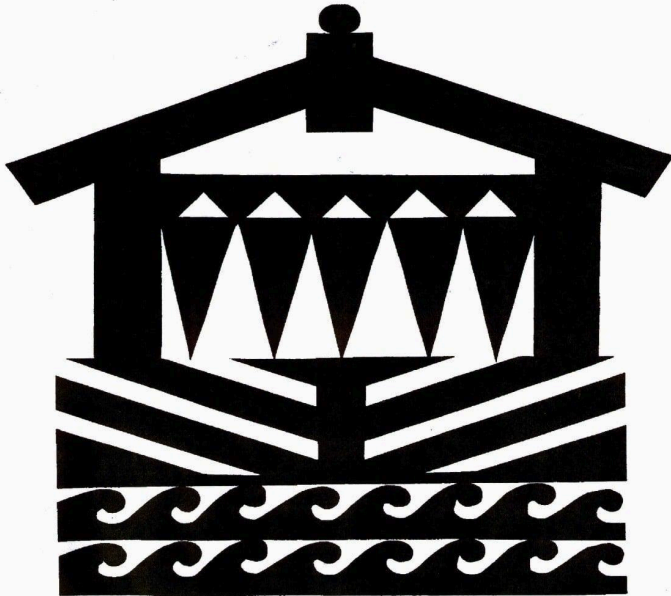


Te Rawhiti Marae

Welcome Booklet



He waiata mō tātou putaki

The waiata of our origins

nā Henare Clendon (Ngati Kuta)

Ko Rakaumangamanga

Ko te maunga rongonui

E tū mai nei

I te marangai

Ko te herenga ngā kupu

o ngā tūpuna

Ko Rakaumangamanga

nō Hawaiiki e

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INTRODUCTION

Ko Rakaumangamanga te maunga

Ko Ipipiri te moana

Ko Ngatokimatawhaorua te waka

Ko Ngapuhi te iwi

Ko Ngati Kuta me Patukeha ng ā hapu

Ko Te Rawhiti te marae

Ko Tangaroa te tekoteko

Ko Te Rawhiti War Memorial Hall te wharekai

Tihei Mauri Ora!

Welcome to Te Rawhiti Marae. This handbook is designed to provide you with all the essential information you need to ensure a successful and enjoyable stay at our marae.

Address: 221 Te Rawhiti Rd, Te Rawhiti

Email: terawhiti439marae@gmail.com

Website: <https://terawhitimarae.maori.nz/>

Social Media: Follow us on Facebook & Instagram

O MĀTOU MATATIKI | OUR VALUES

Kaupapa hei Whiriwhiri / Protocol Consultation:

Marae activities adhere to tikanga, with guidance from kuia and kaumatua when needed.

Nga Taonga Tuku Ibo:

Our marae is a space of our ancestral knowledge, will be respectfully maintained and respected by all of us.

Aroha:

We embrace the guiding love of our tupuna and promote peaceful interactions inside and outside of our marae

Tika me Te Pono:

We will conduct marae affairs with honesty and integrity.

Kaitiakitanga:

We are all responsible to act as guardians in the protection and care of the marae and its tāonga.

BOOKINGS

STEP ONE

Check the calendar that your dates are free and complete the marae booking form.

STEP TWO

To confirm overnight bookings, a booking fee of \$200 is required. This fee is refundable at the end of your stay, subject to the Terms & Conditions.

**Account Name: Te Rawhiti 439 Marae Reserve / 12-3090-0090743-00/
Particulars - Booking Name, Reference: Main contact**

STEP THREE

Contact the marae when your deposit is made (Email preferred) to confirm your booking.

CANCELLATIONS

Please book dates mindfully and provide as much notice as possible for cancellations or rescheduling requests. Please note that tangihanga takes precedence and may impact your booking at very short notice. In the event of tangihanga, a refund of all monies received in bonds & deposits will be provided. Please consider a Plan B in the event that your booking is impacted for this reason- especially if whānau are travelling from afar.

RECOMMENDED KOHA

This chart outlines the recommended koha for booking the marae, which reflects the actual running costs.

ITEM	DESCRIPTION	RECOMMENDED KOHA
Bond (Overnight bookings)	Bond applies for overnight bookings and is refundable providing the T&Cs are upheld	\$200
Daily Rate (overnight) or large groups	This applies to overnight stays and reflects actual running costs of lighting, water, cooking, gas, etc. for up to 30 people Bookings 30+ add \$7 per adult and \$5 per child	\$250
Day Rate	Please consider offering a koha that is appropriate to the event your group or organisation is holding.	Variable
Daily rate Chiller	Actual running costs	\$50
Laundry	Marae linen Tea-towels (heavily soiled ones may incur further costs)	\$150 \$20
Tangihanga (per day) KOHA	To help ease costs for whānau during this difficult time, the mare recommends a reduced koha. Laundry costs are inclusive.	\$200

TIPS FOR STAYING AT THE MARAE

- The **wharenui** comfortably sleeps 30 people; larger bookings are considered in consultation with the marae.
- The marae has 2 toilets and one shower for each of the womens and mens **ablutions**. We rely on tank water and gas for heating water and cooking.
- Our **haukāinga support** bookings by unlocking and keeping an eye on the marae, facilitating pōwhiri (when required), and assisting with any issues that may arise during your stay. Clear communication between the main contact person and the marae is essential, including confirmation of arrival and departure times.
- Our **drinking water** is on a filtered system, but feel free to bring your own if that is your preference.
- As the closest **supermarket** is located in Kororāeka, Russell, it is recommended that you bring ample supplies for hygiene (including toilet paper, soap, cleaning products, rubbish bags, feminine products).
- Rubbish and recycling** can be disposed of at the Recycling Centre located behind Kaingahoa Marae
- Please be in touch with the marae as your dates approach about **opening the marae**, and to confirm other details.
- We will do our best to provide a **pōwhiri** when requested. However, this is dependent on the availability of our haukāinga.. Where possible, we recommend having a local contact in Te Rawhiti to support your group.

TERMS & CONDITIONS OF USE

i. Responsibility

The main contact person is responsible for ensuring the terms and conditions of use are upheld.

ii. Health & Safety

Please keep your whanau safe by

- a. Keeping a close eye on young children while playing on the marae grounds
- b. Maintaining safe work areas at all times
- c. Reporting hazards, near misses, and actual incidents to the marae Email

iii. Caring for the Marae facilities

The marae is equipped with cooking facilities, linen, tea-towels - please help us look after our marae in the following ways:

- a. To make sure our marae is ready for the next group please ensure that:
 - Mattresses are stacked neatly and used linen is put into a blue linen bag for laundry collection
 - Pots and pans are stacked neatly (check the photo on the wall for a guide)
 - Floors are swept and mopped
 - Armchairs for our taumata are positioned near the entrance of the wharenui
 - Chairs are stacked neatly inside the hallway for the wharenui
 - All food from fridges removed and any spills wiped down
 - Rubbish and recycling removed (including bathrooms)
 - Ablutions are washed down
 - Smart TV is placed inside storage room
 - Damage or loss is reported to the marae Email as soon as possible
- b. While marae linen and tea towels are available, please note that we do not have on-site washing facilities - laundry is taken to the laundromat requiring a fee.

Before departing, ensure all rubbish and recycling is disposed of, all food is removed from the fridge and chiller, and any spills are wiped up.

The following fees will be deducted:

- \$150 Marae linen requiring laundry
- \$50 Maximum to cover extra clearing, rubbish etc.

iv. Alcohol, Drugs, & Behaviour

We ask that whānau take responsibility for their behaviour and respect the values and tikanga of our marae. Verbal or physical abuse, problematic use of alcohol, drugs as well as behaviour causing intentional damage, is strongly discouraged.

v. General use of the marae

- a. Park on gravel areas or designated parking areas. Do not park on the ātea (the front of the marae).
- b. The clothesline at the back of the kitchen is for hanging tea towels only. Avoid hanging laundry items on the front fences or elsewhere.
- c. Avoid photographs of the tupuna on the back wall of the whareniui
- d. Mattresses are for use in the whareniui only and are not to be removed from the marae for overflow to other locations.
- e. WIFI is available for marae purposes such as hui. Limited usage is advised, as we are on a fixed data allocation.

*Ki te pūpuri ki ngā tāonga tuku ibo e
o tātou tupuna mō nga uri whakatupuaki*