

Nau mai, haramai ki

MANGAHANEA MARAE

Booking Information Pack

Kai te tiaho mai a Kopu ki te Rawhiti

Our aim is for Mangahanea Marae to be a safe and vibrant place where our children, families, communities and visitors find comfort and thrive.

Whatever your kaupapa, we aim to cater well to your needs. To make your stay a success, this pack sets out our basic ture (rules), booking charges, and the form to complete when booking the Marae.

Contact: Marae Bookings — mangahanea.A5@gmail.com

Marae Kaupapa — Our Ture (Rules)

Tangihanga

Tangihanga are given the highest priority. Mangahanea Marae reserves the right to hold tangihanga over any confirmed booking. If your booking is affected, the Marae will contact you immediately.

During tangihanga the front of the marae, from the waharoa to and including the whare tipuna, must be kept clear for mourners and manuhiri. Please ensure your roopu, including children, is aware of required behaviours and movement around the Marae, and that children are well supervised.

Mangahanea Marae will hold the paepae at least from the beginning of the tangihanga. Contact Marae Bookings to make arrangements.

Other Hui

Where possible, haukainga may be able to pohiri your roopu onto the Marae — please ask about this when booking.

The Marae areas available to you are as outlined under Booking Charges below. You decide which areas you will use for your activities. Please ensure your group's safety: be responsible, sensible, and stay within your designated areas. Physical activities should be played outside, not in the buildings.

Alcohol, Drugs & Smoking

- **No illegal drugs. No alcohol permitted on the Marae at any time.**
- **No smoking or vaping inside any of the buildings — please restrict smoking to the back of the kauta, and bin all cigarette butts safely.**

First Aid

The First Aid kit is located on top of the kitchen fridge — please return it to this location after use.

A defibrillator will be made available during your stay. Please have one of your group responsible for knowing how to use it.

Evacuation

The muster point is the grassed area between Tuparoa Rd and Reneti Church.

Booking Charges

Booking Type	Cost	Bond / Deposit	Areas Covered
Tangihanga	Whakaaro / Koha	n/a	Whole Marae
Day booking	\$250.00 / day	\$150.00 bond	Wharekai, kitchen, toilets
All other bookings	\$400 / night	\$150.00 bond	Whole Marae

The Marae provides an initial supply of toilet paper, toilet soap, dishwash, and cleaning gear. The bond is refunded once the Marae is left clean and tidy and all inventory is accounted for.

Catering

If you require catering, first right of offer must be given to the Marae. If you engage outside caterers, a \$200 per day charge applies for hire of all kitchen usage, bowls, and utensils.

Booking the Marae (not tangihanga)

- A \$150 deposit is payable on confirmation of your booking.
- Full payment is required at the latest 21 days before your planned arrival.

- If cancelling, please notify us as soon as possible. If a tangihanga affects your booking, you will be contacted immediately and any refund arranged.
- **Payments to: Mangahanea Marae Committee — 03/0749/0013233/00. Reference field: MM + your name, e.g. MMJeffJones.**

Your Arrival

Phone ahead with your ETA — we'd like to be here to welcome you and, if this is your first visit, to show you around. Bring your stores and supplies with you, or send a group ahead with these.

We'll leave an inventory list, which we'll confirm with you before and at the end of your stay. All Marae inventory is to stay at the Marae — if anything goes missing during your stay we will ask you to replace it (excluding the odd smashed cup).

Our Marae will be clean and tidy in preparation for your hui — please keep it that way during and at the end of your stay.

At Hui End — Please Leave Our Marae Clean & Tidy

We will check the inventory with you before you leave.

Wharenui

- ☐ Bundle all used sheets and pillowcases together, leave in the whare
- ☐ Stand mattresses and stack pillows tidily on top
- ☐ Vacuum the floor, bag up and dispose of rubbish

Kitchen

- ☐ Bundle used tea towels and leave on the kitchen bench
- ☐ Clear and wipe out the fridge and chiller
- ☐ Clear the stove top and oven
- ☐ Wash, dry and pack away all dishes, pots & pans
- ☐ Clear and wipe down all surfaces
- ☐ Leave food scraps in the container(s) provided

Toilets

- ☐ Clear out all clothing, towels and toiletries
- ☐ Wipe down surfaces, shower enclosures and toilet bowls
- ☐ Mop the floors, then empty and rinse the cleaning buckets and mops

Grounds & Rubbish

- ☐ Ensure the grounds are litter-free
- ☐ During your stay, place rubbish in tied plastic bags at the rear of the kauta
- ☐ At the end of your stay, take all rubbish to the Ruatoria transfer station (Thatcher Road). The Marae provides some rubbish bag stickers; more can be purchased at the 4-Square, Ruatoria

Booking Form — Please Complete

Hirer Contact Details	
Organisation:	Name:
Address:	City / Town:
Phone (Mob):	Phone (Other):
Email:	

Booking Date / Time

Arrival Date & Time:	Departure Date & Time:
Purpose of Marae Visit:	
Number of People:	
Additional Comments / Needs (e.g. need stage cleared):	
Pohiri Request (if possible)	
☐ Yes — Pohiri Date & Time:	☐ No

Hire Agreement

I / We _____ have read the Mangahanea Marae Booking Information Pack and agree to all terms.

Hirer Signature: _____ Date: _____

Email the completed form to mangahanea.A5@gmail.com

Contacts

Marae Bookings	mangahanea.A5@gmail.com
Fire / Ambulance / Police	111
Karepe McDonald (Haukainga)	0204 146 7128
Dionne McDonald (Haukainga)	020 4011 7999
Tim Maru (Haukainga)	021 084 10970

Information current as at 25 July 2026.