



Takahanga Marae

How to Book

In order to process your booking the Takahanga Marae office needs you to provide the following completed forms available from this website;

- Booking Form
- Code of Conduct Agreement
- Safety & Evacuation Procedure Form
- Liability Form
- Cleaning Agreement
- Catering Form

Booking Form

Please print, complete details and include with your booking form.

Hirer/Organisation:

Contact:

Full Address:

.....

Phone: Fax:

Mobile: Email:

Arrival Date: **Time:**

Departure Date: **Time:**

Date of Booking:

No. of Adults (eating & sleeping):

No. of Children (eating & sleeping):

Females: **Males:**

Self Catering: Yes: **No:**

Catering Needs (Note any special dietary requirements):

.....

.....

Additional Details:

.....

.....

Alterations to number of persons attending must be **CONFIRMED 5 Working days prior.**

NOTE: Tangihanga will take precedence over confirmed bookings at Takahanga Marae.

Code of Conduct Agreement

Please print, complete details and include with your booking form.

We/I , have read all the rules and agree to adhere to all of the information contained on the Te Runanga o Kaikōura Education Website under Takahanga Marae/Other Information. Failure to do so will result in my bond being retained by Te Runanga o Kaikōura Inc.

*I have provided **everyone** in my group with a copy of this document.*

Signed:

Position:

Date:

Safety & Evacuation Procedure Form

Please print, complete details and include with your booking form.

We/I have read and agree to adhere to the Safety and Evacuation Procedures provided by the Marae, by appointing fire wardens from within our group and ensuring that our entire group, are aware of these procedures. We/I agree to keep a Register of Names for my entire group who are using the Marae.

Signed:

Position:

Date:

Liability Form

Please print, complete details and include with your booking form.

We/I, agree to accept all responsibility for and to replace all damage and/or breakages to Marae property, we incur, during our stay at Takahanga Marae.

Signed:

Position:

Date:

Cleaning Agreement

Please print, complete details and include with your booking form.

We/I, have read the cleaning requirements for Takahanga Marae. We/I understand that failure to meet our obligations may result in my bond being retained by Te Runanga o Kaikōura Inc. I have provided **everyone** in my group with a copy of this document.

Signed:

Position:

Date:

Catering Form

Please print, complete details and include with your booking form.

NAME OF GROUP:

TOTAL NUMBER:

DATE(S):

ARRIVAL:

DEPARTURE:

PŌWHIRI ORGANISED BY:

SPECIAL CATERING REQUIREMENTS:

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.....

.....

MEALS REQUIRED (Please tick):

DATE	Breakfast	<input type="checkbox"/>
	Morning Tea	<input type="checkbox"/>
	Lunch	<input type="checkbox"/>
	Afternoon Tea	<input type="checkbox"/>
	Dinner	<input type="checkbox"/>

DATE	Breakfast	<input type="checkbox"/>
	Morning Tea	<input type="checkbox"/>
	Lunch	<input type="checkbox"/>
	Afternoon Tea	<input type="checkbox"/>
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	Lunch	<input type="checkbox"/>
	Afternoon Tea	<input type="checkbox"/>
	Dinner	<input type="checkbox"/>

What to bring

Sleeping will either be in the Wharenui and/or the Extension. Sleeping arrangements are not segregated, although there will be plenty of room to spread out (depending on your numbers) Mattresses, pillows, sheets and pillow slips will be provided. If you would feel more comfortable bring your own pillow.

Rooms that are connected to the Wharenui will be available for changing. Men's and Women's washrooms are located next to the Wharenui.

Please let the Runanga office know well in advance if a member of your group is unable to sleep on the floor on a mattress.

WHAT TO BRING?

1. Sleeping bag/duvet
2. Own pillow (if you wish)
3. Towels
4. Personal toiletries
5. Slippers (can be worn inside the wharenui)
6. Earplugs (for those light sleepers)

Pōwhiri Kawa

1. Upon arriving at Takahanga Marae on Takahanga Terrace, you will find yourself at the rear of the Marae. To go to the front of the Marae for Pōwhiri, please drive down the driveway, which is located on the left-hand side of the Marae grounds (there is a large hedge on your left) where there is a sign that says “Manuhiri” (Visitors). The visitors’ car park is located at the end of the driveway so that you will end up at the front of the Marae. Pōwhiri commence from the front of the Marae.



Manuhiri Entrance

2. Once the visitors have gathered, it is at this point that manuhiri can decide who is going to whaikorero (make a speech) in response to the welcome speeches that will be given by Tangata Whenua. The number of Kaikorero (speakers) is up to the manuhiri to decide. There can be more than one, usually speeches are performed in Te Reo Māori, but given that some people cannot speak Te Reo, English is acceptable.
3. When everyone is ready, please proceed to Hine Nui Te Po – the “stone archway” in front of the Marae and wait until our Kaikaranga starts to call you on, to proceed.

4. The Kaiwhakautu (generally an older or mature woman) will respond to our Kaikaranga and will lead your group followed by older women, younger women, older men, younger men. If you do not have a Kaiwhakautu, please let us know so we can provide one for you. As you are called on to the Marae by our Kaikaranga, move quietly and slowly up the path towards our Whareniui.
5. Proceed to the wooden forms to the right of the Whareniui. Men sit in the front forms. Women sit behind. This is because in olden times, one never knew whether there was going to be peace or battle and men were always in front to protect. This is Kaitakitanga o nga Tangata – custodial guardianship of the people. The people being those women of child bearing age. The speakers sit in the front row closest to the Whareniui. Sit when Tangata Whenua sits. If the weather is bad, seating will be inside the Whareniui. As a show of respect please remove your shoes at the front door of the Whareniui. Takahanga representatives will be seated on the left side of the Whareniui.
6. IMPORTANT: The “paepae” (front row of seats) is traditionally for men only, generally those who will be speaking, but other men are welcome to join the speakers in the front row. In fact it would be preferable not to leave one or two speakers in the front row on their own. A definite no-no is walking across the Marae atea (the area of ground between tangata whenua and manuhiri during this entire process, and so too within the meeting house when speeches are proceeding. This cannot be stressed enough, it is an insult and in olden times people were killed for doing this.
7. Representatives for Takahanga Marae will speak first, and then sing a waiata (song). Designated representative(s) from your group will then speak followed by a waiata from your group. Note it is usual practice for your group to stand for each of your waiata.
8. Following the waiata for the last speaker, the koha is given to Ngāti Kuri. It is placed on the ground between you and Tangata Whenua. Once placed on the ground walk backwards and be seated. In olden times, you never showed your back because you could have been killed at any time.

Koha is an unconditional gift. It is given as an acknowledgement for the hospitality being received from tangata whenua. There is no expectation by tangata whenua to be given koha, but usually people want to observe this tradition.

Koha can be in any form the manuhiri wish (eg) plants, food, waiata, money etc. If the koha is in the form of money, please remember it is not payment for the use of the Marae – that is done separately. A koha of money is always receipted and this can be given on request. What you contribute to the koha is entirely up to you and can be as small or as large as you like.

9. Once the koha is accepted by Tangata Whenua, we will karanga – call of thank you and then beckon you to proceed to hariru, which is that part of the Pōwhiri process where we line up and “hongiri” (press noses/share breath) or kiss with Tangata Whenua – the front row going first.

10. This will be followed by “kai” (food). The act of eating lifts the “tapu” (sacredness) from you and concludes the official welcome.

<i>Pōwhiri</i>	<i>Formal welcome</i>
<i>Manuhiri</i>	<i>Visitors</i>
<i>Koha</i>	<i>Gift</i>
<i>Whaikorero</i>	<i>Make a speech</i>
<i>Tangata Whenua</i>	<i>People of the area</i>
<i>Kaikorero</i>	<i>Speakers</i>
<i>Kaikaranga</i>	<i>Caller, generally an older or mature woman</i>
<i>Waiata</i>	<i>Song</i>
<i>Paepae</i>	<i>Front row of seats</i>
<i>Hongi</i>	<i>Press noses/share breath</i>
<i>Hariru</i>	<i>Process of sharing breath</i>
<i>Kai</i>	<i>Food</i>
<i>Tapu</i>	<i>Sacredness</i>
<i>Kaiwhakautu</i>	<i>Caller from visitors</i>

Code of Conduct

It is the wish of the Tangata Whenua (local people) that the Manuhiri (visitors) are at ease and are as comfortable as possible during their time on the Marae. People that have not been on a Marae before are often afraid that they will unintentionally do something that might offend the local people. To avoid this happening a few pointers on the code of conduct for everyday life about the Marae are listed below. Please be aware we do not have paid staff to keep the Marae clean and maintained. We rely on volunteers.

Please be aware that considerable time as been taken to provide you with as much information as possible so that you will not breach any protocols and your stay will be wonderful.

We welcome you to Takahanga Marae!

PLEASE MAKE SURE EVERYONE IN YOUR GROUP READS "RULES WHEN STAYING AT TAKAHANGA MARAE", "LIABILITY FORM", "SAFETY AND EVACUATION PROCEDURES" AND ALL OTHER DOCUMENTS SO THAT EVERYBODY IS AWARE OF WHAT IS REQUIRED.

1. Takahanga Marae reserves the right to hold tangihanga over **any confirmed** booking.
2. The Hirer must read and sign all forms: "Rules when Staying at Takahanga Marae"; "Liability Form"; "Safety and Evacuation Procedures" and all other documents, as provided.
3. Safety and Evacuation Procedures must be understood and adhered to by all who are visiting the Marae, at all times. **Exit signs are NOT to be covered up or light bulbs removed!** It is a Health & Safety requirement that these lights are to be on at night at all times. In an emergency people need to know where the exits are!
4. Hirer must provide a Register of Names for those using/staying at the Marae and have this available should it be needed in an emergency situation.
5. All food and drinks are **NOT** to be consumed inside the Wharenui. There is a wharekai (dining room) that is attached to the Wharenui where all food and drink is to be consumed.
6. Photographs and Videos are **NOT** to be taken inside the Wharenui.
7. Any photographs or videos taken on or of the Marae Complex **MUST** have prior approval in writing when returning all documentation regarding your booking.
8. On arrival mattresses and bedding are to be set up using sheets, pillows and pillowcases provided. Bedding is to be kept tidy at all times.
9. On departure mattresses are to be stacked tidily in the Extension. Linen is to be placed in laundry bag provided. Wharenui or Extension is to be vacuumed.
10. 20 mattresses in the Wharenui and 20 mattresses in the Extension only, at any one time.
11. Please do not hang clothes or towels on the walls of the wharenui.
12. Please do not sit on your pillow – even if it is your own. In Māoridom the human head is the most tapu (sacred) part of the body and the pillow is where you lay your head. It is not the place for your bottom.
13. No alcohol/drugs on Marae complex or grounds.
14. No smoking inside Marae complex. There is a covered area outside for smokers with seating. Containers have been made available for you for cigarette ends. Please empty the containers after use.

15. No shoes worn in Wharenuui (slippers can be worn) or **on any carpeted areas.**
16. Children not to be left unattended/unsupervised in Wharenuui, extension or Marae grounds.
17. Children are not to play in the trees or on the gardens.
18. No heaters are to be left on, inside Wharenuui or Extension when beds are on the floor.
19. Heaters are to be switched off when unattended.
20. Dehumidifiers must be turned on at all times, when mattresses are on the floor.
21. Windows to be left open when showering.
22. **No dragging** of tables, chairs or forms on vinyl, they must be lifted into place as floors mark easily and the carpet will burn.
23. Commercial oven and electric stove to be switched off at mains when not in use.
24. Varnished tables to be covered at meal times.
25. No cello tape or masking tape to be used on wallpaper or in extension.
26. Smoke door leading into inside extension to be closed at night.
27. For safety reasons, all exist doorways with "Exit" signs above door, are to be kept clear at all times.
28. Tea towels to be washed daily - pegs in bucket for the clothesline at back of Whare Take.
29. No towels or clothes to be hung outside of Wharenuui or draped on outside extension or in hallway use clothesline. Dryer is for Marae laundry only.
30. Lights to be switched off at night when not in use.
31. Big pots not to be put on electric stove.
32. All bathrooms, showers, hand basins and mirrors cleaned daily.
33. Sanitary items **MUST** be disposed of in the recyclable cardboard containers placed in each of the women's toilets.
34. Dining Room to be swept/vacuumed daily and spills to be wiped up.
35. Tables to be cleared and wiped down after each meal.
36. Please do not sit on any tabletops. This is where you eat from so it is not a place for your bottom either.
37. Chairs to be straightened after each meal.
38. All floors to be mopped daily.
39. Kitchen, laundry, both outside extensions are to be swept daily.
40. Please leave the outside furniture as you find it and do not leave out in the rain.
41. Hirer must supply own toilet paper, dish liquid, soap powder, disinfectant and bathroom cleaner. Liquid for mopping dining room supplied. (When doing own catering).
42. Please empty and disinfect Kitchen rubbish bin when you leave.
43. Dry Rubbish to be put in rubbish drums. Compost to go in compost drums. Plastic bottles and milk containers to be rinsed before putting into recycle drum.
44. Wet kitchen scraps (peelings etc.) to be put on compost or in the special food drum.
45. Children are not to play on gardens or climb the trees. Children are not to play on the Wharenuui verandah.
46. **The rubbish must be emptied before leaving the Marae.**
47. **Please leave the Marae buildings and grounds clean and tidy when you leave.**

Safety & Evacuation Procedures

INSTRUCTION SHEET FOR STAFF/FIRE WARDENS/VISITORS

STAFF INSTRUCTION

If you discover a fire:

1. Raise the alarm immediately by operating the nearest fire alarm.
2. Ensure Fire Service is notified by calling 111. This may be done using telephone in neighbouring premises or any phone where it is safe to do so. Clearly state the premises NAME, ADDRESS, NEAREST CROSS STREET;

Your Name:

Location: **Takahanga Marae, Kaikōura**

Address: **Takahanga Terrace off Deal Street off Churchill Street, State Highway One**

Nature of Emergency **(Fire, Ambulance, Bells Ringing, Etc)**

3. Potentially dangerous processes or machinery should be closed down. Leave lights on. The closing down process should only be carried out if possible to do so safely and with no delay.
4. Collect "Takahanga Marae Register" which notes who is on site.
5. **Leave immediately** by the NEAREST escape route. Move quickly but **DO NOT RUN**.
6. Report to your designated assembly area.
7. **Do not return to the building** until the all clear is given.

FIRE WARDENS' DUTIES

YOUR PRIME CONCERN IS SAVING OF LIFE ON HEARING ALARM:

1. Initiate evacuation.
2. Ensure your floor/area is evacuated. Check toilets (mens, womans, disabled).
3. Ensure all smoke-stop doors on route of exit are closed.
4. Note location of persons remaining in premises; including disabled persons, fire control personnel, etc.
5. Report to Head Warden and pass information on.
6. Report to assembly area for personnel control.
7. Only if conditions permit and it is safe to do so, should any attempt be made to extinguish the fire.
(Persons remaining in buildings to attempt extinguishment of fire should have their location reported to Head Fire Warden.)

HEAD WARDEN'S DUTIES

1. Ensure the Fire Service has been notified by ringing 111.
2. Collect "Takahanga Marae Register" which notes who is on site/staying on the Marae.
3. Report to front entry (alarm panel if installed).
4. Await reports from Wardens.
5. Report to Fire Service on arrival.
6. Ensure group is aware of the designated assembly area being Hine Nui Te Po, the **stone 'archway'**.

Cleaning Procedures

Tangata Whenua hope that your stay or visit to Takahanga Marae has been special, relaxing and a wonderful experience. We hope you have enjoyed your time with us. The last phase of your experience staying on our Marae is to leave the Marae clean and tidy for those who come after you.

The following is a list of cleaning instructions to help you leave the Marae how we would like it left. As you go through the list below **please tick off each one so you know you have done it the we like the marae cleaned!** Once this is done, your bond will be refunded. **Failure to do so will result in your bond being withheld:**

- MATTRESSES/PILLOWS: are to be stacked tidily in the Wharemoe (Extension) against the wall behind the Wharenuui.
- LINEN: is to be placed in laundry bag provided or wrapped in a sheet and put out in the laundry under the basin.
- WHARENUUI is to be vacuumed and left clean and tidy and bare except for the maroon chairs. Wharenuui verandah is to be swept and left rubbish free.
- WHAREMOE: mattresses and pillows are to be stacked tidily in the Wharemoe (Extension) against the wall behind the Wharenuui – away from the linen cupboard. This room is to be cleaned, vacuumed and door entranceways mopped. Room is to be cleared of rubbish. Chairs are to be stacked tidily against the wall and not in front of doorways. Brown tables are to be stacked tidily in the hallway. Large polished table is to be wiped clean and left at the far end.
- HALLWAY: is to be clean, free of rubbish and vacuumed.
- TOILETS: All toilets, showers and handbasins are to be cleaned and mopped. Mirrors are to be cleaned. All rubbish is to be cleared and put in appropriate outside bins. Floors are to be cleaned and mopped. Windows are to be left open. Blue mop and bucket ONLY for the toilets. Mop is to be left upside down outside the laundry to dry. Blue bucket is to be left in ladies toilet.
- DINING ROOM: Green tables are to be stacked on the table trolley, (green tabletop facing each other so as not to get scratched). Plastic chairs are to be stacked against right sidewall (office side) not in front of doorways. Floors are to be vacuumed and rubbish free.
- DINING ROOM VERANDAH: Chairs/forms are to be stacked tidily. Verandah is to be swept and cleared of rubbish. Ashtrays/bins are to be emptied into appropriate bin
- WOODEN TABLES: are to be stacked in hallway tabletops facing each other.

- KITCHEN: All surfaces are to be cleaned and wiped properly - bench tops, table, cupboards, doors, and toaster. Stove, pantry and fridge are to be cleaned. Please do not leave food in the kitchen unless you leave a note with it. Dishes are to be packed away in the correct cupboards. Chairs are to be stacked in the dining room. Rubbish bins are to be emptied in the appropriate outside bins and cleaned with disinfectant. Food rubbish bin is to be emptied into the "pig bin" on the other side of the back courtyard. Floor is to be mopped with red mop and bucket ONLY. Red mop is to be left upside down outside laundry to dry.
- OUTSIDE COURTYARD (sea front): brown (large tables) are to be stacked along the wall. Outdoor furniture is to be placed around the edges in a tidy order, under cover and wiped. Courtyard is to be swept and all rubbish put in outside bins. Tins for cigarettes are to be emptied and thoroughly cleaned.
- BACK COURTYARD/ENTRANCE (outside kitchen) is to be swept and no rubbish left in this area. Ashtrays/bins are to be emptied Outside basins are to be left empty, scrubbed and cleaned.
- GARDEN COURTYARD (outside showers/toilets): Is to be swept, free of all rubbish, ashtrays emptied into appropriate bin.
- LAUNDRY: is to be free of rubbish. Basins scrubbed and cleaned and floor mopped.
- TEA TOWELS: to be washed daily and hang out- pegs in bucket for the clothesline at back of Whare Take.
- All paths are to be swept and all rubbish picked up around the Marae and put in appropriate bins.
- Please note: try and mop floors last rather than having to re-do the floors because members of your group have walked over them while wet resulting in you having to do them again!

Please print out this information and return this sheet, ticked off, so we know you have cleaned the marae how we like it.