



Te
Korowai
Hauora
o
Hauraki

Booking Information for Function Rooms

Please find our "[House Rules](#)" for room bookings that all groups and organisations are required adhere to.

These rules are to prevent any issues with the room presentation or damaged items.

1. Please report to reception on day of your booking to be escorted to your required room
2. All rooms, kitchens, and toilets are to be left in a clean and tidy state
3. All dishes are to be washed thoroughly dried, and put away in the cupboard
4. All food and drinks brought to the venue by **your** group/organisation **MUST** be removed at the end of the use of the room. No food or drinks are to be left once you vacate the premises.
 - a. If caterers are utilised, it is your responsibility to return dishes
5. All rooms will be inspected by a Te Korowai Admin staff member once you have left and if there are any items damaged, broken or lost doing the use of the room, the replacement cost will be invoiced directly to your group/organisation. This includes crockery, cutlery, tea towels, furniture, etc.
6. Our cleaning staff will carry out a general clean after you have left, however If additional cleaning of the room is required due to the state of the premises after you vacated, this will be invoiced to your group/organisation. The fee for additional cleaning is \$20.00 per hour.
7. When leaving please close doors, windows and turn off air conditioning units

If you do not require your room booking, please inform Te Korowai 24 hours before your booking is due. If you do not cancel your booking a cancellation fee of \$30.00 for administration services will be invoiced to your organisation.

Accounts payable by 20th of the month