

WELCOME TO TAKAHANGA MARAE



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TAKAHANGA MARAE

Takahanga Marae is the standing place for Ngati Kuri. The Marae, buildings and grounds are sacred and has Mana that has to be respected by everybody who enters the Marae grounds - it is wahii tapu. The house that stands today is on the exact site of the original house, which stood some 200 years ago. The original Marae was built some 450 years ago by Kati Mamoe.

The current Marae was built in the mid-1980's and the Wharenui (meeting house) officially opened in January 1992. Beautifully carved it was built in honour of our tupuna Maru Kaitatea, son of the Chief Purahonui who led Ngati Kuri south in a migration from the Wairarapa. Purahonui was killed during the migration and Maru Kaitatea took his father's place as Chief and eventually settled in this area claiming mana whenua mana moana, after being challenged to eat from a sacred poha (kelp bag) which contained the first and choicest fruits of the season. These fruits were tapu and were meant for high ranking chiefs only. Whoever ate from the poha and survived could claim manawhenua. Maru Kaitatea was the Chief who ate from the poha – thus claiming the area of Kaikoura. The poha was called Te Poha o Tohu Raumati which is the name of our Wharekai (dining room).

Kaikoura's full name is Te Ahi kai koura a Tama ki te Rangi (an earlier ancestor) – the place where Tama ki te Rangi cooked crayfish.

Today the Marae is the place where Ngati Kuri, gather to greet and kōrero whānau, friends and others.

We realize that some people may never have been to, or stayed on a Marae before and that the environment will be unfamiliar to them therefore we would like to put ¹minds at ease regarding the venue and process.

We hope this information package will provide some answers to any queries you may have. If you have any other questions or points of clarification before or during your time at Takahanga Marae, please do not hesitate to contact the Rūnanga office or speak with any of the Marae whānau present.

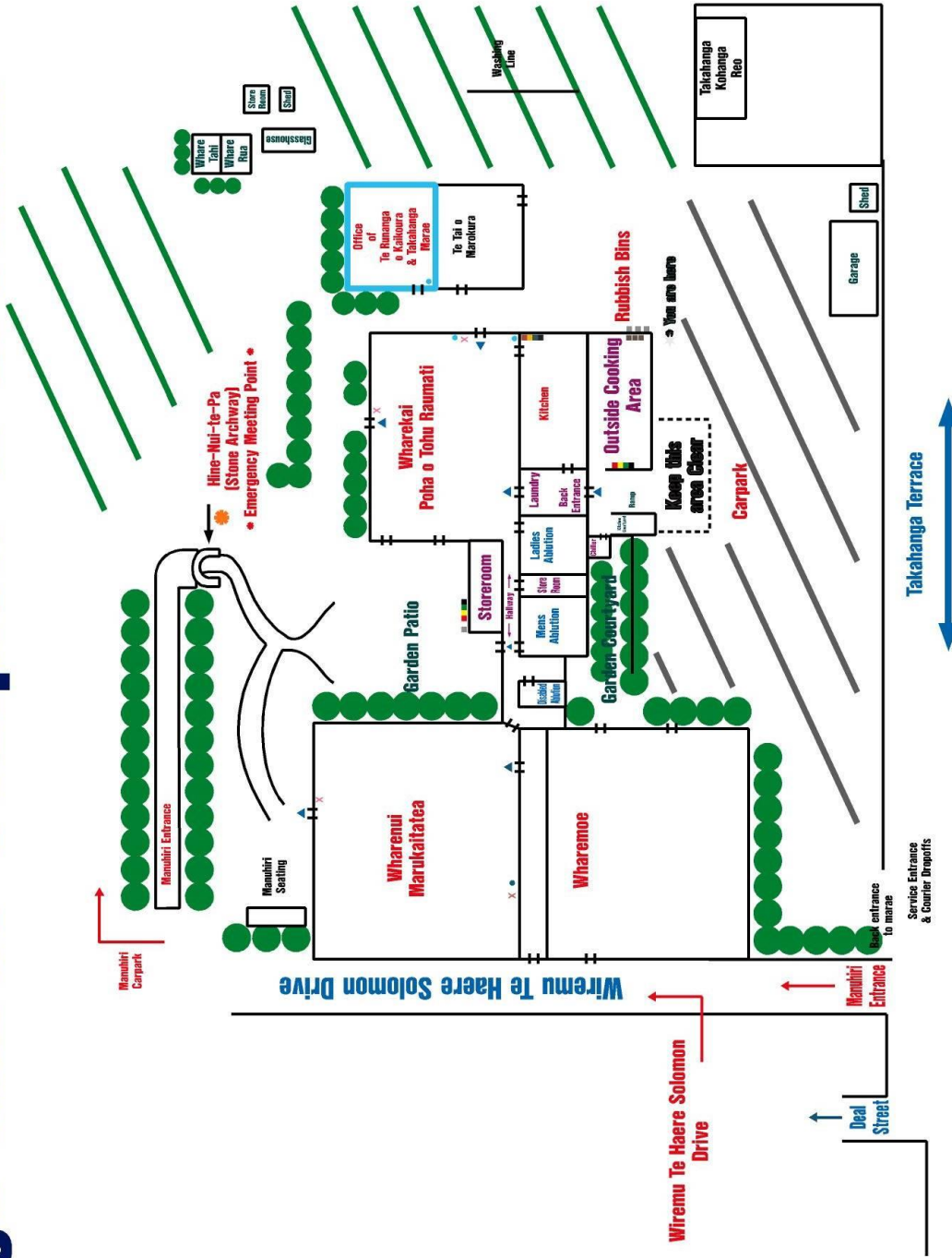


NAU MAI HAERE MAI

Takahanga Marae Complex & Grounds

Key

- EMERGENCY MEETING POINT
- FIRE ALARMS
- FIRE EXTINGUISHER
- EMERGENCY EXITS (KEEP CLEAR)
- OFFICE OF TE RUNANGA O KAIKOURA & TAKAHANGA MARAE
- CARPARK
- GARDENS & LAWNS
- RECYCLING BINS
- FADGES
- RUBBISH BINS (FOR ALL "OTHER" RUBBISH THAT DOESN'T GO INTO THE RECYCLING BIN)



TAKAHANGA MARAE TRUST

Takahanga Marae Trust was established to govern the management and activities of the Marae on behalf of the descendants of Maru Kaitatea, our Wharetipuna.

The responsibilities of the Trust essentially include the Marae land, all its buildings and their use thereof. The Te Runanga o Kaikoura office situated at Takahanga Marae undertakes administrative duties for the Marae, as directed by the Trust.

The Trustees meet monthly to discuss the management and activities of the Marae.

We hope this information package will provide some answers to any queries you may have. If you have any other questions or points of clarification before or during your time at the Marae, please do not hesitate to contact the Rūnanga office or speak with any of the Marae whānau who may be present on the day.



Hine Nui te Po (Stone Archway)
[Gathering site for emergencies]
Kahukura & Marokura (the 2 Pou to the rear)

TE RUNANGA O KAIKOURA

Te Runanga o Kaikoura is one of 18 Papatipu Runanga as identified under Te Runanga o Ngai Tahu Act. Te Runanga o Kaikoura is the tribal council for the hapu of Ngati Kuri. All those that can whakapapa to Kuri can affiliate to the Runanga.

Our takiwā extends from Te Parinui O Whiti (White Cliffs South of Blenheim) to the Hurunui River and inland to the Main Divide and seaward to where the land turns white – this is the area of our authority. Anything that happens within this area (ie) effects on land, air, water, any traditional or historical issues, Te Runanga o Kaikoura represents the voice of the hapu.

Kaikoura Whakatau signed the Treaty of Waitangi with the Crown on the 29 March 1859. As his descendants we have an inherited responsibility to uphold the commitment of a Treaty partner.

The Office of Te Runanga o Kaikoura is situated at Takahanga Marae. The Runanga Office is responsible for the management of Runanga Policy and Directives while the Runanga itself is responsible for the governance of Runanga Policy and Direction. The Runanga meets every second Sunday of the month, February - November.



Office of Te Rūnanga o Kaikoura [back office]

HOW TO FIND TAKAHANGA MARAE

Takahanga Marae is located in Kaikoura, which is approximately 2 ½ hours drive North of Christchurch on State Highway 1 and 1 ½ hours drive South of Blenheim.

FROM CHRISTCHURCH

As Highway 1 enters Kaikoura it becomes Churchill Street. You will go up over a rise as you enter the township. Approximately halfway down the other side of this rise, turn right into Deal Street.

Approximately, 100m along Deal Street turn right into Takahanga Terrace.

Approximately, 100m along Takahanga Terrace turn left into the entry of Takahanga Marae.

FROM BLENHEIM

As Highway 1 enters Kaikoura it becomes Beach Road. Follow Beach Road to the end then follow the signpost directed to Christchurch. You will go under a railway overbridge up into Churchill Street. Follow this up to a rise, turn left into Deal Street.

Approximately, 100m along Deal Street turn right into Takahanga Terrace.

Approximately, 100m along Takahanga Terrace turn left into the entry of Takahanga Marae.



POWHIRI (FORMAL WELCOME) AT TAKAHANGA MARAE

1. Upon arriving at Takahanga Marae on Takahanga Terrace, you will find yourself at the rear of the Marae. To go to the front of the Marae for Powhiri, please drive down the driveway (Wiremu Te Haere Solomon Drive), which is located on the left-hand side of the Marae grounds (there is a large hedge on your left) where there is a sign that says "Manuhiri" (Visitors) – see photo. The visitors' car park is located at the end of the driveway so that you will end up at the front of the Marae. Powhiri commence from the front of the Marae.
2. Manuhiri (visitors) need to be prepared beforehand about the line up of speakers for the pōwhiri. Manuhiri decide who is going to whaikorero (make a speech) in response to the welcome speeches that will be given by Tangata Whenua. The number of Kaikorero (speakers) is up to the manuhiri to decide. There can be more than one, usually speeches are performed in Te Reo Maori, but given that some people cannot speak Te Reo, English is acceptable.
3. When everyone is ready, please proceed to Hine Nui Te Po – the "stone archway" in front of the Marae and wait until our Kaikaranga starts to call you on, to proceed further.
4. The Kaiwhakautu (generally an older or mature woman) will respond to our Kaikaranga and will lead your group followed by older women, younger women, older men, younger men. If you do not have a Kaiwhakautu, please let us know so we can provide one for you. As you are called on to the Marae by our Kaikaranga, move quietly and slowly up the path towards our Whareniui.
5. Proceed to the wooden forms to the right of the Whareniui. Men sit in the front forms. Women sit behind. This is because in earlier times, one never knew whether there was going to be peace or battle and men were always in front to protect. This is Kaitakitanga o nga Tangata – custodial guardianship of the people. The speakers sit in the front row closest to the Whareniui. Sit when Tangata Whenua sits. If the weather is bad, seating will be inside the Whareniui. As a show of respect please remove your shoes at the front door of the Whareniui. Takahanga representatives will be seated on the left side of the Whareniui.
6. **IMPORTANT:** The "paepae" (front row of seats) is traditionally for men only, generally those who will be speaking, and while other men may be invited to join the speakers in the front row that is at the discretion of the paepae. Please do not walk across the Marae atea (the area of ground between tangata whenua and manuhiri) during the entire pōwhiri process, and also when in the meeting house - this is very important to remember, for instance, in earlier times it was an insult and one could be killed for doing so.



7. Representatives for Takahanga Marae will speak first, and then sing a waiata (song). Designated representative(s) from your group will then speak followed by a waiata from your group. Standing when singing the waiata is basic good manners and shows respect to the recipients.
8. Following the waiata for the last speaker, the koha is given to Ngati Kuri. It is placed on the ground between you and Tangata Whenua. Once placed on the ground walk backwards and be seated – again in earlier times, you never showed your back to your enemy, because you could have been killed at any time.

KOHA

Is an acknowledgement for the hospitality being received from tangata whenua. Although manuhiri might like to observe this tradition, tangata whenua do not have an expectation of what the koha might be and nor should they. Koha is given with respect and should be received graciously.

Koha can be in any form the manuhiri wish (eg) plants, food, waiata, money etc. If the koha is in the form of money, please remember it is not payment for the use of the Marae – that is done separately. A koha of money is always receipted and this can be given on request. What you contribute to the koha is entirely up to you and can be as small or as large as you like.

Koha payments do not attract GST and are therefore not deemed as purchasing services or goods, whereas the Marae costs include goods and services.

Should you wish to koha by way of money to the Marae, if possible, could it please be in the form of a cheque made out to Te Rūnanga o Kaikōura Inc. An envelope has been enclosed for you and a receipt written and made available to manuhiri on request.

9. Once the koha is accepted by Tangata Whenua, we will karanga – call of thank you and then beckon you to proceed to hariru, which is that part of the Powhiri process where we line up and “hongiri” (press noses/share breath) or kiss with Tangata Whenua – the front row going first.
10. This will be followed by “kai” (food). The act of eating lifts the “tapu” (sacredness) from you and concludes the official welcome.

<i>Powhiri</i>	<i>Formal welcome</i>
<i>Manuhiri</i>	<i>Visitors</i>
<i>Koha</i>	<i>Gift</i>
<i>Whaikorero</i>	<i>Make a speech</i>
<i>Tangata Whenua</i>	<i>People of the area</i>
<i>Kaikorero</i>	<i>Speakers</i>
<i>Kaikaranga</i>	<i>Caller, generally an older or mature woman</i>
<i>Waiata</i>	<i>Song</i>
<i>Paepae</i>	<i>Front row of seats</i>
<i>Hongiri</i>	<i>Press noses/share breath</i>
<i>Hariru</i>	<i>Process of sharing breath</i>
<i>Kai</i>	<i>Food</i>
<i>Tapu</i>	<i>Sacredness</i>
<i>Kaiwhakautu</i>	<i>Caller from visitors</i>

CAMERAS/VIDEOS/PHOTOGRAPHS

We understand that when people visit a place, taking snapshots and videos might be a normal and natural thing to do, however due to intellectual property issues having occurred some years ago, we have developed protocols, policies and procedures to manage such activities.

It is advised that a discussion with office staff, when making the booking, about the taking of photos and videos, occurs in advance so that we can determine whether the filming is appropriate or not.

Generally, informal photos can be taken anywhere **except** in our Wharenui.

Strictly no photos or videos (or any other form of filming) is permitted in our Wharenui unless prior written approval has been granted. A written request from the Hirer must be received by the Rūnanga office. The Runanga office will in turn inform the Marae Trust (see page 6). A response will then be formally delivered back to the Hirer in due course, so please give plenty of notice so permission can be sought in time.

No formal photos or videos can be taken anywhere on the Marae grounds or in the Marae complex itself unless prior written approval has been received from the Marae Trust. Takahanga Marae Trust will only give permission for extra-ordinary reasons.

Photographs and videos taken at the Marae need prior approval before they are taken.



TAKAHANGA MARAE BOOKING FORM

Hirer/Organisation:

Contact:

Full Address:

Phone: Fax:

Mobile: Email:

Arrival Date: Time:

Departure Date: Time:

Date of Booking:

No. of Adults (eating & sleeping):

No. of Children (eating & sleeping):

Females: Males:

Self Catering: Yes: No:

Catering Needs (*Note any special dietary requirements*):

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.....
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Additional Details.....

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Alterations to number and names of persons attending must be **CONFIRMED 5 Working days prior**.

Please take particular note of the Safety and Evacuation Procedures (pages17-19) regarding the requirement for a current list of persons residing at the Marae at any one time.

WHAT SHOULD YOU BRING WHEN STAYING AT TAKAHANGA MARAE

Sleeping arrangements will either be in the Wharenui and/or the Wharemoe (Extension). Sleeping arrangements are not segregated, although there will be plenty of room to spread out (depending on your numbers) Mattresses and pillows will be provided. If you would feel more comfortable bring your own pillow.

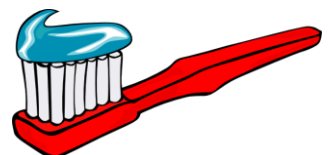
Wharepaku - Men's and Women's washrooms are located next to the Wharenui.

Please familiarize with yourself with the floor plan of the Marae and take particular note of where all the Exit signs are.

Also please be aware we do not have any beds, only mattresses are available to sleep on.

ESSENTIAL THINGS TO BRING FOR YOUR STAY

1. Sleeping bag/duvet
2. Own pillow (if you wish)
3. Towels
4. Personal toiletries
5. Slippers (can be worn inside the Wharenui)
6. Earplugs (for those light sleepers)
7. Bed sheet and pillow case



RULES WHEN STAYING AT TAKAHANGA MARAE

LIFE AT TAKAHANGA MARAE

Manaakitanga is an important value for our people. As such it is the desire of Tangata Whenua (local people) that Manuhiri (visitors) are at ease and are as comfortable as possible during their time on the Marae. People that have not been on a Marae before are often afraid that they will unintentionally do something that might offend the local people. To avoid this happening a few pointers on the code of conduct for everyday life about the Marae are listed below.

We have included some general cleaning and daily maintenance points to help guide you. It's important to note, we do not have paid staff to keep the Marae clean and maintained, we rely on volunteers.

Time and thought has been taken to provide you with as much easy to read information as possible so that you will not offend any protocols and your visit will be a memorable one.

We welcome you to Takahanga Marae!

Please make sure everybody in your group is familiar with the **RULES WHEN STAYING AT TAKAHANGA MARAE, LIABILITY FORM, SAFETY AND EVACUATION PROCEDURES AND ALL OTHER DOCUMENTS** so that everybody is aware of what is required.

1. Takahanga Marae reserves the right to host tangihanga over and above any confirmed booking.
2. The Hirer must read and sign all forms: "Rules when Staying at Takahanga Marae"; "Liability Form", "Safety and Evacuation Procedures" and all other documents, as provided.
3. Safety and Evacuation Procedures must be understood and adhered to by all who are visiting the Marae, at all times. **Exit signs are NOT to be covered up or light bulbs removed.** It is a Health & Safety requirement that these lights are to be on at night at all times. In an emergency people need to know where the exits are! Bring an eye mask if you require total darkness to go to sleep.
4. Hirer must provide a **Register of Names** for those using/staying at the Marae and have this available at all times should it be needed in an emergency situation.
5. An Accident Register will be kept that lists the accidents to people and property, incurred at the time of your stay; this is an important requirement of the Health and Safety requirements and our House Rules.
6. A damages/vandalism register will be kept that lists the damages/vandalism that has occurred to Marae property, during your stay.
7. No food and drinks are to be consumed inside the Wharenui at all times. There is a wharekai (dining room) available, where food and drink is to be consumed.
8. Photographs and Videos are **NOT** to be taken inside the Wharenui – please refer to the policy on page 10 of this document.
9. On arrival mattresses and bedding are to be set up.
10. On departure, mattresses are to be stacked tidily and returned to the Mattress Room. Both the Wharenui and Wharemoe are to be vacuumed.

11. To comply with our Safety and Evacuation and Fire requirements, no more than **30 mattresses** in the Wharenui and **30 mattresses** in the Extension are permitted at any one time.
12. Please do not hang clothes or towels on the walls of the wharenui. Although you may be hiring the marae, please be aware that other business is occurring during your stay. From time to time you will see staff and other visitors in and around the Marae – keeping the Marae tidy and clean all the time is necessary so as to ensure our manaaki extends to those who may be visiting the Marae at the same time as you.
13. Please do not sit on your pillow – even if it is your own. According to our tikanga, the human head is the most tapu (sacred) part of the body and the pillow is where you lay your head. It is not the place for your bottom.
14. Absolutely **NO** alcohol/illicit drugs are permitted on the Marae complex or grounds.
15. Takahanga Marae is a **SMOKE FREE** complex, however a discreet designated area for smokers is available on request, please ask office staff where this is.
16. No shoes are to be worn in Wharenui although slippers can be worn on any carpeted areas.
17. Children are not to be left unattended/unsupervised anywhere during your stay; this includes both inside and outside, anywhere on the Marae grounds. Our Marae is situated on a small peninsula with steep embankments on 2 sides, some of which is unfenced. We want children especially, to enjoy a safe and happy time at our Marae. (Refer to liabilities for Marae – Page 20).
18. No heaters are to be left on, inside Wharenui or Extension when beds are on the floor.
19. Heaters/Heat Pumps are to be switched off when unattended.
20. Windows to be left open when showering.
21. No dragging of tables, chairs or forms on vinyl, they must be lifted into place as floors mark easily and the carpet will burn.
22. Commercial oven to be switched off at mains when not in use.
23. Varnished tables to be covered at meal times.
24. No cellotape or masking tape to be used on wallpaper or in Wharemoa (Extension) or Wharenui.
25. Smoke doors leading into both the Wharenui and Wharemoa (Extension) are to be closed at night.
26. For safety reasons, all exit doorways with “Exit” signs above door, are to be kept clear **at all times**.
27. Tea towels to be washed daily - pegs in bucket for the clothesline at back of Whare Take.
28. No towels or clothes to be hung immediately outside of Wharenui or draped on the outside extension or in hallway, there is a clothes line available for this. While there is a dryer available, it is for Marae laundry only, there is a public laundry available on Beach Road for personal clothing.
29. Lights to be switched off at night when not in use.
30. All bathrooms, showers, hand basins and mirrors cleaned daily.

31. Sanitary items **MUST** be disposed of in the correct container provided in the Womens' Toilets. Do not flush down the toilet.
32. Dining Room to be vacuumed daily and spills to be wiped up immediately.
33. Tables to be cleared and wiped down after each meal.
34. Please do not sit on any tabletops. This is where you eat from, so it is not a place for your bottom either.
35. Chairs to be straightened after each meal.
36. All floors to be mopped daily.
37. Kitchen, kitchen entrance, both outside extensions are to be swept daily.
38. Please leave the outside furniture tidy and organised and please shelter from rain if not covered.
39. When doing your own catering, the Hirer must supply their own toilet paper, dish liquid, soap powder, disinfectant and bathroom cleaner. Liquid for mopping dining room is supplied.
40. Please recycle rubbish correctly in the appropriately labelled bins.
41. Children are not to play on the garden beds or climb the trees, or play on the Wharenui verandah.
42. The rubbish must be emptied before leaving the Marae.
43. Do not pour fats and greases down any of the external drains.
44. Instructions to clean the kitchen facility are provided in the kitchen.
45. Ensure that you use the cleaning gear that is provided – see the Marae Manager

Please leave the Marae buildings and grounds clean and tidy when you leave. We really appreciate it!



RULES WHEN STAYING AT TAKAHANGA MARAE

We/I _____, have read all the rules and agree to adhere to all of the "Rules When Hiring the Marae". Failure to do so will result in my bond being retained by Te Runanga o Kaikoura Inc.

I have provided **everyone** in my group with a copy of this document.

Signed: _____

Position: _____

Date: _____



TAKAHANGA MARAE SAFETY & EVACUATION PROCEDURES

INSTRUCTION SHEET - STAFF/FIRE WARDENS/VISITORS

STAFF INSTRUCTION

IF YOU DISCOVER A FIRE:

1. Raise the alarm immediately by operating the nearest fire alarm.
2. Ensure Fire Service is notified by calling 111. This may be done using telephone in neighbouring premises or any phone where it is safe to do so. Clearly state the premises NAME, ADDRESS, NEAREST CROSS STREET;

Your Name: _____

Location: **Takahanga Marae, Kaikoura**

Address: **Takahanga Terrace off Deal Street off Churchill Street, State Highway One, Kaikoura**

Nature of Emergency **(Fire, Ambulance, Bells Ringing, Etc).**

3. Potentially dangerous processes or machinery should be closed down. Leave lights on. The closing down process should only be carried out if possible to do so safely and with no delay.
4. Collect "Takahanga Marae Register" which notes who is on site.
5. **Leave immediately** by the NEAREST escape route. Move quickly but DO NOT RUN.
6. Report to your designated assembly area.
7. **Do not return to the building** until the all clear is given.

FIRE WARDENS' DUTIES

YOUR PRIME CONCERN IS SAVING OF LIFE ON HEARING ALARM:

1. Initiate evacuation.
2. Ensure your floor/area is evacuated. Check toilets (mens, womans, disabled).
3. Ensure all smoke-stop doors on route of exit are closed.
4. Note location of persons remaining in premises; including disabled persons, fire control personnel, etc.
5. Report to Head Warden and pass information on.
6. Report to assembly area for personnel control.
7. Only if conditions permit and it is safe to do so, should any attempt be made to extinguish the fire. (Persons remaining in buildings to attempt extinguishment of fire should have their location reported to Head Fire Warden.)

HEAD WARDEN'S DUTIES

1. Ensure the Fire Service has been notified by ringing 111.
2. Collect "Takahanga Marae Register" which notes who is on site/staying on the Marae.
3. Report to front entry (alarm panel if installed).
4. Await reports from Wardens.
5. Report to Fire Service on arrival.
6. Ensure group is aware of the designated assembly area, - Hine Nui Te Po (stone archway pg 5).
7. For Health and Safety requirements and for the House Rules, an **Accident Register** will be maintained including any persons from your group who incurs and accident to themselves or any Marae property.



Safety matters

TAKAHANGA MARAE SAFETY & EVACUATION PROCEDURES

Takahanga Marae is a Civil Defence outpost, this means that should a civil defence emergency arise, the Marae will host the community along with its emergency procedures. Given the location of the Marae (ie) at a high enough altitude (tsunami), above the town and beside the hospital, it is a natural place for people to converge to, at times of natural disaster.

The Marae has no live-in residents. It's important that groups understand it is their responsibility to be aware of and manage emergency situations and procedures for their group. Should an emergency situation arise, it might be just you present at the Marae.

Please ensure your **Register of Names** includes your group name (*name booking was made under*), the name, age, gender and number of each person within your group. Please also ensure you update the register with the most current information.

We/I _____ have read and agree to adhere to the Safety and Evacuation Procedures provided by the Marae, by appointing a Head and Fire Wardens from within our group. We agree that our entire group will be made aware of these procedures and its Kaikoura context.

We also agree to keep a Takahanga Marae Register of Names, listing the names and numbers of our group. It's our responsibility to ensure the Register is ready and available should it ever be needed in time of a safety and evacuation emergency.

Signed: _____

Position: _____

Date: _____



TAKAHANGA MARAE LIABILITY FORM

POLICY FOR BREAKAGES/DAMAGE TO MARAE AND MARAE PROPERTY FOR PEOPLE WHEN HIRING THE MARAE

We/I _____, agree to accept all responsibility for and to replace all damage and/or breakages to Marae property, we incur, during our stay at Takahanga Marae. We/I agree that all expenses incurred, as a result of the failure, and which costs over and above the costs of the bond are our responsibility.

Signed: _____

Position: _____

Date: _____



NEW KITCHEN SPECIAL INSTRUCTIONS

IMPORTANT INFORMATION

- Hirers are only to use the two front stoves in the kitchen, all instructions are provided.
- Hirers are to ensure all tables and chairs in both the conference room and the dining rooms are set out in accordance with the diagrams displayed on the walls.
- The mops are located in the refuse bay.

FRYER

Great care must be taken by operator, to use the fryer safely, to guard against risk of injury and fire:

- DO NOT leave fryer un-attended during operation.
- DO NOT replenish the oil (frying medium) in the fryer when the fryer is hot.
- DO NOT over fill the oil (frying medium) in the fryer above the top level mark.
- DO NOT allow the oil (frying medium) in the fryer to fall below the lower level mark.
- DO NOT allow the oil (frying medium) in the fryer to overheat.
- DO NOT introduce wet food or water into the hot oil (frying medium).
- DO NOT use flammable solvents and cleaning aids on or in close proximity to the fryer whilst the fryer is still hot.

FRYER AND GAS OVEN/ BURNER QUICK GUIDE

1. Rotate gas control knob to pilot position and hold knob depressed.
2. At the same time hold flame failure button depressed.
3. Depress piezo igniter until right hand pilot ignites.
4. Hold gas control knob and flame failure button depressed, for approx. 10 to 15 seconds after igniting pilot burner, then release, both pilot burners should remain alight.
5. If pilot burners DO NOT ignite, repeat items 1 to 4 above.

CLEANING THE FRYER

1. Proceed to drain and filter the tank as for 'Daily Cleaning'. DO NOT refill tank with frying medium until it has been cleaned as shown below.
2. Fill fryer with cold water to normal fill level and add a high quality commercial cleaner that has been specifically formulated for fryers. All-purpose cleaners are not recommended.

NOTE: NEVER use a caustic or lye solution, as this will leave a fat destroying film on tank.

3. Heat water to approximately 80-90°C.
4. Clean fryer baskets at same time by simply immersing them in cleaning solution. Allow fryer to soak for 5-10 minutes or as directed on cleaner instructions. Remove baskets and turn off main burners.
5. Scrub baskets and fryer tank with a stiff nylon bristle brush to remove any remaining deposits. DO NOT use a wire brush, as this will scratch the tank sides.
6. Empty fryer and rinse thoroughly with water. Use a 1 part vinegar to 15 parts water solution to rinse tank and neutralise any cleaner residue. If this proves unsuitable for cleaner being used, use a weaker solution of up to 1 part vinegar to 25 parts water.
7. Rinse tank thoroughly with water, drain and dry.
8. Refill tank with new filtered frying medium.

CLEANING THE GAS OVEN/ BURNER

1. Clean oven and over bench surfaces
2. Clean the stove and waste disposal trays.

STAINLESS STEEL SURFACES

1. With tank(s) drained, cleaned and dried as shown above, clean exterior surfaces of fryer with hot water, a mild detergent solution and a soft cloth.
2. Dry all components thoroughly with a dry cloth and polish with a soft dry cloth.
3. To remove any discoloration, use an approved stainless steel cleaner or stainless steel wool, always rub in direction of grain

CLEANING INSTRUCTIONS WHEN VACATING TAKAHANGA MARAE

Tangata Whenua hope that your stay or visit to Takahanga Marae has been special, relaxing and memorable experience. We hope you have enjoyed your time with us. The last phase of your experience staying on our Marae is to leave the Marae clean and tidy for those who come after you.

The following is a list of cleaning instructions when leaving the Marae. As you go through the list below **please tick off each one as you go**. This will help you to tick the box on what our expectations are. Part of our tikanga, is to ensure we clean up after ourselves. We don't expect from others, what we wouldn't do ourselves. Once the 'checklist' is complete and checked, your bond will be refunded. ***Failure to complete the checklist (and therefore the tasks) will warrant the forfeiture of the bond.***

- Mattresses/pillows are to be stacked tidily in the Mattress Room.
- Linen is to be placed in laundry baskets provide or wrapped in a sheet and put out in the kitchen entrance.
- Wharenui is to be vacuumed and left clean, tidy and bare apart from the maroon chairs.
- All rubbish in all rooms is to be collected, sorted and disposed of, in the appropriate bins.
- Conference Room is to be cleaned, vacuumed and vinyl entrance doorways in here is to be mopped. Tables and chairs to be set out in accordance with the diagrams displayed on the walls.
- Hallway is to be clean, free of rubbish and vacuumed.
- All toilets, showers and hand basins are to be cleaned and mopped. Including mirrors. Ditto as above for the rubbish. Windows are to be left open. There is a designated mop and bucket for the toilets only. (There is another mop and bucket for the kitchen area). After use, the mop is to be left outside (the backdoor) free from causing any accidents, and the bucket is to be left in the ladies toilets.
- Dining Room is to be cleaned, vacuumed and vinyl entranceways are to be mopped. Tables and chairs to be set out in accordance with the diagrams displayed on the walls.
- Dining room verandah; chairs forms are to be stacked tidily and if necessary swept and cleared of rubbish. Often this area gets used, but then forgotten about in the clean-up.
- Kitchen; all surfaces are to be cleaned and wiped thoroughly – bench tops, table, cupboards, cupboard doors, doors, toaster and stove tops. Pantry and Fridge are to be cleaned with left-over food being disposed of. Dishes are to be packed in the correct cupboards and stacked properly.

- Kitchen rubbish bins are to be emptied and cleaned with disinfectant. Floor is to be mopped again with the kitchen designated mop and bucket.
- Kitchen entranceway is to be swept, mopped and free of rubbish.
- Outside courtyards are to be left clean and tidy and free of rubbish, with the furniture left in a clean, organized and orderly fashion.
- Tea towels are to be washed daily and hung out on clothes line to the rear of the offices. Pegs in bucket on line.
- Pathways are to be swept and cleared of any rubbish.



**Please return this sheet ticked off,
so we have confirmation you have cleaned the Marae**

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We/I _____, have read the above and agree to complete all the above. Failure to do so will result in my bond being retained by Te Rūnanga o Kaikoura Inc. I have provided everyone in my group with a copy of this document.

Signed: _____

Position: _____

Date: _____



ZERO WASTE ON TAKAHANGA MARAE

Our natural environment, waters, coasts, oceans, flora and fauna and how we engage with them, is crucial to our identity, our sense of unique culture and our ongoing ability to keep our tikanga and mahinga kai practices alive. It includes our commemoration of the places our tupuna moved through in Te Waipounamu, and the particular mahinga kai resources and practices we used to maintain our ahi ka that anchors our whakapapa to the landscape. Wherever we are in the world, these things give us our turangawaewae, they form our home, and give us a place to return and mihi to, providing us with what we need to be sustained as Ngai Tahu.

Natural resources are nga taonga tuku iho – treasures of the people handed down by our ancestors. The air, mountains, forests, lakes, rivers, coast, sea, and indigenous biodiversity have been left by our ancestors to sustain life for the generations that follow. It is the responsibility of the present generation, the kaitiaki, to ensure that such resources are protected, mo tatou, a, mo ka uri a muri ake nei, for us and our children after us.

Takahanga Marae is endeavouring to achieve zero waste. For this reason we ask that you please help us to reach this goal.

Cans, milk bottles, plastic bottles should be washed and crushed. Boxes should also be crushed. All rubbish is to be put in the appropriate outside bins. Food is to be emptied into the “pig bin”.

Sanitary napkins/tampons are to be put in the containers provided in the women’s’ toilets.



On behalf of Tangata Whenua we thank you for caring for our Marae and we hope you leave with good memories, thank you for staying with us 😊