

Manurewa Marae

Information

Package



Manurewa Marae

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1. Manurewa Marae

The Manurewa marae was initiated by Maori whanau who migrated to Manurewa during the Urban Drift. These whanau wanted a place in which they could maintain Tikanga practices from their whanau, hapu and Iwi and to support Tangihana while providing a resource for the community. The journey has been anything but smooth, and was commonly regarded as a poison place. In March 2007 Manurewa Marae DIY 2007 erupted (TV Program screening Sept 07) was undertaken, resulting in the moving of the old negative energies allowing new positive energy to come in. The marae is on a positive journey into the future Tihei Mauri Ora!

We wish you well in your endeavours to organise your event following is some basic information you will need to know when using our Marae.

2. Nga Whare

Manurewa Marae is a beautiful marae set on the shores of Te Manukanuka o Hoturoa (Manukau Harbour). The spectacular views from the Marae provide a unique backdrop that will create the desired atmosphere of any function. Sitting on 1.6ha the marae is made up of the following whare

1. **Matukutureia** opened 4th Dec 1989 - Large Wharekai (seating 250-300)
2. **Matukutururu** opened 20th Nov 1999 – Small Wharekai (seating 50)
3. **Matukurua** 20th Nov 1999 - Whare Tupuna (sleeps 250)

Smaller classrooms are also available for smaller kaupapa please ask at the office. Also on the Marae is Te Wharekura o Manurewa.

3. Te Wharekura o Manurewa

Te Wharekura o Manurewa (TWKOM) is a Maori immersion High school located on the marae. Established in 2001 the Wharekura provides education in Te Reo Maori to some 30 Youth. TWKOM relocated to the Manurewa Marae in April 2003 and will be located here until such time as the Ministry of Education builds them a permanent school. For further information about the Wharekura please contact (09) 266 0158 or email at: twkom@xtra.co.nz

4. Uses of the Marae

The marae is used for many purposes and following are some of the kaupapa held here;

Community Programs

- **Te Ra Oranga** – Free Wellbeing Activities every Wednesday starting 10am and finishing around 4pm targeted at our kaumatua and Kuia but all ages are welcome. The Day starts with Tai Chi followed by a light meal then into Line Dancing.
- **Free Te Reo Maori classes** 4 nights per week, these classes are provided by Te Wananga o Aotearoa Free to our Whanau. There are two intakes a year please contact Te Ara Reo on 0800 335 553 to register

Private Functions

- Tangi, Weddings, Graduations, Reunions, Christenings

Conferences and Events

National and International Conferences, Regional Kapahaka Events and community events,

It is the desire of Marae Governance to increase the programs provided or held on the marae.

Responsibilities

5. Alcohol/Drugs:

No alcohol or drugs will be tolerated on the Marae grounds, failure to comply with this rule will result in loss of bond and will jeopardise any future use of the marae.

The marae has developed a relationship with our Local Tavern if you wish to book an after function please ring, **The Local, Tavern**, 254 Roscommon Road, Manurewa (09) 268 6491 contact: The Bar Manager. The Local has a room available for private functions which is free to hire for Marae bookings on the understanding all alcohol is purchased their and the bar is guaranteed a good taking. A resident DJ is available at a cost of \$200 when booking the local.

6. Booking Process

Enquiry of Date Required	
Yes date available	No date is not available
1) Complete Hireage Form	1) Try another date
2) Pay Booking Fee and receive receipt	2) Ask us for other marae in the area
3) Receive Confirmation of booking	
4) Pre visit Induction Hui	
5) Powhiri	

7. Catering:

- Marae Catering services are available off our website, www.manurewmarae.co.nz under bookings and catering.

8. Children:

While the marae endeavours to provide a safe environment for Tamariki it is the responsibility of your whole group to ensure the safety of your children while on the marae. Please ensure they are appropriately supervised while on the marae.

9. Cleanliness:

During your stay you are responsible for maintaining the cleaning standards of the Marae. Please ensure you attend a induction hui before your booking date. For all cleaning responsibilities Refer to Hirers Checklist

10. Equipment

Both kitchens are equipped with Gas Ovens, Tables and Chairs, Plates, utensils, roasting trays and cooking utensils, variety of sized pots, Toasters, Teapots and limited serving dishes and bowls, Salt & Pepper Shaker. All Marae equipment is marked no kitchen equipment belonging to the marae is to leave the Marae premises. The large kitchen also features a large walk in chiller, and walk in pantry. Each kitchen is equipped with a Washing machine for ***T'Towels and Table linen ONLY.***

11. Fees:

Booking Fee:

Your booking fee is a confirmation of your planned Marae visit; please note that tentative bookings will not be held longer than 6 weeks. This is a non refundable Fee.

Bond:

It is requested that you bring your bond with you on the day of your hire either cash or cheque this will be held during your hire depending the outcome of post check which should be completed prior to departure or soon after please arrange the date and time with staff.

- a. The hirer is responsible for any breakages/loss of equipment, damage to chattels and buildings incurred during their stay. The hirer is responsible for counting dishes before and after use and checking against the dishes list which will be provided by Marae staff.
- b. The hirer is expected to leave the Marae complex the way you find it. The bond will be refunded if all conditions are met. If any conditions are not met the bond will be forfeited. If major loss or damage is caused and the bond does not cover the damage, the hirer will be invoiced for the excess amount.

Hireage Rates as of September 2008 - Rates may vary without notice

Community Groups	
Defined as: <i>Local community groups and all local schools Kohanga and pre-schools in Manurewa</i>	
Booking fee	\$ 200.00
Plus a Koha (donation) on completion of use	
COMPULSORY CHARGES EXCLUDING HIREAGE COST	
Booking fee	\$ 200.00
Bond (for bookings over 2 nights only)	\$ 300.00
TOTAL DAILY HIREAGE FEES	
One Side of Marae	\$ 450.00
Whole Complex (Wharenuui, 2 wharekai, entire grounds)	\$ 650.00
CORPORATE/GOVERNMENT DAILY HIREAGE FEES	
One Side of Marae	\$ 500.00
Whole Complex	\$ 1,000.00
(Corporate Hireage includes free Hireage of data show Projector, screen, whiteboard, TV, DVD etc)	
Catering: We have two independent caterer's to the Marae, their contacts and menu's are on our Website under bookings, catering www.manurewamarae.co.nz	
There are 3 costs associated with hiring the Marae. The Booking fee \$200.00, the Bond \$300.00 and the Hireage Fee. The Booking fee is non refundable and the bond is returned on completion of a facility checklist, (Marae, grounds, kitchen equipment, cleanliness). We expect that the Marae will look exactly how you received it, clean and tidy. You may hire the Whole Marae, which includes the two kitchens and two dining areas, and the entire grounds, or half the complex. There are rooms also available to hire. To enquire for prices, simply call the Marae (09) 267 8678.	

12. Health and Safety:

- If you identify something that may be a Hazard's please inform Marae Staff **A.S.A.P**
- Basic First Aid kits are available in each Kitchen, it is requested that you provide your own
- Please ensure when your group arrives they are made aware of where the evacuation points are
- Please familiarise yourself with where the emergency contact lists are located on the marae
- Te Wharekura o Manurewa is out of bounds at all times please ensure your group are aware.

13. 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. It has however raised much debate Please ensure your koha is enclosed in an envelope with your name/Kaupapa and amount, this is for receipting and financial accountability purposes we operate by at Manurewa Marae. We appreciate your co-operation to this procedure and you should expect a receipt promptly.

14. Laundry Services

The marae charges include the laundry services for linen.

15. Powhiri

Please see Powhiri Process

16. Smoking:

The Manurewa Marae is a smoke free Marae. Smoking is only permitted in one designated area, (on the back deck of Matukutureia). It is your responsibility to ensure members of your group smoke in the designated area ONLY. Non adherence to this rule will jeopardise future bookings.

17. Supplies:

You will need to provide: tea-towels, dish-washing liquid, toilet paper, Rubbish bags, cleaning products, please ensure you bring enough supplies for the duration of your stay. The marae does provide a washing machine in the kitchen; **this is for tea-towels and table Linen ONLY.**

18. Tangihana

Please see Tangihana Process

19. Waste Management

The Manurewa Marae is trying to adopt a more proactive approach to waste management and the disposal of that waste. We have recently introduced a Worm Farm to minimise food waste on the marae. We would appreciate your co-operation with all recycling activities on the marae

We recycle and it is your responsibility when you use our marae

- **Paper/Cardboard** – Large Yellow Cage in the Top Carpark
- **Food** – Please keep all scraps in bins provided and place in cooler or Fridge for future disposal.
- **Glass/Plastic/Aluminium** – Yellow Wheelie Bins
- **All other waste** – Rubbish bags then into Green Wheelie Bins which are then emptied into Red Bin in the top carpark
- **Worm Farm** - All kai scraps except shells or citrus (orange, lemon skin) can go into worm farm. Please speak to our caretaker regarding the process.

20. Marae Processes

Tangihanga (Funeral Ceremonies): Due to pre-booked & paid hui

While Manurewa marae endeavours to support whanau during Tangihana there are times when we are unable to accommodate the tangi on the marae. The marae maybe able to offer assistance in terms of equipment that will allow you to have your Tangihana at home or provide you with numbers for other marae in the Manukau area.

Whanau: (Before)

- Complete Marae Booking form
- Establish a Main Point of contact for the whanau who will be responsible for all communications with the Marae before and during the Tangi.
- Go through induction process with marae staff
- A \$200.00 Deposit paid prior to tangi coming onto Marae, and a Koha at the end of the Tangi

Te Kawa o Manurewa Marae

- Manurewa Marae observes the kawa of Tainui

Tangi Powhiri

- Karanga
- Haka Powhiri
- Whakatau te Tupapaku (below Poutuarongo)
- Seating of Manuhiri (sit left hand side facing rear of Whare Tupuna)
- Karakia (Tangata Whenua Kai Karakia)
- Himene
- Mihi mihi (Tau utuutu Speaking Order Tangata Whenua, Manuhiri ending with Tangata Whenua)
- Koha (laid by last manuhiri speaker – This koha goes to the Marae, all others during the tangi belong to the whanau)
- Last Tangata Whenua speaker – hands the kawa over to Whanau Pani (Unless the Marae is providing the paepae at which time the kawa will remain Tainui)
- Hariru
- Whakanoa – Kapu tii

Responsibilities of Whanau during Tangi

- Ensuring Koha is managed properly
- Provision of Kaikaranga
- Provision of Paepae (Unless pre arranged with the Marae)
- Ensure Marae Paepae know who your Koha person is (1 person only)
- All cooking and cleaning during and after Tangi

Nehu (Burial)

- Karakia (Service)
- Kawa of the marae handed back to Marae
- Whanau depart for Cemetery
- Prearranged whanau organised to stay back at the marae and get Whare Tupuna ready for whanau when they arrive back
- Powhiri (Whanau Puni welcomed back to the Marae)
- Karakia Whakamutunga
- Kai Hakari (Whanau Puni sit first and eat with all guests)

After Tangi:

- When Tangihana is over, please ensure a proper clean up of all areas, and all equipment used is placed in its proper place before departure.

Tangi Koha

- The koha from Powhiri on first arrival goes to the marae
- All subsequent koha belongs to the whanau
- After completion of Tangihana, A final koha is made to the marae for use during tangihana.
- If Marae Kaumatua are holding the paepae for you, the whanau are to ensure each kaumatua is made aware of who the koha goes to. "one point of contact".

- If Marae Kaumatua have been requested to sit on the paepae during the tangi we ask that you arrange a koha for them as this is a long and tiring process and it is a commitment they make on behalf of the marae to ensure you as a whanau are supported and led in Tangihana practices.

Powhiri Process: (Visiting Groups using the Marae)

Is an official welcome onto the marae. Two groups are required for a Powhiri

Tangata Whenua – marae home crowd

Manuhiri – Visiting Group

Prior to kaupapa date

Completed booking form

Deposit Paid

Arrange a pre visit with Marae staff and ensure all proceedings are arranged

Arrival for Powhiri

Gather all your roopu together at the Marae Waharoa (gate)

Agree on your Kaikaranga

Agree on speakers and order of speaker

Ensure your koha is given to your last speaker who will lay it once he has finished speaking

Te Kawa o Manurewa Marae

Manurewa Marae observes the kawa of Tainui

- Karanga – Tangata Whenua starts
- Haka Powhiri
- Seating of Manuhiri
 - sit left hand side as entering Whare Tupuna
 - or Paepae shelter facing Whare Tupuna
- Karakia (Tangata Whenua Kai Karakia)
- Himene
- Mihi mihi - Tau utuutu (speaking order) Tangata Whenua, Manuhiri ending with Tangata Whenua)
- Koha (laid by last manuhiri speaker – This koha goes to the Marae, all others during the tangi belong to the whanau)
- Last Tangata Whenua speaker – hands Mauri over to the kaupapa
- Hariru (Tangata Whenua and Manuhiri hongis, kiss, shake hands)
- Whakanoa – Kapu tii

Mihi Whakatau

If your group arrives after dark, a full Powhiri process will not be observed following is the process that will be undertaken

- Everyone makes their way into the Whare Tupuna
- Seating of Manuhiri
 - sit left hand side facing rear of Whare Tupuna
- Karakia (Tangata Whenua Kai Karakia)
- Himene
- Mihi mihi - Tau utuutu (speaking order) Tangata Whenua, Manuhiri ending with Tangata Whenua)
- Koha (laid by last manuhiri speaker – This koha goes to the Marae, all others during the tangi belong to the whanau)
- Last Tangata Whenua speaker – hands the time over to visiting group to do their thing
- Hariru
- Whakanoa – Kapu tii

HIRERS CHECKLIST

Pre-visit Induction and Post Hire Checklist

Matukurua (The Wharenui)

- All rubbish removed
- Floor thoroughly vacuumed
- Mattresses stacked properly in mattress room and vacuumed properly
- All Chairs stacked properly
- All Pillows returned to storage racks
- Ramp vacuumed properly
- Marae Atea swept

Matukururu (Kitchen behind Wharenui)

- All rubbish removed
- Tables and plastic chairs cleaned and stacked properly in
- Floor swept and mopped
- Removal and disposal of all decorations

- All dishes stacked properly and left on bench for counting
- All benches, cupboards cleared and cleaned
- Stoves cleared and cleaned
- Floors swept and mopped with Hot water

Waste Management

- Yellow bins – plastic/tin/glass (not broken)
 - Red bins – Fruit, Veges, hand towels, egg shells, no meat, bones
 - Green bins for all other
- All kai scraps except shells, citrus can go into worm farm

Rubbish

- Bags from Green Bins need to be taken to the Large Red skip in top carpark

Linen

- Used linen placed inside one sheet and left in Matukurua
- Unused linen left neatly folded in Wharenui

On Behalf of the hirer:

Signed

Dated

Pre Visit Induction:

Post Hire Check:

Toilets/Ablution Areas

- All rubbish removed
- Showers and hand basins cleaned
- Toilets and urinal cleaned

- Mirrors cleaned
- Floor swept and mopped with hot water

Matukutureia (Kitchen and Hall beside top car park)

- All rubbish picked up
- Kitchen and Hall Floors swept and mopped with hot water
- Chiller cleared, cleaned and mopped
- All equipment washed and stacked for counting
- All benches, cupboards cleared and cleaned
- Stoves cleared and cleaned
- Visitors toilet cleaned properly and rubbish removed and bag replaced
- All Toilets cleaned, floors swept and mopped with hot water

Grounds

- Rubbish removed from all areas including car park

- Emptying and sweeping smoking area

Cleaning Equipment

- Return all cleaning chemicals to cleaning trolley
- Return all Brooms to correct places
- Mops are rinsed in hot water and stood up

On Behalf of the Manurewa Marae:

Signed

Dated

Pre Visit Induction:

Post Hire Check: