

KORONGATA MARAE EXECUTIVE COMMITTEE INFORMATION PAPER

To: The Korongata Marae Executive Committee to present to the Trustees
From: *Prepared by Ruth Wong*
Date: 24 March 2018
Re: **Marae Booking Report**

Purpose

Whānau need to know and understand the Marae Booking process so booking the marae is easy to understand and so those booking the marae understand their responsibility.

Background

1. For the past 18 months the marae booking process has been done online via the www.korongatamarae.com website.

Process for Bookings

1. Booking inquiry is made online via www.korongatamarae.com
2. Booking information is read by the potential hirer
3. The potential hirer fills in the online form
4. Ruth responds to the potential hirer and sends a cost quote
5. The potential hirer agrees to the booking and pays the \$50 booking fee
6. The booking fee confirms the booking and information is put onto our marae booking calendar.
7. Marae Committee is informed.
8. If a pohiri is required, whanau involved are informed.
9. Caretaker is informed. Marae is checked over, cleaned, aired out, gas checked, toilets checked, grass mowed etc.
10. Hirer communicates with Ruth. Agreement by email or signature. Payments made.
11. Ruth and Michelle discuss payments received
12. Hirer meets with (Marae Person) key holder and shown marae hireage responsibilities

Recommendations

- That the Marae Person (a key holder) be confirmed or appointed to meet and greet manuhiri at the marae and take them through the marae, shown how to use the marae facilities, taken through the count process etc.
- That the Booking information be available for those who are not computer savvy.

Please see attached:

- **Korongata Marae Booking Information (Pg 2)**
- **The Marae bookings for the next three months as noted on our calendar (Pg 5)**
- **The Marae Key Holder List (Pg 6)**

Korongata Marae Booking Information

Korongata Marae is a beautiful marae situated in a rural Māori settlement and surrounding area in Hawke's Bay located approximately 10 kilometres inland from Hastings and 5 minutes from the nearest Shopping Centre in Flaxmere.

The Marae has a warm comfortable venue that can seat up to 100 people in the Wharenui and in the Wharekai. The Wharenui can sleep up to 70 people comfortably. We offer comfortable mattresses, pillows, sheets, gas heating, sufficient seating, assorted tables, kitchen facilities with a large new style commercial oven, walk in chiller, cutlery and crockery to serve 200 people, hot water urn, teapots, serving trays, cooking pots, serving bowls and dishes, a clean ablution block with hot running water, sufficient car parking and warm hospitality.

All bookings must be made through the Communication Officer - Ruth Wong- Mobile 027-2139547. See below how to make a booking. Marae Bookings.

Marae Hireage terms and conditions

All whānau who book the marae must abide by the Korongata Marae Tikanga (Values) that are stipulated in the [Charter](#). These values include but are not limited to the following.

No Alcohol

The consumption of alcohol is not permitted in any part of the marae or the marae grounds.

No Smoking

The marae complex and marae grounds are totally "Auahi Kore" (Smokefree). Smokers are advised they are to move right off the marae grounds in order to smoke.

No Patches or Gang affiliated regalia

The wearing of gang patches is not permitted on the marae grounds. The marae committee reserves the right to ask people to leave the marae complex if they do not honour this value.

Rubbish Removal

The hirer is responsible to remove all rubbish from the marae grounds.

Non compliance of these tikanga will not be accepted and the marae committee reserves the right to decline any future bookings to this roopu. The marae committee also reserves the right to on charge the expense of any rubbish removal to the hirer.

Marae hireage cost

Booking Fee

A \$50 non refundable booking fee is payable upon hireage request to confirm your booking. This fee is not part of your hireage cost. Your booking will not be confirmed until your booking fee is paid.

Refundable Bond

A \$250 bond is required for all overnight bookings. The bond is returned at the end of your stay, less damage or loss of marae property and cost of excess gas used and laundry if linen and sheets are used. Once the marae complex has been checked by the marae committee members in charge of the marae and they are satisfied with the condition of the marae, the bond will be settled. If the damages exceed the bond, the hirer will be charged accordingly. If there are no damages, your full bond is returned within a week of your stay by way of cheque payment.

Use of linen

The marae has sufficient linen. You are welcome to supply your own linen if you don't want added costs, ie. sheets, pillowcases etc. If you use the marae linen, you will be charged for the dry cleaning which is \$3.00 per sheet and 75c per pillowcase. This cost will be taken out of your refundable bond and charged to you if it exceeds the bond. If you choose to dry clean the linen, you must return the linen clean and folded within two days.

When and How to pay?

If you are hiring the marae for any event other than a Tangi you are required to pay in advance of your stay.

Marae Hirage Cost

- Full day hireage (includes overnight) 24hrs \$200.00
 - Hourly fee rate \$50.00
 - Tangihanga - Koha only
 - Community events (Bridge Pa Community, Kohanga Reo, Church, School) - Koha
- For your information, the booking fee is discussed on an annual basis. All payments made are those current at the time of payment. For example if the fee goes up before you have paid, you are required to pay the current fee at the time of payment.

How to make a booking?

1. Check out our Marae Calendar to see if the marae is available. [Click here](#)
2. If it looks available, fill in the online form to the right and submit it, You will receive feedback regarding availability etc. Please don't assume anything, be specific in your booking requirements.
3. After you have submitted the online form, it is emailed from our website to Ruth Wong after which you should expect an email within 24 hours.

Ruth Wong

Korongata Communications

0272139547

korongata@gmail.com

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Marae Hireage Responsibilities

Haukainga	Manuhiri			
Open office and turn on power. Leave office open and show hirer the main power board and explain how to turn on all lights etc. Keep the office pantry locked at all times.				
Open windows in Ablution block, Wharenui and Wharekai – Air Out!				
Wharenui is clean and tidy (vacuumed)				
Wharekai is clean and tidy with sufficient chairs and tables set up.				
Show manuhiri how to use oven, dishwasher, stove etc.				
Plug in chiller, fridge, freezer				
Hot water gas cylinder is turned on.				
Ablution block is clean and tidy. Toilet paper is filled.				
Gas bottles are full. <i>Green is full. Orange is getting empty.</i>				
Fill in the Hirers Form – Number given?	Amt out	Sign	Amt in	Sign
Mattresses				
Pillows				
Chairs				
Tables				
Sheets				
Pillow cases				
Plates				
Bowls				
Utensils				
Keys are given to marae hirer who signs the form and is given contact details in case of emergency				
When whanau booking has ended, the marae booking person meets with them to count through the gear and discusses any breakages and added cost taken from the bond.				
This information comes to the marae committee meeting as a report.				

UP AND COMING MARAE BOOKINGS

KORONGATA MARAE BOOKING REPORT

3/23/2018

Google Calendar - Schedule starting Friday, March 23, 2018

Sat Mar 24	● 8 – 9am	Korongata Marae Whanau Hui Korongata Marae
Mon Mar 26	● All day	Otago Anniversary Day (Otago)
Fri Mar 30	● All day	Pano Paulo Whanau Booking (AOG Church)
	● All day	Good Friday
Sat Mar 31	● All day	Pano Paulo Whanau Booking (AOG Church)
	● All day	Holy Saturday
Sun Apr 1	● All day	Pano Paulo Whanau Booking (AOG Church)
	● All day	April Fools
	● All day	Easter Day
Mon Apr 2	● All day	Pano Paulo Whanau Booking (AOG Church)
	● All day	Easter Monday
Tue Apr 3	● All day	Southland Anniversary Day (Southland)
Fri Apr 6	● 6:30 – 10pm	MARAE TRUSTEE HUI
Sat Apr 7	● All day	MARAE WORKING BEE
Wed Apr 25	● All day	ANZAC Day
Sat Apr 28	● 8 – 9am	Korongata Marae Whanau Hui Korongata Marae
Fri May 4	● 6:30 – 10pm	MARAE TRUSTEE HUI
Sun May 13	● All day	Mother's Day
Sat May 26	● 8 – 9am	Korongata Marae Whanau Hui Korongata Marae
Fri Jun 1	● All day	Rangi Te Paea (Alfreds Unveiling) Korongata Marae
	● 6:30 – 10pm	MARAE TRUSTEE HUI
Sat Jun 2	● All day	Rangi Te Paea (Alfreds Unveiling) Korongata Marae
Sun Jun 3	● All day	Rangi Te Paea (Alfreds Unveiling) Korongata Marae
Mon Jun 4	● All day	Rangi Te Paea (Alfreds Unveiling) Korongata Marae
	● All day	Queen's Birthday

MARAE KEY HOLDER LIST

	Wharenuī	Wharekai	Mattress Room	Ablution Block	Kitchen Storage Room	Gas/Elements Room
Chairman						
Caretaker						
Secretary & Treasurer						
Kitchen Facilities						

