



# TERERE MARAE – INFO & BOOKINGS

KO NGĀTI NGAHERE TE HAPU

# TERERE

"KI ŌHUI, KI ŌAMA"



**No reira, nau mai, piki mai, haere mai**

## Information – Bookings Booklet

Prices and content are up to date as of 28/01/2021.

For more information please visit

Website: [www.tereremarae.weebly.com](http://www.tereremarae.weebly.com)

Email: [ngatingahere@gmail.com](mailto:ngatingahere@gmail.com)

Address: 50a Terere Pā Road, Ōpōtiki, Te Whakatōhea



## INTRODUCTION/ MIHI

Kō Maunga-a-rangi te Maunga

Ko Otara te Awa

Ko Ngāti Ngāhere te Hapu

Ko Teiringa te Tipuna Whare

Ko Whiripare te Wharekai

Ko Mataatua te Waka

Tēnā koe/ koutou, nau mai haere mai rā ki Terere Marae

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

The Whanau look forward to sharing our Marae with you. We know you will help us in protecting and respecting our Marae, tikanga and kawa by abiding by some simple guidelines and rules.

We have outlined below the process on how to request a booking, make payments as well as your responsibilities once you hire the Marae and all the facilities that are a part of the Marae complex.

Please help us to protect and respect the tikanga and kawa of our Marae by following the rules & guidelines outlined in this document.

Ngā mihi nui

**Richard Mitai**

**Chairman**

Terere Marae Hapu Committee

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NGĀ WHARE

Teiringa – Whare Tīpuna/ Meeting House

Whiripare – Wharekai/ Dinning Hall

Paetapu – Te Whare ki Wānanga

Wharemate

Wharepaku



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## TERERE KŌHANGA REO

Please advise all of your whanau / group that Terere Kohanga Reo buildings, facilities and grounds are not included in the Marae Hireage Agreement and complex **AND ARE OUT OF BOUNDS**.

This includes the playground. Please keep your children safe and in your watchful eye at all times. ANY DAMAGE within the Kohanga Reo complex incurred during your hire stay will be your responsibility to repair at your direct cost. This kaupapa is in place for the safety of our tamariki/mokopuna who attend Kohanga as well as your tamariki/mokopuna.

If you require to contact the Kohanga please contact:

Phone: 073155404

Email Address: [whanau@k12b008.kohanga.ac.nz](mailto:whanau@k12b008.kohanga.ac.nz)

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## MARAE POLICYS

### ALCOHOL POLICY

Please note that consumption of alcohol is not an automatic inclusion of the hire. You need to advise us of your request at the time of booking.

The Trustees will make the decision as to whether alcohol is permitted at their discretion.

**Should this be granted, the marae hapu committee have the right to ensure that alcohol consumption is wrapped up on the marae by 12:00am.**

### ALTERNATIVE FUNCTION FACILITIES

**BayTrust Pavilion – Ōpōtiki District Council**

<https://www.odc.govt.nz/our-district/parks-and-reserves>

i-SITE, 70 Bridge Street, Ōpōtiki

Please contact the Ōpōtiki i-Site on 073153031

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### SMOKING POLICY

We enforce to whanau, that the front of the whole marae complex, inside every building, towards the kohanga reo building and car park are smokefree. Designated area is around the side of the small hall.

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### GANG REGALIA

No Gang Regalia – ie Gang Patches, clothing of any colours are to be worn on our marae. Should the hirer not comply with this, we will take legal action and the police will be contacted.



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## ILLEGAL DRUGS

Terere Marae Hapu Committee and the whanau of Terere do not tolerate the use of any illegal drugs on any Marae property. Please do not consume any illegal drugs on our marae.

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## SECURITY

1. You must ensure all gas, heating and lighting is turned off before you leave. An additional charge may be made if any is left on.
2. If an alarm is set off on purpose or through negligence, the hirer will pay the full cost of the Fire Service, call outs and alarm resetting. This cost is approximately \$500.00 - \$1,500.00.
3. An alarm is placed on the defibrillator (located at the wharenuui), please ensure whanau/ children are aware and not to play around with this. Please ensure this is looked after during your stay. Any tampering, damage or theft of this resource will result in additional charges. The cost for these machines is approximately \$2,995.00.
4. **SECURITY CAMERAS OPERATING:**  
At Terere Marae we operate with security cameras around the marae. These have been installed as part of our security system. The cameras are motion activated and will only be viewed if necessary. Our Terere Marae Hapu Committee Member will identify these to you.

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## TAMARIKI/ CHILDREN SAFETY

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. As the marae sits near the main road/ entrance driveway, we encourage you to please ensure whanau drive slow when moving to and from the marae.



## MARAE POLICIES CONT..

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### 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.

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### HEALTH & SAFETY POLICY

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 in the Wharekai.

PLEASE REFER TO THE HEALTH & SAFETY MANUAL - TERERE MARAE

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### LINEN HIRE

1. Linen is available. The marae has sufficient linen.
2. You are more than welcome to supply your own if you don't want added costs (pillow cases/ sheets).
3. Should you require the use of the marae linen, please indicate during the booking form process.
4. These costs are indicated below.
5. Tea Towels are to be washed, dried and folded and returned to the storage bin once you are finished.

**NOTE: PLEASE BRING YOUR OWN, BLANKETS/ SLEEPING BAGS/ TOWELS**

**THE MARAE HAS NO LAUNDRY SERVICES ONSITE.**

### LOCAL LAUNDRY SERVICES:

#### **Ōpōtiki Laundromat**

Open 24/7

95 Waioweka Road, Ōpōtiki

Coin Operated

#### **Laundromat**

Open 7 Days – 6am to 9pm

07 315 7960

Church Street, Ōpōtiki

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### WIFI/ INTERNET USAGE

WIFI is available at the request of hireage. The hirer must inform us in the booking confirmation as this is added to your hireage fee. You will be provided a code, once you have completed your stay the wifi will be turned off remotely.



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## WASTE MANAGEMENT

It is the responsibility of your group to remove all of your rubbish at the end of your stay.

**THE BURNING OF RUBBISH IS PROHIBITED AT ALL TIMES!**

### **Ōpōtiki Recycle Centre**

Hours of Operation: 8:00am – 4:00pm

Days Opened: Thursday – Monday

Location: 38 Wellington Street, Ōpōtiki

<https://www.odc.govt.nz/our-services/rubbish-and-recycling/rrcs>

The marae can dispose of your rubbish, note there is an additional cost of \$70.00.

### FOOD SCRAPS.

This can be arranged with prior notice. Our local whanau will bring pig buckets down should you require these, please do not load the rubbish bins provided with food scraps.

### RECYCLING:

We encourage you to recycle as this will make your job easier when you arrive to the recycle centre with the bins. These are clearly marked for your use.

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## RESOURCE & EQUIPMENT POLICY

1. Under NO circumstances should any marae equipment, chairs, tables, machinery be removed or taken from the marae.
2. Under NO circumstances should any items: Cutlery, Dishes, Cooking utensils, Crockery, Oven Dishes, Pots, Chopping Boards, Serving Platters, jugs, teapots and other resources be taken away from the marae.
3. Should any be damaged or lost, it will incur an additional charge to the hirer per item.

### **HANDY TIPS:**

**Bring your own storage containers to take away food (ie: ice-cream containers/ white storage bins)**

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## BOOKINGS PROCESSES & POLICIES

### TANGIHANGA POLICY

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

All payments made will be reimbursed. The Terere Marae Hapu Committee will endeavour to support you in finding another location should a tangihanga affect your booking. Please find below alternative marae facilities which could possibly be available at short notice.



## **ALTERNATIVE MARAE FACILITIES**

### **Waioweka Marae**

Noi Elmiger

[nkurei9@gmail.com](mailto:nkurei9@gmail.com)

027 777 61861

### **Omarumutu Marae**

Jonnina Temple

[jonnina.tahliah@gmail.com](mailto:jonnina.tahliah@gmail.com)

07 315 6846

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## **RINGATŪ FAITH/ TE HĀHĪ RINGATŪ**

Our marae follows the Ringatu Faith, therefore, No Bookings will be taken at these times in any year:

9 - 13, April,

9 – 13, August

9 – 13, December.

This also includes December 29 - 2 of January. Unless moved by the Terere Marae Hapu Committee.

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## **BOOKINGS PROCESS**

### **BOOKING THE MARAE:**

1. Log on to our website: [www.tereremarae.weebly.com](http://www.tereremarae.weebly.com)
2. Locate venue hire and bookings tab.
3. Scroll down till you find the calendar.
4. Check your desired dates are free and have no bookings on it.
5. Then scroll back to the top of the page and fill in the Terere Marae Booking Form.
6. Once you have completed this, you will then receive an invoice.
7. Once your non-refundable deposit is paid we will secure the marae booking for you.
8. Full payment must be received prior to your stay.
9. A bond will also be included in your hireage fee. This will be returned within two (2) working days of the last day of booking pending custodians approval of facilities are left in a satisfactory state upon hirer's departure.
10. Upon your arrival, a Terere Marae Hapu Committee Member will greet you, this is when you will receive the keys for the marae.
11. Our Terere Marae Hapu committee member will take you through the marae and give you a rundown on how things are and what is expected when we return for the keys.
12. Breakages and losses will be covered through the bond and bookings fees.
13. Please do not use any nails, cello tape or string in any of the buildings.
14. An inventory checklist is provided below to show you what you have at your disposal for the duration of the hire and what needs to be signed back in on the return of the keys.
15. A health & safety briefing will be given by our Terere Marae Hapu Committee Member on your arrival. Please find this information below.

### **VACATING THE MARAE:**

1. Complete the checklists listed below and meet with the whanau member that checked you in.
2. They will come down and confirm with you that you have been thorough in ensuring the checklists have been completed and they will also check back in the inventory .
3. The final check of the complex and caring for our Marae.
4. Please make sure that all windows are closed, and every door locked.
5. Lastly...be sure that all lights are switched off, this includes all outside lights and big flood light.



*For booking confirmations and consultation, please make contact with our bookings officer who will be able to assist you:*

Thomas Mitai  
0275053296  
[ngatingahere@gmail.com](mailto:ngatingahere@gmail.com)

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## BOOKING CANCELLATION POLICY

1. Should you cancel more than 20 days before your booking date, you will receive a full refund of your payment.
2. Should you cancel within the 20 days, the non-refundable booking fee will be held and the rest will be refunded to the invoiced account holder.
3. Should a Tangihanga affect your booking – please refer to Tangihanga Policy above.
4. The marae reserves the right to cancel any bookings if the marae is required for any purposes including urgent maintenance. In that event, all fees will be refunded in full.





MARAEE HIRE CHARGES				
GROUPS		General/ Kura/ Schools/ Pre-Schools/ Kōhanga Reo/ Wānanga.	CORPORATE RATES (Business/ Agencies/ Entities)	Tangihanga/ Funerals
Entire Marae Complex	<i>Day Hire (7:30am – 6:00pm)</i>	\$200.00 – Booking Fee \$80.00 – Non Refundable Deposit No Bond = \$280.00 (Total)	\$300.00 – Booking Fee \$80.00 – Non Refundable Deposit No Bond = \$380.00	N/A
	<i>Additional Day Hire (no overnight)</i>	\$110.00 – Additional fee	\$160.00 – Additional Fee	N/A
Entire Marae Complex	<i>1x Overnight (2x Days, 1x Overnight Stay)</i>	\$300.00 – Booking Fee \$80.00 – Non Refundable Deposit \$100.00 – Bond (Refundable) = \$480.00 (total)	\$500.00 – Booking Fee \$100.00 – Non Refundable Deposit \$100.00 – Bond (Refundable) = \$700.00 (total)	WHĀNAU KOHA
	<i>2x Overnight (3x Days, 2x Overnight Stay)</i>	\$350.00 – Booking Fee \$100.00 – Non Refundable Deposit \$50.00 – Bond (Refundable) = \$500.00 (total)	\$600.00 – Booking Fee \$120.00 – Non Refundable Deposit \$100.00 – Bond (Refundable) = \$820.00 (total)	WHĀNAU KOHA
	<i>3x Overnight (4x Days, 3x Overnight Stay)</i>	\$450.00 – Booking Fee \$100.00 – Non Refundable Deposit \$100.00 – Bond = \$650.00 (total)	\$900.00 – Booking Fee \$150.00 – Non Refundable Deposit \$100.00 Bond (Refundable) = \$1,150.00 (total)	WHĀNAU KOHA
Linen	<i>Overnight Use Only</i>	\$120.00 additional cost Includes – Sheets, Pillow Cases, taken to dry cleaners.		
WIFI	<i>Per Day usage</i>	\$40.00 – (Subject to terms and conditions)	\$80.00 – (Subject to terms and conditions)	
Marquee Hireage	<i>10m x 15m Clip frame Marquee</i>	\$2,500.00 – Booking Fee \$500.00 – Non Refundable Deposit (Includes setup & pack down) = \$3,000.00 <i>This is subject to Terere Marae – Marquee Hire Terms &amp; Conditions and availability</i>		
	<i>6m x 9m Fete Marquee</i>	\$850.00 – Booking Fee \$200.00 – Non Refundable Deposit (Includes setup & pack down) = \$1,050.00 <i>This is subject to Terere Marae – Marquee Hire Terms &amp; Conditions and availability</i>		
	<i>Wharenui Awning Marquee</i>	Koha	Koha	Koha
Audio/ Visual Equipment	<i>Sound System</i>	Enquire through booking officer. Note: Additional costs to hireage		
	<i>Projection/ screens</i>	Enquire through booking officer. Note: Additional costs to hireage		



## INVENTORY LIST

LOCATION:	RESOURCES/ ITEMS	QUANTITY	CHECKED	RETURNED	
WHARENUI. MEETING HOUSE	Mattresses	X40			
	Pillows	X60			
	Extinguisher	X1			
	Couches	x4			
WHAREMATE/ DOLLY HOUSE	Coloured Mattresses	x15			
	Pillows	x20			
WHAREKAI/ DINNING HALL					
Pantry	White Dinner Plates (Crest)	X100			
	White Dessert Plates (Crest)	X100			
	White Bread Plates (Crest)	X100			
	White Sauces (Crest)	X100			
	Salt Shakers	X23			
	Pepper Shakers	X21			
	Sugar Bowls (Silver)	X50			
	Jugs	x18			
	Large Silver Bowls	X4			
	Small Silver Bowls	X10			
	30 Litre Water Bottle	X1			
	Tea Pots	X4			
	Knives	X120			
	Forks	X120			
	Spoons	X120			
	Teaspoons	X20			
	Large Platters	X4			
	Glass Bowls (Small)	X10			
	Glass Bowls (Large)	X2			
	Plastic Bowls (Large)	X4			
	Large Pots	X11			
	Small Sauce Pans	X6			
	Large Frying Pans	X2			
	Combi Trays (Deep Dish)	X2			
	Combi Trays (Medium Dish)	X6			
	Combi Trays (Shallow Dish)	X10			
	Combi Trays (Steam Tray)	X10			
	Kitchen	Small Tongs	X10		
		Large Tongs	X3		
		Deep Fryers	X2		
		Microwaves	X2		
		Toasters	X2		
Meat Slicer		X1			
Chopping Boards					
- Red		X2			
- Green		X2			
- Blue		X2			
- Yellow	X2				
Chopping Boards (Wooden)	X8				
Chopping Boards (White)	X4				



Small Hall	Maroon Seats	X200		
	Trestle Tables (Small)	X10		
	Trestle Tables (Large)	X10		
	Large Flatbed Trolleys <i>(No one to be riding on them)</i>	x4		
	Paper Trolley	x1		
	Numatic Floor Scrubber	x1		
Broom Cupboard	Large Brooms	x8		
	Small Brooms	x2		
	Dustpans/ Brushes	x2		
Storage Cupboard	Trestle Tables (Old) with foldable legs	x15		
	Wooden Backed Chairs	x30		
	Tiers for Tables	x30		
	Ladder	x1		
	Trolley for Chairs	x1		
WHAREPAKU/ ABLUTION BLOCK				
	Cleaning Products	-		