.

## Memorials

As space is limited in our urupaa, whaanau must notify Barn if they intend to erect a memorial seat and/or structure in the urupaa.

**If contact has not taken place with Barn, the memorial may be removed without any notice to the whaanau.**

## Cremations

Cremations are becoming more common among whaanau, therefore to help guide you in this process please contact Barn on the current guidelines in place relating to cremation burials and scattering.



# HORAHORA MARAE COVID-19 Protection Framework (traffic lights)

"Amohia ake te ora o te iwi, ka puta ki te whai ao, ki te ao mārama"

This framework provides a guide to protecting our whakapapa and keeping our health system running well

## Please note:

- These guidelines are subject to change as per Ministry of Health instructions
- There will be implications to our marae if we don't follow the protection framework, including fines and instant closure
- It is the obligation of Horahora Trustees to protect our whānau, hapū and iwi, and to provide a safe environment for us all to enjoy.

**My Vaccine Pass:** the official record of your COVID-19 vaccination status for use in Aotearoa.

You will be legally required to provide your Vaccine Pass to enter places that have vaccination requirements in place, in order to operate under the current traffic light setting. This includes entering Horahora Paa. Restrictions will apply if your vaccine pass is not used.

## GREEN

COVID-19 across Aotearoa, including sporadic imported cases.  
Limited community transmission.  
COVID-19 hospitalisations are at a manageable level.  
Whole of health system is ready to respond – primary care, public health, and hospitals.

### General settings

- Record keeping/scanning required,
- Face coverings are encouraged on Marae grounds and indoors

### No limits if My Vaccine Pass is used for:

- All gatherings (e.g. weddings, tangihanga,
- events including birthdays, marae hui)

### If My Vaccine Pass is not used, the following restrictions apply:

- Up to 100 people may enter, based on 1m distancing

## ORANGE

Increasing community transmission with pressure on the health system.  
Whole of health system is focusing resources but can manage – primary care, public health, and hospitals.  
Increasing risk to at risk whanau

### General settings

- Record keeping/scanning required
- Face coverings is encouraged indoors
- 1 metre distance

### No limits if My Vaccine Pass is used for:

- All gatherings (as per green traffic light)

### If My Vaccine Pass is not used, the following restrictions apply:

- Up to 50 people, based on 1m distancing

## RED

Action needed to protect health system – system facing unsustainable number of hospitalisations.  
Action needed to protect at-risk whanau.

### General settings

- Record keeping/scanning required
- Face mask is mandatory indoors

### With Vaccination pass, the following restrictions apply:






- All gatherings up to 100 people
- 1 metre distancing seated

### If Vaccination pass is not used, the following restrictions apply:

- All gatherings up to 10 people

## Omicron in the community: what this means for you

February 2022

Phases for response to Omicron			
	Phase One <i>There are some cases in the community but we continue to stamp it out</i>	Phase Two <i>Cases have spread in the community so we need to minimise and slow further spread and assist our vulnerable communities</i>	Phase Three <i>There are thousands of cases per day: most people will self-manage and health and social services focus on families and communities that have the highest needs</i>
Things you can do to protect yourself at ALL phases:	<b>Get your COVID Booster shot 5-11 year olds first vaccination</b>	<b>Continue to Mask, Scan and Pass wherever you go</b>	<b>Good hygiene, physical distancing and stay home if unwell</b>
 <b>Testing</b>	<ul style="list-style-type: none"> <li>PCR test for people that have symptoms and close contacts at GP or Community Testing Centre</li> <li>PCR testing for international arrivals</li> <li>Find testing sites closest to you here: <a href="https://www.healthpoint.co.nz">Healthpoint.co.nz</a></li> </ul>	<ul style="list-style-type: none"> <li>Rapid Antigen Tests (RAT) may be used in addition to PCR testing for symptomatic people and close contacts</li> <li>Critical worker close contact exemption scheme begins: asymptomatic healthcare and critical workforce who are close contacts test daily using RATs.</li> <li>PCR testing to confirm diagnosis if positive RAT.</li> </ul>	<ul style="list-style-type: none"> <li>Due to so many cases per day, focus of PCR testing is on priority populations</li> <li>Symptomatic people or priority populations may use a RAT for diagnosis</li> <li>RATs available at a variety of collection points which may include Community Testing Centres, GPs, pharmacies, or workplaces for symptomatic or critical workers</li> <li>Close Contact Exemption Scheme using RATs for asymptomatic healthcare and critical workforce who are close contacts.</li> </ul>
 <b>Case investigation and contact tracing</b>	<p>Cases contacted as usual.</p> <p>Cases:</p> <ul style="list-style-type: none"> <li>Identified via positive PCR test</li> <li>Notified by phone call and phone based case investigation</li> </ul> <p>Contacts:</p> <ul style="list-style-type: none"> <li>Active management of close contacts</li> <li>Close contacts notified by phone call</li> <li>Push notifications (QR scanning), Bluetooth and locations of interest used to identify contacts.</li> </ul>	<p>Digital technology is utilised more as cases grow – text via mobile phone and information via email. Support for those not digitally enabled.</p> <p>Cases:</p> <ul style="list-style-type: none"> <li>Identified via positive PCR test</li> <li>Notified by text and directed to complete COVID-19 Contact Tracing form online</li> <li>Self-investigation tool increasingly targeting high-risk exposures (events or locations)</li> <li>Phone based interviews where required</li> <li>Household contacts identified, test required on days 3 and 8, or if symptomatic</li> </ul> <p>Contacts:</p> <ul style="list-style-type: none"> <li>Regular communication with household contacts</li> <li>Non-household Close Contacts notified via text, self-manage, test on day 5 or when symptomatic</li> <li>Push notifications (QR scanning), Bluetooth and Locations of Interest used to identify contacts</li> <li>Close Contact Exemption Scheme using RATs for critical infrastructure workers if needed.</li> </ul>	<p>Digital technology continues – a self-serve model – with cases supported to self-notify close contacts. Focus on support for those not digitally enabled.</p> <p>Cases:</p> <ul style="list-style-type: none"> <li>Identified via positive PCR, RATs or symptoms</li> <li>Notified by text and directed to complete COVID-19 Contact Tracing form online</li> <li>Self-investigation tool targets very high-risk exposures, narrowing the numbers of contacts identified</li> <li>Symptomatic household contacts a probable case, test not required.</li> </ul> <p>Contacts:</p> <ul style="list-style-type: none"> <li>Contacts automatically notified from online self-investigation and option for cases to self-notify their contacts.</li> <li>Only highest risk contacts will be traced and required to isolate</li> <li>Limited use of push notifications, locations of interest or Bluetooth</li> </ul>
 <b>Isolation &amp; Quarantine</b>	<p>Cases:</p> <ul style="list-style-type: none"> <li>Isolate for 14 days</li> </ul> <p>Contacts:</p> <ul style="list-style-type: none"> <li>Isolate for 10 days</li> <li>Extra support in place for health and critical workforces.</li> </ul>	<p>Cases:</p> <ul style="list-style-type: none"> <li>Isolate for 10 days</li> </ul> <p>Household contacts of a Case:</p> <ul style="list-style-type: none"> <li>Isolate until case completes 10 days. Test on Day 3 and Day 8, or if symptomatic</li> </ul> <p>Contacts:</p> <ul style="list-style-type: none"> <li>Isolate for 7 days. Test Day 5 or if symptomatic</li> <li>Extra support in place for health and critical workforces.</li> </ul>	<p>Cases:</p> <ul style="list-style-type: none"> <li>Isolate for 10 days</li> </ul> <p>Household contacts of a Case:</p> <ul style="list-style-type: none"> <li>Isolate until Case completes 10 days. Test on Day 3 and Day 8, or if symptomatic</li> </ul> <p>Contacts:</p> <ul style="list-style-type: none"> <li>Isolate for 7 days. Test on Day 5 or if symptomatic</li> <li>Extra support in place for health and critical workforces.</li> <li>Close Contact Exemption Scheme using RATs for critical infrastructure workers if needed.</li> </ul>
 <b>Health and social support - Care in the Community</b> 	<ul style="list-style-type: none"> <li>Begin shift to self-service - text/online</li> <li>Some positive cases using self-service tools, such as online contact forms</li> <li>Clinical care will be delivered by primary care teams, supported by the local care coordination hub.</li> <li>All steps taken to support positive cases to isolate in their usual place of residence, with alternative accommodation options across the regions.</li> </ul>	<ul style="list-style-type: none"> <li>Cases using self-service where possible, ensure those with greatest need are being met</li> <li>Support by local care coordination hub for those with a need for ongoing clinical care.</li> <li>Other people with lower clinical risks, may contact external providers.</li> <li>Support for most positive cases to isolate in their usual place of residence. Alternative accommodation options across the regions are still available.</li> </ul>	<ul style="list-style-type: none"> <li>Majority of positive cases are self-management.</li> <li>Clinical care is focused on anyone with high-needs</li> <li>Wraparound health and welfare support services will focus on those who need it most</li> <li>Support for positive cases to isolate in their usual place of residence and unlikely there will be alternative accommodation capacity available for cases that are unable to safely isolate at home.</li> </ul>

# Horahora Paa Hireage Agreement

All sections must be completed fully.

## Contact Details:

Contact Name (The Hirer):		Contact Name (Alternative):	
Mobile or Home Phone:		Mobile or Home Phone:	
Email Address:		Email Address:	

## Time, Date and Number of People:

Arrival Date:		Arrive Time:	
Departure Date:		Departure Time:	
Expected numbers for the poowhiri:		Expected numbers to sleep at the marae:	

## Other Details:

The special occasion / Event for hiring Horahora Paa?:		
Have you and your whwanau entered a marae previously?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please tick the venue/s you would like to hire:	<input type="checkbox"/> Te Whare I Whakaarohia <input type="checkbox"/> Small wharemoa <input type="checkbox"/> Pareue (Dining Hall and Kitchen)	
Are you bringing a Portable BBQ, or Cooking Appliance/s?	<input type="checkbox"/> Yes and I will have it certified. <input type="checkbox"/> No	
Linen is available upon request with an additional fee of \$85	<input type="checkbox"/> Yes, please. <input type="checkbox"/> No, thank you.	

Horahora Paa Booking Officer Quote:	Reference:

**The Hirer's Agreement:**

I, \_\_\_\_\_ have read the Horahora Paa Hireage Procedures Manual and I have been made aware of the posted COVID-19 procedures and agree to all of the terms.

I understand that my signature on this form is a receipt of acceptance and compliance with the above-mentioned Manual.

I furthermore agree to uphold all the responsibilities outlined in this agreement.

I understand that if we break the rules while staying at Horahora Paa, we forfeit our bond. Any damages, missing equipment/unclean premises will incur charges which will be taken out of the bond.

**Confidentiality Waiver:**

The Hirer is liable for the adherence to all Paa based policies especially the COVID-19 based procedures. The Hirer understands while they are occupying the Horahora Paa premises that they are liable.

The Hirer understands that their details will be held confidentially by the hiring coordinators. That this information does not obligate the Marae Board in anyway. The Information will be held in good faith. This information may be used by the Marae Board for research purposes.

**Damages/Breakages:**

If in the event, it is noted during post-inspection, damages, or breakages of the item/s, these will be recovered by:

- a) deducting from the bond, or
- b) if the damage is extensive, we will get quotes for repair, deduct the bond and charge the Hirer accordingly plus an administration fee for our time to collect quotes and to identify suppliers.

If no damages or breakages are incurred, a refund will be signed off by both parties.

Please note if 'b' is actioned, a letter will be sent to the Hirer highlighting repair and replacement costs, plus administration costs less the bond.

Horahora Paa trustees will expect payment to be made within 28 days from the date of the letter. If payment is overdue, we reserve the right to contact a debt collection agency to collect outstanding costs. To prevent this from happening, it is advisable to pay within the 28 days of the date of the letter.

We expect the Hirer to look after Horahora Paa.

Horahora Paa hireage payments can be made to:

Account Name: Horahora Marae/Paa

Bank: ANZ

Account Name: 11-5736-0001463-11

Account details where bond is to be returned:

Name of Account: \_\_\_\_\_ (Refund bond to)

Bank Account Number: \_\_\_\_\_

The Hirer signature: \_\_\_\_\_

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

Horahora Paa Booking  
Offer / Trustee: \_\_\_\_\_

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