Ngā Kete Wānanga Marae

Processes and Charges

EXTERNAL
Effective as of September 2013
Ngā Kete Wānanga Marae

The Marae is named Ngā Kete Wānanga after the three baskets of knowledge that Tāne climbed to the Heavens to obtain for Mankind.

The Wharenui (Carved House)
The Wharenui before us is Uruuru Matua (the name for one of the baskets). It is liken to a person with arms outstretched in welcome. The Tekoteko (carved figure at the top) is Tāne and the green basket he holds represents the baskets of knowledge – The Kōruru representing Ruru (the owl) who guided Rua to the house of Tangaroa, to discover the original carvings. The white portion representing the Kotuku (the white heron) who helped Tāne, reach his destination. The carvings on the Mahi represent the twelve heavens – their Matukura (male guardians) and their Mareikua (female guardians).

When walking into the Wharenui, you will notice the space from the front door to the left hand side of the room is smaller than the other side. The smaller side is Tara iti and the wider side is Tara Whānui. It is the Whare itself telling us which is the Tangata Whenua side and which is the Manuhiri side. It is like if you cut a cake into two pieces, one piece is bigger than the other – You always offer the larger piece to your visitor.

Before a wharenui is built, a mauri is buried then the wharenui is built on top. The Mauri for here was pounamu – Tangiwai. It is buried below the the centre pou on the back wall.

The Tomokanga (The Entrance)
The carving on the Tomokanga is Ueha. He has his eyes closed symbolising problems to be left outside so that you can strive for knowledge.

The Marae ātea (Area from the Tomokanga to the Wharenui)
This is the domain of Te Atua o te Pakanga, Tūmatauenga (the God of War). Inside the Wharenui is the domain of Te Atua o te Aroha me te Rangimāriē, Rongo (the God of Love and Peace)

The Pae (Seating Area)
The pae is set up with Tangata Whenua on the smaller side of the Wharenui (te tara iti). This could be situated inside the Wharenui or on the Marae ātea, depending on the size of the group.

Kawa

Kawa is the accepted process of doing certain things at certain times. The process of Whaikōrero (speech making) on this marae is Tau utuutu or Tū atu Tū mai where speeches alternate between Tangata Whenua (hosts) and Manuhiri visitors. Tangata Whenua will start then Manuhiri, then Tangata Whenua and so on. Tangata Whenua will always commence and conclude each powhiri. Depending on how many speakers each side has will determine the Kawa. It would be wise to have an extra speaker for Tangata Whenua but this does not always happen as we need to adapt to necessary changes if there are more speakers on either side. This will be determined by Tangata Whenua.
### Powhiri Process

Upon arrival the Manuhiri (visitors) assemble outside the Tomokanga.

The Manuhiri has to determine:

1. What is the Kawa (accepted process) of this marae;
2. Who will return the Karanga (the woman’s call);
3. Who will do the Whaikōrero (Speech);
4. What will be the Waiata Kīnaki (the song after each speaker);
5. Collect the Koha (a contribution);
6. The formation of entry;
7. A prayer before entry especially if they are Waewae Tapu (first time visitors to this Marae) for spiritual comfort.

The formation is, women to the front, men at the back in most instances. If there is a Wero (a challenge) then a man must pick up the rākau (challenging branch).

The Whakaeke begins with the opening Karanga of welcome by the Tangata Whenua which will be returned by the Karanga from the Manuhiri. In the Karanga is acknowledging you as a group, the memories of loved ones of both the Tangata Whenua and Manuhiri and the reason for the visit. The Karanga may include anything else relevant to the kaupapa. Tangata Whenua remains standing throughout the whole Karanga.

The progress towards the Whare is solemn as we take time to remember those who have gone before us.

As a sign of respect, shoes are removed before entering the Wharenui.

As the Manuhiri file in, the men and speakers fill the front row and the women file behind. Both Manuhiri and Tangata Whenua remains standing to sing a hymn which will be followed by a prayer. Everyone will then be asked to be seated.

The Whaikōrero will commence. The order of Whaikōrero of the tangata whenua is guided by the Mauri of the wharenui. The first speaker from the Tangata Whenua will start followed by a waiata tautoko (song to support the kōrero). When the song is finished, the front row only continues standing until the Whaikōrero has finished, while all rows behind sit.

The Whaikōrero has a general pattern acknowledging an appropriate entry – Te Atua (the Creator), Ngā mate (the Memories of Loved ones who have passed on), Te Arikinui (Our Māori King) Koutou Katoa (You overall) and Te Kaupapa o te Hui (reason for the visit). Humour has its place – laugh with rather than at.

The Koha or contribution will be laid down by the last speaker of the Manuhiri. This is to contribute towards the cost of caring for you, the Manuhiri. There are no set costs but Manuhiri have to consider what you think is reasonable. It is hoped the Marae is not out-of-pocket for your visit.
Thereafter, a karanga from the kuia on the tangata whenua side with acknowledge the koha

After the final speaker from the Tangata Whenua, the Manuhiri file across to Hariru (shake hands) and Hongi (touch noses). The symbolism being what greater thing that I can offer is to share my life’s breath with you.

This is followed with a meal.

The basic themes in all matters involved at the marae are respect, courtesy and caring for your Manuhiri at all times
Marae Charges

Charges include the hireage of the Wharenui, Wharekai, Toilets and Showers. Any further requirements, please notify Marae Administrator

GUIDELINES

Ngā Kete Wānanga Marae .......................................................... $500.00

The Wharenui can seat up to 250 people but can only sleep 100 people

The Wharekai seat up to 150 people comfortably

BOND (refundable) .............................................................................................................. $300.00

Exceptions made for ½ day................................................................................................... $300.00

(Minimum of 2 hours)

Marae Experience (Pre-school, Primary, Secondary) ...............$3.00 per child and $5.00 per adult

Extra Charges

Refundable Bond
Any breakages, missing equipment and/or extra cleaning will be listed, deducted from the Bond and the balance will be refunded to the hirer. A list of deductions will accompany the refund.

Use of Marae Laundry
An invoice will be sent to the hirer with a list of all Marae Laundry used. For hygienic purposes, all laundry used will be washed by Ngā Kete Wānanga Marae.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost per item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheets</td>
<td>$1.30</td>
</tr>
<tr>
<td>Pillow Slips</td>
<td>$0.45</td>
</tr>
<tr>
<td>Large Black Tablecloths</td>
<td>$10.00</td>
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<tr>
<td>Black &amp; White Tablecloths</td>
<td>$5.00</td>
</tr>
<tr>
<td>Blue Tablecloths</td>
<td>$4.00</td>
</tr>
<tr>
<td>Tea Towels</td>
<td>$0.70</td>
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NO LAUNDRY IS TO BE TAKEN OFF THE MARAE PREMISES

Security Costs
Any calls made to Security after hours, will incur a cost. Please see below for Security hours

School Visits
If extra meals are required for schools, there will be an extra cost.

Hangi Pit

The Hangi Pit will only be made available if the Wharekai is available. No exceptions made otherwise. There is a separate cost and form for the Hangi Pit as more Health & Safety Regulations come in to affect. Please see Marae Administrator
Catering

You may use our kitchen facilities if available.

You can also use our on site catering services through MIT Catering by contacting:

Name: Paula Donnellan
Email: Functionservices@manukau.ac.nz
Phone: (09) 968 8000 ext 7265
For an online view on the menu please go to: http://mitnet.manukau.ac.nz/__data/assets/pdf_file/0009/2799/Marae-menu.pdf

Extra Requirements

- If extra space is required, this can be made on availability
- Parking spaces can be made available for disability requirements only
- Wireless is also made available

The Wharenui has on hand:
- x1 whiteboard
- x1 Smart Board
- x2 wireless microphones with PA System
- x1 podium

The Wharekai has on hand:
- x1 bain maree – to hold 4 dishes
- x1 water/juice cooler
- x1 hot water urn

Cleaning

The Marae is to be left how it was found. There is a checklist that will be done by the Kaiawhina with the contact person, before and after each stay. It is important that someone is available to do this.

Cleaning products will be provided by the Marae. There are separate products for each area. Set instructions have been given; we advise all users to read these instructions before use. Toilets are stocked with hand tissues, hand soap and toilet paper regularly during the week and checked every Friday for the weekend. If these require replenishing, this is at the users’ expense.

Please see below a list of resources available from the Marae:

- X3 Rubbish Bags per day

**For the Kitchen:**
- Blue mop and bucket
- x5 White Disposable Cloths per day
- Glass Cleaner
- Spray & Wipe
- Dish Washing Liquid

**For the Toilets and Showers:**
- Red mop and bucket
- x5 Grey Disposable Cloths per day
- Toilet Bowl Cleaner
- Glass Cleaner
- Spray & Wipe
- Floor Cleaner

To ensure there is no carrying of bacteria, all food is to be taken home or disposed of in the black rubbish bags and then thrown in the Waste Management bin at the back of the Wharekai. There will be a charge if food is left to rot and extra cleaning is required. There will also be a charge for any dishes missing from the Marae.
Emergency Procedures

Each group must select someone as the Building Warden and at least two Floor Wardens. The responsibilities are as follows:

**Building Warden:** On hearing the alarm, the Building Warden must put on the yellow high vis Building Warden vest and proceed to the Assembly point in the car park. They must also ensure all people are safely behind the Assembly point sign. When the Floor Wardens (see below) have finished, they are to inform the Building Warden which area has been checked and inform if the area is clear or how many people are unable to be evacuated and are waiting for assistance from the Fire Service.

**Floor Warden:** The Floor Wardens must determine which area of the Marae they are doing. On hearing the alarm, the Floor Wardens are to strap the orange High Vis Straps around their arms so people are aware of whom they are. They then swoop the area they have been allocated and direct all people to the assembly point. If people cannot be evacuated, they are to be kept in a safe place to be assisted by the Fire Service. The Building Warden is to be informed if anyone is awaiting assistance.

In any other event, please call 111 or Security on 09 968 8700. The phone in the Wharekai will go straight to Security on picking it up.

**FIRST AID**
There is a first aid kit available in the crockery cupboard in the Wharekai. Please ensure you fill in the book so the kit can be replenished when required.

Komiti Marae Processes

Komiti Marae hui are held every Monday and contact will be made to the within the week. Please ensure the booking form is complete so we can process your booking more quickly.

Security

PHONE: 09 968 8700

Security is on campus from 6am – Midnight, Monday to Friday and 7am – Midnight, Saturday & Sunday. Security can still be contacted via phone on the number above.

MIT is SMOKEFREE & ALCOHOL FREE

**NO SMOKING!** Manukau Institute of Technology is a Smokefree campus. Smoking is only prohibited outside of campus gates.

**NO ALCOHOL!** Drinking is prohibited