

Kohunui Marae

Updated 12/12/2020 (new date when we have finished changes)



Bookings Information Package

Marae Site Address: 2417 Lake ferry Road, Pirinoa 5772.

Email: kohunuiwairarapa@gmail.com

Conditions of Hire

Kia Ora koutou,

Kohunui Marae Trustees would like to ensure all whānau and manuhiri have a memorable experience while staying on our Marae.

Hiring our Marae is different to hiring a hall. The marae is governed by Ngāti Kahungunu kawa (protocols) and tikanga (processes) put in place by the Whānau and upheld by the Trustee.

The following guide applies to all bookings including Tangihanga (funeral ceremonies) and is in place to support your time at the Marae. Please read this handbook thoroughly, as understanding and agreement of these conditions is part of the booking acceptance. If you are making a booking on behalf of an organisation or group of people, ensure that everyone involved with the booking is aware of this information.

Any breach may result in forfeit of all or part of the deposit or cancellation of the event/hireage, refusal to accept future bookings or extra charges being incurred. Please note that by submitting your booking enquiry you have agreed to abide by these conditions.

The marae whānau (family) may call in from time to time to support you in ensuring our kawa and requirements are upheld. They are not there to clean up after you and may speak to the organiser if they see areas of neglect.

If you have any questions or concerns about the hiring of the marae, please contact us at kohunuiwairarapa@gmail.com.

Ngā mihi
Trustees

Location Information

South of Martinborough (24kms) and Featherston (32kms) and 4kms north of Pirinoa Store, Kohunui Marae is only a 10 minute drive from the famous Lake Ferry Hotel, Lake Ōnoke, and the Lake Ferry Holiday Park.

LAKE FERRY HOTEL/BAR/FINE DINING

Opening Hours	Sunday to Thursday	11:00am to 2:30pm
	Friday/Saturday	11:00am to 8/9pm

PIRINOA STORE

The local Pirinoa Store provides all necessary food stores for the locals and is the last petrol station for those heading out to Ngāwi and Cape Palliser. Just a 5-minute drive south from the marae, opening hours are:

Monday to Friday 8.30am – 5:30pm

Saturday and Sunday 9.00am – 5:30pm

Phone: 06 3077813.

THE LAND GIRL

Opposite Pirinoa Store, provides barista coffee and cafe foods along with a unique array of products including jewellery, clothing and household furnishings.

Café opening hours:

Thursday—Sunday 8.30am—3pm

Kohunui Marae Charges

	Fee	Description
Administration Fee	\$50.00	Applicable for all bookings Non-Refundable
Bond/Deposit	50% of total Hire	100% refundable – If paying the deposit and Bond the bond will be refunded
Marae Complex		(Whanau have the ability to use a per person rate of \$20pp for groups less than 15 people)
Half Day Hire	\$80.00	
Day Hire		From 4 to 6 hours
Whānau/Hāpori	\$150.00	
Commercial	\$250.00	
Kaumātua	\$100.00	
Overnight First Day Hire		Handover to be arranged at booking
Whānau/Hapū/Hāpori	\$300.00	
Consecutive days	\$200.00	
Commercial	\$500.00	
Consecutive days	\$300.00	
Linen		
	\$1.00	Pillowcase
	\$2.50	Sheets
Tangi		
Marae usage	Koha	
Utilities	User Pay	Pay for what you use. Gas will be charged at \$20/day and the meter will be read before you arrive and when the marae is vacated.
Linen	As per linen charges	

***Note All overnight bookings are subject to a \$120.00 cleaning fee**

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Booking Process

All bookings will be dealt with via our website. www.kohunuimarae.nz

Check dates of the required booking on the website

If dates are free fill in the online booking form and submit

You will receive a confirmation email; this will explain the next process.

Bookings will not be confirmed on the website calendar until the deposit/bond has been received.

Introduction

The Maximum number of people permitted in Tuhirangi and the Kōkiri is 80 people.

Alcohol is not permitted on the Marae unless approved from the Board of Trustees has been given. Any illegal activity is not permitted on the Marae. Any breach of this rule may result in the immediate cancellation of your hireage, removal from premises or legal action may take place.

Our Marae is a place where all should feel safe therefore, we must ensure that hirers are aware of our rules, to keep everyone safe.

Booking Policy

The Marae Trustees reserve the right to decline application for any booking.

The Marae Trustees reserve the right whether to give reasons for declining or cancelling any booking at the Marae Trustee's discretion.

All booking enquiries remain unscheduled, until deposit/bond fee has been paid.

You are required to vacate the Marae at the correct time.

Included in the booking time is all set-up and pack-up time that may be required.

Access

The Marae will be opened for you.

If anyone in your organisation, group or whānau have NOT visited or stayed on the marae previously a Pōhiri (traditional welcome) is required. Please ensure you indicate your Pōhiri requirement on the booking form.

Those staying overnight will be given a key to allow lockup of the buildings in the evening or when off premises. This key will only be given to the person responsible for the booking.

Key replacement charges will be deducted from your bond, if not returned.

The hirer will be responsible for ensuring that the buildings and grounds are always kept secure.

Payments

Please refer to the "MARAE BOOKING CHARGES" table for current pricing and deposit fees. The Deposit Fees must be paid to guarantee your booking is scheduled on our calendar.

The booking charges can be paid in full or in instalments. Final payment instalment paid 14 days prior to booking is due. If no payment has been received by the due dates, it will result in a cancellation of the booking.

REFUNDING deposits:

Cancellation 30 days prior to event – a full refund of what has been paid less the administration fee.

Cancellation 14 days prior to the event will

be less:

\$50.00 Admin Fee

10% Deposit

Cancellation within 14 days of hire will be less:

\$50.00 Admin Fee

100% Deposit

Refund of the bond shall only be made if all obligations in this document and any additional condition remain fulfilled, no extra cleaning is required and no damage to the Marae or its contents is sustained on inspection by the Marae appointed person, after the event, otherwise any applicable costs will be deducted from your bond.

Any booking made more than six months ahead will be charged at the rate applying on the date of the booking.

Health & Safety

Please be prepared for an emergency evacuation. We suggest you nominate at least one person to familiarise themselves with the evacuation procedures for the Marae.

If there is a fire get everyone out of the building immediately and meet at the assembly area.

Fire/emergency exit doors must always be kept clear from obstruction.

The hirer is responsible for the provision of first aid facilities during the hire period.

The hirer is responsible for the provision of a cell phone for emergency purposes. A list of Emergency Contacts allocated on the Health & Safety Board.

The hirer is responsible for maintaining good order and behaviour in all parts of the premises and grounds and that the Marae is kept secure and hazard free, always.

In case of emergency please call 111, for fire, police or ambulance.

Cancellations

14 clear days' notice in writing, or in person, to the Marae email, is required for all cancellations.

30 days cancellation prior to the event will be less:

\$50.00 Admin Fee

14 days cancellation prior to the event will be less:

\$50.00 Admin Fee

10% Deposit

Within 14 days cancellation prior to event will be less:

\$50.00 Admin Fee

100% Deposit

Failure to notify the Marae of a cancelled booking may result in the loss of the deposit and the bond, the hirer may be subject to paying the full payment of the booking.

The Marae reserves the right to cancel any bookings if the Marae is required for any purposes including urgent maintenance, or Tangihanga. In that event, an alternative venue could be provided.

Hours of Use

Hirers may not enter any facility until the time booked and must end at the completion of the booked period. The booking period must include setting up, dismantling and cleaning the venue.

Charging hours of use are divided into 0-4, 4-6, 6-24 hours, or more than 24 hours.

Equipment

The equipment and furniture owned by the Marae is available to hirers and some items are included in the hire charges. Any

additional equipment required will be the responsibility of the booking people, and at the cost of, the hirer. Available kitchenware will be in the kitchen.

It is essential that you provide the Marae with accurate attendance numbers to ensure enough equipment is available in the kitchen. Where the Marae does not have all the equipment you require you will need to hire/bring those items in, at your expense.

Use of linen needs to be arranged at time of booking and is not included with the venue hire.

Setup/Pack down

Sleeping areas are only permitted inside the wharenuī.

Food should only be consumed inside the wharekai (kitchen/dining) and by arrangement, outside the wharekai.

Damage & Loss

You will be held solely responsible in respect to any claims arising, or loss, accident, injury or damage to persons sustained in connection with your booking. Any loss or damage to Marae property, furniture, fittings, fixtures, appliances and apparatus in or about the premises will be charged to you.

No responsibility will be accepted for any damage to or loss of any property you bring to or store on the premises.

You must return all property to their designated areas.

It will be necessary for any groups wishing to decorate the Marae to first seek approval from our Marae trustee or their nominee. At the completion of hire any approved decorations are to be completely

removed.

No confetti are to be thrown in the Marae or on the grounds.

Under no circumstance is any Marae equipment, cutlery, utensils, pots, bowls, crockery to leave the Marae Kitchen or premises.

Cleaning and Rubbish

It is the hirer's responsibility to remove all the rubbish from the Marae. This includes the rubbish, food scraps and waste. No rubbish must be left on the Marae premises.

Bins will be provided for your use during the hireage, situated in the kitchen however, unless you have paid for Rubbish removal and approval is given, you must ensure all rubbish has been taken before you leave, and the bin has been cleaned out. Those caught dumping or leaving their rubbish at the site will have rubbish fees deducted from the bond.

One roll of toilet paper per toilet cubicle is provided, it is the hirer's responsibility to supply your own toilet paper.

You will need to supply your own rubbish bags and cleaning products throughout the duration of your stay.

Floors in the kitchen and toilet areas are to be mopped. All carpet areas are to be vacuumed.

You must remove all personal equipment and belongings immediately after the function unless prior approval has been given. Anything left behind will be disposed of.

The kitchen is available for use and will always be the responsibility of the hirer to leave in a clean and tidy condition.

Any extra cleaning costs resulting from a hirer failing to leave the premises in a tidy condition will be charged to the hirer accordingly.

Permits & Consents

seating at the front door of the dining room and outside the rear of the kitchen.

No liquor is to be sold at the Marae. No liquor is to be supplied or consumed at the Marae unless with written authority from the Trustees.

Where the sale of food is undertaken this must be approved by the Marae Trustees prior and the Food and Hygiene Regulations 1974 must be complied with.

Security

You must ensure that all gas, heating and lighting is turned off before you leave. An additional charge may be made if any is left on.

Hirers are responsible for shutting windows and securing the building. Any costs incurred by the marae as a result of the building not being secured properly will be passed on to the hirer.

Out of Bounds

There are a few areas on our Marae which are out of bounds to all:

- The nursery next door
- Underneath the Kōkiri

Subletting

The hirer shall not sublet the marae

Smoking

Smoking is permitted on the outdoor

Parking

Parking inside gates at the bottom of the hill and at the top left-hand side of the marae grounds. For ready access to the kitchen for loading / unloading, there is parking available for 1 vehicle at the top right-hand side.

Definitions

Whānau/Hapū

Hāpori

Koha 'gifting of money'

Defined through direct whakapapa links to Kohunui Marae
Non-profit Community Groups, Youth Groups

Is a form of reciprocity that has evolved over time and is commonplace now on many marae. However, it does not have a set amount. It is normally placed inside a sealed envelope along with the group booking details and contacts so the Koha can be receipted. Please read the Pōhiri process for further details.

NOTE the Kokiri and Nursery are not part of the Hire.

Pōhiri

Please discuss with the Booking contact prior to the event what your requirements are. Kohunui Marae has a policy to uphold the tikanga of our Marae, including a Pōhiri. As a visitor coming to our marae for the first time you and your group are waewae tapu and a Pōhiri is always the option. No exceptions

The pōhiri is the official welcome process which creates a tapu (restricted) environment which is removed at the end of the pōwhiri process by means of a shared kai. Visitors are then seen as welcome members of the marae whānau during their stay here.

Please note that arrival after dark is deemed impolite. When it is seen as necessary to bring visitors on after dark, a mihi whakatau will be arranged. Between 9:30 am and 5pm daylight savings hours and 9:30 am and 3:00pm winter months.

Two groups are required for this process: Tangata Whenua - the people of Kohunui Marae and The Manuhiri - You, the visitor/s to our marae.

The Process of Pōhiri

Gather all of your rōpu (group) at the Marae entrance. Men and boys at the back. Women and girls in the front.

Determine who will be your Kaikaranga (a female to respond to our Marae kaikaranga) to bring your group onto the marae ātea, and an appropriate waiata to follow your group's speaker/s.

Determine which male/s will deliver whaikōrero (speeches) for your group once inside the wharenui. All whaikōrero are to be delivered in te reo Māori. If you have several speakers, then it is the last speaker who will present the koha.

Karanga– the first call. The kaikaranga of the Marae(caller) will begin to call you onto the Marae. Your caller will respond and will begin to lead you towards the wharenui, heads bowed slightly as a show of respect to the tupuna of the Marae. If you do not have a caller then proceed forward as a group, silently, removing your footwear before entering the whare.

Once inside the Wharenui you will be seated to the right - only males seated in the front row. Once you are at your seats please sit.

Whaikōrero - Tangata Whenua. Marae speaker/s will welcome you and your group according to custom. Kohunui Marae kawa is Pāeke - all marae speakers will deliver whaikōrero before the mana is handed over to the manuhiri.

Waiata - It is customary for a waiata to be sung to tautoko (support) the speaker at the completion of his whaikōrero.

Whaikōrero - Manuhiri

Waiata - Manuhiri

Koha - Your last speaker will present the koha by placing it on the ground between him and the tangata whenua.

Hongi / Harirū The Tangata whenua will then invite your group to hongi (pressing of noses).

The sharing of kai in the dining room will then end the pōwhiri process.

Hau kainga will provide the first kai after the pōwhiri.