



Takahiwai Marae

No reira, nau mai, piki mai, haere mai

Information and Charges Booklet

*Prices and content are up to date as of 01/05/2014.
For more information please visit www.takahiwai.co.nz or email marae@takahiwai.co.nz*

INTRODUCTION

We **WELCOME** visitors to our Marae and ask that you look after it and enjoy your time here.

Takahiwai Marae is settled in the heart of Takahiwai and amongst the shores of the Whangarei Harbour, located close to the Ruakaka, One Tree Point and 35km south of Whangarei.

The Takahiwai Marae is the centre of the Takahiwai and Patuharakeke. The Marae consist of, Rangiora – Te Whare Tupuna, a Wharekai, the Takahiwai Te Kohanga Reo, the Office of Patuharakeke Te Iwi Trust Board Inc and the Whanau Urupa. The Wharenui was officially opened as the Takahiwai Centennial Memorial Hall on 28 March 1948.

We ask that during your stay you treat our Marae with the upmost respect and we also wish you well in your endeavors to organise your event.

Following is some basic information you will need to know when using the Marae.

INFORMATION

1. Nga Whare

- a. **Rangiora** Is the Whare Tupuna and sleeps 80 people
- b. **Wharekai** Can seat 130 people

The following are some basic rules for use of the **Whare Tupuna only “Rangiora”**

- a. No eating or storage of any foods inside
- b. No drink bottles inside
- c. No footwear of any kind is to be worn inside
- d. Please keep the Marae clean and tidy at all times

The following are some basic rules for use of the **Wharekai**

- a. No kitchen equipment is to leave the Marae premises
- b. No gumboots to be worn inside the kitchen
- c. Please keep the kitchen clean and tidy at all times

A smaller porta-com is available for use and is attached to the Wharekai. The primary use of this building is for meetings, a classroom or food preparation. Please do not sleep in this building

2. Takahiwai Urupa

There is no driving, eating or smoking in the Urupa. Please respect this area at all times. Use of the Marae Urupa equipment is available upon request.

3. Takahiwai Te Kohanga Reo

Takahiwai Te Kohanga Reo is a Maori immersion childcare centre. The Kohanga and play ground are out of bounds during your stay at the Marae. If you require to contact the Kohanga please contact:

Phone: 09 4328 514
Email Address: whanau@k01b020.kohanga.ac.nz

4. Office of Patuharakeke Te Iwi Trust Board Inc

Located beside the Kohanga is the office of the Patuharakeke Te Iwi Trust Board Inc. Access to this office is restricted and is locked when not in use by a Board member

5. No alcohol

Alcohol is not to be consumed or stored on the Marae premises. Takahiwai Marae Committee has a relationship with the Takahiwai Rugby League Club if you wish to book an after function. Contact;

Contact Name: Shane or Juanita Hool
Phone: 09 4327 602
Address: Cnr McEwans & One Tree Point Roads RD1 Takahiwai

6. No illegal drugs

Takahiwai Marae Committee and the whanau of Takahiwai do not tolerate the use of any illegal drugs on any Marae property or in the Takahiwai area.

7. No gang patches

Takahiwai Marae Committee does not tolerate any gang insignia or patches to be worn on all Marae properties.

8. Smoking

Smoking is restricted to certain areas of the Marae complex. Smoking is not permitted in any of the Marae buildings, Urupa or in the doorways. Smokers are reminded to please properly dispose of their cigarette butts.

9. Children

While the Marae endeavours to provide a safe environment for all Tamariki it is the responsibility of your whole group to ensure the safety of your Tamariki during your stay. A recommendation is to create a **Tamariki Safe Zone** this zone is to be free of any parked or moving vehicles. The area between the Wharenui and Urupa is usually reserved for this purpose.

10. Cleanliness

During your stay you are responsible for maintaining the cleaning standards of the Marae. For all cleaning responsibilities please refer to Hirers Checklist. Please remember that you will need to supply your own cleaning detergent for the pots and also cleaner for the floors in the toilets and kitchen. Toilet paper and hand soap is supplied by the Marae Committee.

11. Health and Safety

If you identify something that may be a hazard please inform Marae staff as soon as possible. Basic First Aid kits are available in the Kitchen Pantry, it is requested that you provide your own. Please ensure when your group arrives they are made aware of where the evacuation points are. The emergency contact list is located by the phone in the Wharekai.

12. Phone / Internet and WIFI

A landline phone is provided for your use and is located in the Wharekai. Local calls are only available Internet or WIFI is not available at the Marae.

13. Waste Management

It is the responsibility of your group to **remove all of your rubbish at the end of your stay**. Rubbish collection is on Tuesday mornings. This is collected from the roadside and you will need to purchase rubbish bag stickers or council rubbish bags.

The Marae can dispose of your rubbish for you but there is a cost of \$60.00+gst

14. Koha

Koha is a form of reciprocity that has had to evolve over the generations and today is still widely accepted as a living practice on the Marae. Please ensure your Koha is enclosed in an envelope with the following information

- a. Your name
- b. Name of event
- c. Amount
- d. Contact email address or postal address

Contact details are needed for receipting and financial accountability purposes we operate at Takahiwai Marae. We appreciate your co-operation to this procedure and you should expect a receipt promptly. Koha given during Tangihanga and Hura Kohatu become the responsibility of the Whanau Pani to manage and administer receipts.

15. Catering

- | | |
|-----------------------------|---|
| a. Tangihanga / Hura Kohatu | Will be discussed upon hireage of the Marae |
| b. Other groups | Charged on a per head basis and will be discussed upon hireage of the Marae |

Please Note: If you are catering for your own group you are reminded that a meal is required after the initial Powhiri at the hirer's expense

SUPPLIED EQUIPMENT AND FACILITIES

16. Equipment

The Marae is has the following equipment for your use.

a. Wharenui

- ✓100 Single mattresses + sheets
- ✓200 Pillows + pillow cases
- ✓Whiteboards + Tables*
- ✓8 x Forms
- ✓2 x Gas heaters and bottles
- ✓2 x brooms
- ✓1 x commercial vacuum
- ✓1 x washing basket
- * *Extra charge for use of table clothes*

b. Wharekai

- ✓Seats and tables for 120 – 130 people
- ✓12 gas hobs
- ✓1 large gas oven
- ✓1 large electric oven
- ✓1 Bratt pan
- ✓Pots, pans and dishes
- ✓All plates, cups, mugs, cutlery, crockery, serving bowls, cordial jugs
- ✓Salt and pepper shakers
- ✓Handtowels and hand soaps
- ✓1 large chiller
- ✓1 small chiller
- ✓2 x microwaves
- ✓1 x pie warmer
- ✓1 x catering toaster
- ✓1 x food processer
- ✓1 x electric mixer
- ✓1 x fridge/freezer
- ✓1 x Industrial dishwasher
- ✓3 x 25L Drink containers
- ✓3 x mops + Buckets
- ✓3 x brooms
- ✓100 x Tea Towels
- ✓10 x Aprons

16. Equipment Continued

c. Wharepaku – Wahine / Tane

- ✓7 x toilets
- ✓6 x showers, 2 x special needs showers
- ✓1 x urinal
- ✓Toilet paper
- ✓Hand towels
- ✓Hand soap

Please Note: No Marae Equipment is to leave the Marae. If you have left over food at the end of your Hui **DO NOT** take the kai home in Marae dishes and plates

BOOKINGS AND CHARGES

1. Booking Process

Tangihanga takes precedence over all events at the Marae. Should the Marae be needed for Tangihanga your booking maybe cancelled at short notice.

- a. Check if date is available online www.takahiwai.co.nz
- b. Contact Heidi Pirihi email marae@takahiwai.co.nz or phone 027 703 2818
- c. Complete Hire Registration Form
- d. Emailed out a copy of your invoice
- e. Payment received before you move in
- f. Powhiri

Please Note: It is customary to give a Koha to the Taumata at the completion of the initial Powhiri

2. Takahiwai Marae Booking Charges

Below list the current charges for the Takahiwai Marae. A reminder all bookings should be paid in full before your stay. **The following prices do not include GST**

| OVERNIGHT | 1 st Night | 2 nd and Consecutive Nights each |
|--------------------------------|-----------------------|---|
| Tangihanga / Hura Kohatu | \$300.00 | \$150.00 |
| Special and Private Functions | \$350.00 | \$200.00 |
| Sports and Education | \$450.00 | \$300.00 |
| Funded Agencies (Corp and Gov) | \$650.00 | \$500.00 |

| DAY ONLY | |
|--------------------------------|----------|
| Tangihanga / Hura Kohatu | \$250.00 |
| Special and Private Functions | \$250.00 |
| Sports and Education | \$270.00 |
| Funded Agencies (Corp and Gov) | \$300.00 |

| EXTRA COSTS | |
|-----------------|---------|
| Rubbish Removal | \$50.00 |
| Table Clothes | \$80.00 |

Prices are effective as at 1 April 2014