

Tēnā koe

Thank you for your booking enquiry. Rehua Marae is available for all communities, organisations, educational providers and whanau. We are located at 79 Springfield Road, St Albans, Christchurch.

MARAE FACILITIES

There are three areas available for booking:

1. Te Whatu Manawa Māoritanga o Rehua
 - Wharenuī (large meeting house) – seats 100 people, sleeps maximum 40 people
2. Te Hemo i Te Raki
 - Wharekai (dining hall) – seats 100 people
3. Te Koti Te Rato – Meeting Rooms
 - Board Room – seats 20 people

Occupancy Restrictions	During the day: Maximum capacity 100 Overnight stay: Maximum capacity: 40
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MARAE BOOKING CHARGES

From the 1 February 2024 a deposit of \$200 payment is required to secure the booking within 72 hours or booking will be cancelled

Non-refundable if cancellation is within 10 business days.

May be utilised to cover marae cleaning or loss/damage of marae facilities/equipment.

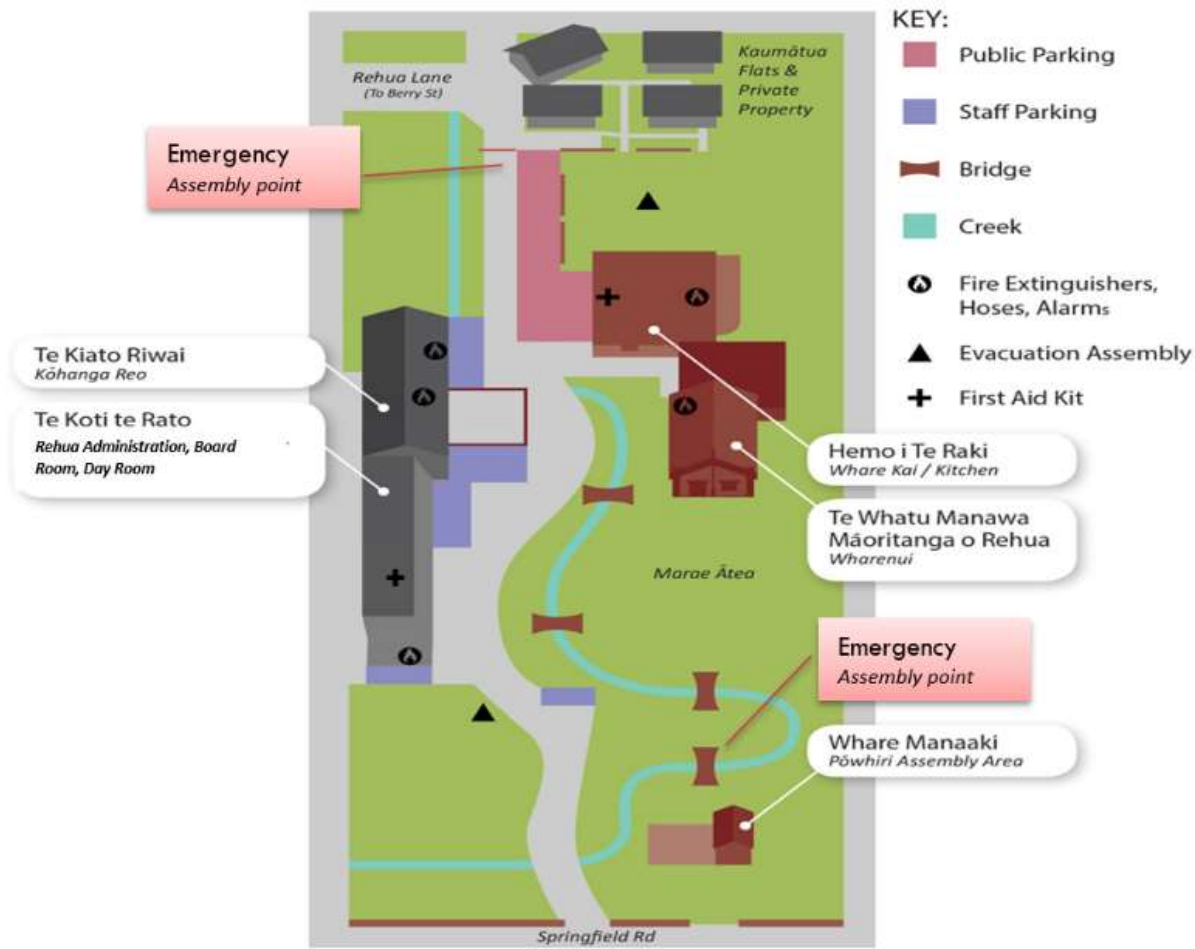
Cancellations imposed by Rehua Marae will result in full refund of deposit.

Quotes Can be provided for the following rooms and marae facilities:

- Wharenuī and/or Wharekai
- Te Koti Te Rato – Board Room (Ground floor)
- Kitchen only
- Tangihanga
- See Catering for set charges per head

All bookings and catering charges are exclusive of GST.

REHUA MARAE LAYOUT AND EMERGENCY PLAN



TERMS AND CONDITIONS

BOOKINGS

- **Cancellations:** must be notified at least ten (10) working days prior to your visit to be reimbursed the deposit. Rehua Marae reserve the right to cancel any bookings.
- **Tangihanga (traditional Māori funeral).** Tangihanga will have precedence over confirmed bookings and could be cancelled at very short notice

OCCUPANCY RESTRICTIONS

- To comply with health and safety, council and fire compliance, the maximum capacity for the Wharenui and wharekai is 100 people and sleeping overnight is restricted to 40 people in the Wharenui.

SLEEPING

- Please bring your own sleeping bag, blanket or duvet. We have sheets, pillows and pillowcases available.

CATERING

- Rehua Marae offers full catered service. A generic menu is included with this information.
- The **Whakanoa** is the sharing of "kai". This should be included in your visit/schedule to Rehua.

SELF CATERING

- Rehua Marae can accommodate self-catering. Please talk with us if you are considering this option.
- The Hirer will need to bring the following to work in the kitchen;
 - Rubbish Bags
 - Dish Cloths and Detergent
 - Tea | Coffee | Milk | Sugar
 - Tea Towels
- The *Hirer* will meet with our *Caterer* for an induction into the kitchen and sign off when the *Hirer* has finished.

CLEANING

- Rehua Marae expects that you will leave the marae as you found it
- As Hirer you are expected to vacuum the Wharenuui and the foyer.
- Tables and chairs are to be returned to the usual setting.
- In the wharekai all wet floors are to be mopped and the carpet vacuumed.

CAR PARKING

- Limited car parking is available.

CHILDREN

- Children must be supervised at all times.

DOGS AND PETS

- Dogs and pets are not permitted on the marae grounds.

HEALTH AND SAFETY (EMERGENCY EVACUATION, HAZARDS and ATTENDEES LIST)

Please nominate a person who will be responsible for the Emergency evacuation procedures on the marae during the time of the visit. These will include but not limited to:

- Familiarisation of the evacuation procedures posted in the Wharenuui and wharekai.
- The assembly area while occupying the Wharenuui
- The assembly area while occupying the wharekai
- Hazards around the Marae i.e. creek/stream, car park and onsite beehives.
- Completing the Attendees list (to bring on the day of arrival).

SMOKING/ALCOHOL & DRUGS

- Alcohol/drugs are not permitted on Rehua Marae grounds. Smoking in the permitted area only.

On behalf of Te Whatu Manawa Māoritanga o Rehua I thank you for considering Rehua Marae.
Please do not hesitate to contact us on:

Rehua Marae Trust Board

79 Springfield Road, St Albans. Christchurch

Ph: 03 355 5615

admin@rehuamarae.org.nz.

PROTOCOLS AND PROCEDURES FOR REHUA MARAE

Please ensure that manuhiri do not come up the driveway until after the powhiri has taken place. Parking is on the road.

PREPARING FOR PŌWHIRI

The information provided relates to Rehua Marae and has been prepared for your assistance, particularly for first time organisers and visitors. We ask that you take the time to familiarise yourself and your group.

What to organise prior to the visit and coming onto the Marae

- **Kaikaranga** – an adult woman/woman who will call for your group. The key role of the kaikaranga is to announce the arrival of the visiting person/group. **Please note:** it is not our kawa (rule) for our Kaikaranga to call to a rangatahi (teenager) or kōtiro (girl). Please ensure that your kaikaranga is of appropriate age.
- **Kaikōrero** – an adult man/men to provide the reply to the welcome speech. Please note: it is not our kawa for our Kaikōrero to whaikōrero to a rangatahi (teenager) or tama (boy), nor is it appropriate for a woman to stand to return the speech of welcome.
- **Waiata** – song to support each of your Kaikōrero (speaker/s).
- **Koha** – is part of the pōwhiri process. It is separate to the hire fee/deposit and contributes towards the pōwhiri. Koha is normally collected from those being welcomed before proceeding on to the marae and is placed when the last speaker of the visiting group has completed his speech. Koha is considered a gift and will be acknowledged by our kaikaranga after it has been laid on the marae.

DRESS PROTOCOL

- There is a dress protocol – Wahine are **expected** to be dressed in a skirt/dress or dress clothing - no shorts or mini-skirts. Tāne are **expected** to be in tidy trousers/jeans, no shorts. Schools and Sports groups should be in school or team uniform / tracksuits – no shorts.

PROCEDURE FOR COMING ON TO REHUA MARAE

- The **Kawa** of Rehua Marae is Aroha ki te Tangata.
- Please gather at Whare manaaki (Restroom Building). This is a good opportunity to collect the **koha** from those gathered and place in an envelope. Once collected the koha envelop should be given to your Kaikōrero or in the event of more than one speaker to your Takoha (last speaker).
- While at the Whare Manaaki please **organise your group with the Wahine (Women) in the front and Tāne (Men) behind them**. All children should be between the men and women. It is appropriate to have the oldest people in the front of each group.
- Your Kaikaranga (the woman/women who will perform the karanga for your group) should be at the front of your group – she/they will lead your group on to the Marae.
- Once your group is ready your Kaikaranga should lead your group quietly to the **SECOND BRIDGE** where your group will wait for the maioha (the kaikaranga for our marae) to give her first call.
- Once her call has been completed your Kaikaranga will reply to the call and your group should proceed quietly & slowly towards the Wharenuī (Meeting House).
- It is appropriate to pause approximately $\frac{3}{4}$ down the Marae ātea (the open space in front of the Wharenuī) to acknowledge those that have gone before us, our collective ancestors, friends and family. The length of this time of reflection can vary from 30 seconds to several minutes and is usually determined by your Kaikaranga but once observed then your Kaikaranga will begin to proceed again towards the Wharenuī (Meeting House).

- Upon reaching the mahau (veranda) please ascend the steps and remove ōu hū (your shoes) placing them neatly to the right of the doorway and enter the Wharenuī. Your Kaikaranga should enter first followed by the other women, the children & then the men.
- The wahine (women) should move, upon entering the Whare, to the seats behind the front row and the Tāne (men) should move to the front row of seats. If there are more men than seating permits in the front row then the women should accommodate accordingly and move back a row. Children may occupy any spare seats or be seated on the floor.
- Please note that while you are removing your shoes and moving to your seats both, Kaikaranga may continue to call to each other, the maioha (the kaikaranga for our marae) may also point/indicate the direction where people are to move and/or be seated.
- Once at your seats please stay standing until the tangata whenua (hosts) indicate to you to take your seats.

PROCEDURE IN THE WHARENUI

- The Tangata Whenua (hosts) Kaikōrero (speaker) will begin with a whaikōrero (speech), followed by a supporting waiata (song).
- Our kawa is Pāeke and therefore once all our speakers have spoken and their supporting waiata (songs) sung, the tangata whenua (hosts) will indicate to your Kaikōrero the time to reply.
- At the conclusion of the speech from the Takoha (final speaker) will place the koha near the middle of the floor towards the first speaker. Please note koha is only laid at the conclusion of all speeches. Where there is more than one organisation in your group who all wish to provide a koha it is recommended that separate envelopes with each organisations name be written on them be given to the Takoha (last speaker) who will lay all koha on behalf of those present. Some Takoha will indicate the individual groups as he lays them or will place the individual envelopes as a collective koha acknowledging they are from the entire group. Either way is appropriate providing the person laying the koha is the last speaker.
- The Tangata Whenua will pick up and acknowledge your group by accepting your koha. On occasion this acceptance may also be acknowledge by the Kaikaranga giving a call of thanks.
- Once the giving and receiving of the koha has taken place then our head Kaikōrero (speaker) will indicate to your Kaikōrero when it is time for the harirū (shaking of hands) & hongī (press noses). One has this opportunity to greet their hosts formally with "Tēnā koe" or informally with "Kia ora".

AFTER THE POWHIRI

Manuhiri (visitors) are viewed as "tapu" (sacred or set apart from the everyday/normal things). The Pōwhiri is viewed as a process of removing the "tapu" and making everyone "noa" (equal). The sharing of food (Whakanoa) is the final act of this process and should be concluded following the pōwhiri. Please speak to the Marae staff for a full explanation of this process.



TE WHATU MANAWA MĀORITANGA O REHUA TRUST BOARD

79 Springfield Road

Telephone : 03 355 5615,

Email Address: admin@rehuamarae.org.nz



Rehua Marae Users Check-List Before Vacating

(Use Special Cleaning products located in laundry; Use marked Bucket and Mop)

Wharenuī	Tasks	Initial
Floors	Clean/vacuum and all carpet areas	
Chairs	Replace all chairs as found	
Heating and Lights	Turn off	
Windows and doors	Close and secure	
Dirty linen	Place in linen bags	
Wharekai		
Coffee / Tea Station and Food buffet tables / arm chair seated area	<ul style="list-style-type: none"> Wipe down coffee / tea station and all food buffet tables and coffee table. Turn off urn – please insure that urn is full. Return white and black cups and glass cups to station. Mop cork tile area. (Green coloured mop) 	
Dining area including Tables / Chairs	<ul style="list-style-type: none"> Wipe down tables. Return tables to exact position where found. Turn chairs in towards table. (Please do not leave chairs on top of tables) Vacuum carpets / clean-up any spills immediately. Remove any paper work, dressings, etc 	
Linen	<ul style="list-style-type: none"> Tea-towels and material aprons to be put in designated bucket on bench, Rehua Staff will empty and wash. The dryer is for tea towel use only. 	
Kitchen		
Food Items	<ul style="list-style-type: none"> Remove all perishable food items from storage and chiller areas. Empty and clean all dishes/containers/jugs used e.g. butter, milk, water, jam, etc. Please do not leave any food behind. 	
Surfaces	<ul style="list-style-type: none"> Wipe/clean all surfaces of benches, stoves, extractor fan, dish-washers, ovens, microwave ovens, toasters, cupboards, taps, trolleys, whiteboard, white walls, etc. 	
Cookers: Turbo Oven, Blue Seal Oven, Combi, Microwave Oven	<ul style="list-style-type: none"> All cookers to be internally cleaned i.e. remove racks, clean spillage, wipe internal cavity and doors. Blue Seal Gas Cooktop Oven: remove cast-iron stand, scrub and put through dish-washer; remove spill tray, wipe or replace foil; wipe down burner caps and rails Combi Ovens (permission required): auto clean setting, wipe out excess water and leave door open Return all pan trays to designated storage area under oven. 	
Dish-Washer	<ul style="list-style-type: none"> Drain dishwasher by removing blue tube. Remove square filter and round filter (to hold blue tube), remove food scraps, etc. Wipe inside unit then refit filters and blue tube. Wipe down external surface. 	
Chopping Boards	<ul style="list-style-type: none"> Scrub down and put through dish-washer. Dry in Board Rack under bench (do not stack on top of each other). 	
Outside Benches (If used)	Thoroughly wipe down benches, sweep and hose down area. Return benches to original space.	
Rubbish Bins	<ul style="list-style-type: none"> Disinfect and wash all rubbish bins (Recycle, Food, General and Paper) Reline with a new rubbish bags 	

Storage Area	<ul style="list-style-type: none"> • Check equipment from check-list in storage room. • Note any items missing and report to Rehua Staff 	
Shelving (Kitchen, Storage, Chiller)	Wipe down.	
Floors	Sweep/vacuum and mop all floors. Floors include chiller and storage area using the green mop.	
Salt & Pepper Shakers	Wipe and return to shelf area of Servery.	
Cutlery / Large Utensils	Shelving in Servery <ul style="list-style-type: none"> • 2 x Grey Trays: Atlantis Brand Cutlery only – Knife, Fork, Dessert Spoon, Soup Spoon • Brown Box – Large Utensils • White tray (in storage room): mismatched cutlery only. 	
Gas Lighter and Oven Gloves	Leave on top of Turbo Cooker.	
Toilets		
Floors	Sweep/vacuum and mop all floor areas, including showers with the red mop.	
Toilets	Clean, scrub all toilets and urinal.	
Wet areas	Wipe dry all wet areas and place Wet Floor signs out.	

Each task has been completed and confirmed by initial. Any tasks not completed or items missing, Rehua Marae reserve the right to charge accordingly

User Rep: _____ Signature: _____

Confirmation Check:

Marae Rep: _____ Signature: _____

Rehua Marae Catering Menu

As of 01/07/2025

Caterers will do their best to accommodate special dietary requirements (vegan, gf, df etc).
Please note a surcharge will be added pp to accommodate for dietary needs. \$8.00pp for morning/afternoon tea, \$13pp for breakfast/lunch/dinner. Prices are exclusive of GST



Breakfast -Menu A **Continental. \$16.80pp**

A selection of toast, cereals, spreads, fruits & yoghurt.



Breakfast -Menu B **Continental + \$28.00pp**

Continental selection plus, bacon, eggs, hollandaise, potato hash, breakfast sausages, cooked breakfast veg and baked beans.



Morning/Afternoon Tea-Menu A. \$14.40pp

- Savoury item (club sandwich, hot savoury, etc)
- Sweet platter (slice, cookie, cake etc)



Morning/Afternoon Tea-Menu B. \$19.00pp

- Freshly baked sweet (muffin, danish, sweet loaf etc)
- Savoury item (filo, club sandwich, house baked scones etc)
- Shared fruit platter



Lunch- Menu A. **\$26.50pp**

- Filled wrap/roll/sandwich/ croissant
- Selection of salads
- Sweet, muffin/baked loaf etc
- Seasonal fruit platter



Lunch- Menu B. **\$32.00pp**

- Hot cooked meat dish with accompanying components
(think pulled pork tacos with pineapple salsa and guacamole or Thai red curry with roti and Asian greens)
- Potato, kumara or rice
- Sweet platter



Dinner- Menu A. **\$34.0pp**

- Hot cooked meat dish (curry, slow braise, roast etc)
- Selection of cold salads/hot vege.
- Potato/kumara and or rice
- Tray desserts (crumble, brownie, apple pie etc)



Dinner- Menu B. **\$39.50pp**

- Seasonal soup/starter
- Hot cooked meat dishes x2 (curry, slow braise, roast etc)
- Selection of cold salads/hot vege.
- Potato/kumara and or rice
- Plated desserts (Creme brulee, tiramisu, chocolate delice etc.) comes with ice-cream/cream as needed