

POUKURA MARAE

MARAE USEAGE AGREEMENT

INDEX

POUKURA MARAE	2
POUKURA PA RESERVATION TRUST	2
HOW TO FIND POUKURA MARAE	3
CAMERAS/VIDEOS/PHOTOGRAPHS	4
WHAT SHOULD YOU BRING WHEN STAYING AT POUKURA MARAE	4
ESSENTIAL THINGS TO BRING FOR YOUR STAY	4
RULES WHEN STAYING AT POUKURA MARAE	5
POUKURA MARAE HEALTH, SAFETY & EVACUATION PROCEDURES	7
CLEANING INSTRUCTIONS WHEN <u>VACATING</u> POUKURA MARAE	9
ZERO WASTE ON POUKURA MARAE	10



POUKURA MARAE

Poukura Marae is the turangawaewae of Ngāti Parekāwa. The Marae, buildings and grounds are sacred and has Mana that has to be respected by everybody who enters the Marae grounds.

Our Whare Tupuna was relocated to the lakefront from the Hauhungaroa ranges almost 100 years past and bears the name of our tupuna Parekāwa, firstborn child from the union of Te Rangiita and Waitapu.

Today the Marae is the place where Ngāti Parekāwa gather for tangi, hui, and wanaga.

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

NAU MAI HAERE MAI!

POUKURA PA RESERVATION TRUST

Poukura Marae is administered by the Poukura Pa Reservation Trust on behalf of Ngāti Parekāwa.

It is the Trusts responsibility to ensure therefore that the grounds and buildings of the marae are cared for in a sufficiently respectful manner, which upholds the mana, the wairua, and the tikanga of Ngāti Parekāwa.

HOW TO FIND POUKURA MARAE

Poukura Marae is located on the western shores of Lake Taupo, which is approximately 3 ½ hours drive South of Auckland on State Highway 1 and 4 ½ hours drive North of Wellington.

IF TRAVELLING FROM NORTH OF TOKOROA

Follow State Highway 1, State Highway 1B and State Highway 1 to Horahora Rd in Piarere

Take Old Taupo Rd to Whakamaru Rd/State Highway 32 in Tokoroa

Follow State Highway 32 to Karangahape Rd

Turn left onto Karangahape Rd

Take the Farm Road entrance to Poukura on right hand side.

IF TRAVELLING FROM SOUTH OF TURANGI

Follow State Highway 1 to State Highway 41 in Turangi

Continue on State Highway 41.

Turn right onto Karangahape Rd

Take the Farm Road entrance to Poukura on right hand side.



CAMERAS/VIDEOS/PHOTOGRAPHS

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

Strictly no photos or videos (or any other form of filming) is permitted in our Whare Tupuna unless prior approval has been granted by the Poukura Pa Reservation Trust.

WHAT SHOULD YOU BRING WHEN STAYING AT POUKURA MARAE

Sleeping arrangements will either be in the Whare Tupuna and/or the Wharemoe (Extension). Mattresses, pillows and linen will be provided. If you would feel more comfortable, bring your own pillow.

Also please be aware we only have 4 raised single beds, otherwise 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 Wharenuui)
6. Earplugs (for those light sleepers)

RULES WHEN STAYING AT POUKURA MARAE

LIFE AT POUKURA 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 Poukura Marae!

Please make sure everybody in your group is familiar with the **RULES WHEN STAYING AT POUKURA MARAE** so that everybody is aware of what is required.

1. Tangihanga has priority over confirmed bookings. Should your booking be affected by a Tangihanga, you can either choose to rebook, or be refunded for any unused portion of your booking.
2. Health & Safety and Evacuation Procedures must be understood and adhered to by all who are visiting the Marae, at all times.
3. 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.
4. 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 regulations and our House Rules.
5. A damages/vandalism register will be kept that lists the damages/vandalism that has occurred to Marae property, during your stay.
6. No food and drinks are to be consumed inside the Whare Tupuna at any time. There is a wharekai (dining room) available, where food and drink is to be consumed.
7. Photographs and Videos are **NOT** to be taken inside the Whare Tupuna – please refer to the policy on page 10 of this document.
8. On arrival mattresses and bedding are to be set up.
9. On departure, mattresses are to be stacked tidily and returned to the Mattress Room. Both the Whare Tupuna and Wharemoae are to be vacuumed.
10. To comply with our Health & Safety and Evacuation and Fire requirements, no more than **30 mattresses** in the Wharenuui and **20 mattresses** in the Extension are permitted at any one time.

11. Please do not hang clothes or towels on the walls of the whare tupuna.
12. At no time is marae property to be removed from the marae grounds.
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** illicit drugs are permitted on the Marae complex or grounds.
15. No ALCOHOL permitted on the Marae Reservation at any time. Exceptions may be made for special occasions by requesting in advance to the Poukura Pa Reservation Trust. (eg. Weddings)
16. Poukura Marae is a **SMOKE FREE** complex, and smoking is prohibited in all areas of the marae complex.
17. No shoes are to be worn in Whare Tupuna.
18. Children are not to be left unattended/unsupervised anywhere during your stay; this includes both inside and outside, anywhere on the Marae grounds. We want children especially, to enjoy a safe and happy time at our Marae. (Refer to liabilities for Marae – Page 20).
19. No heaters are to be left on unattended, inside Wharenuui or Extension.
20. Tea towels to be washed and dried daily.
21. All bathrooms, showers, hand basins and mirrors are to be cleaned daily using designated cleaning products.
22. Sanitary items MUST be disposed of in the correct container provided in the Womens’ Toilets. Do not flush down the toilet.
23. Dining Room to be swept daily and spills to be wiped up immediately.
24. Tables to be cleared and wiped down after each meal.
25. Please do not sit on any tabletops. This is where you eat from, so it is not a place for your bottom either.
26. Please recycle rubbish correctly in the appropriately labelled bins.
27. The rubbish must be emptied before leaving the Marae.
28. Do not pour fats and greases down any of the external drains.
29. Ensure that you use the cleaning gear that is provided.
30. No ANIMALS permitted within the Marae Reservation at any time.
31. No GANG signia or “PATCHES” to be worn on the Marae Reservation at any time.

Please leave the Marae buildings and grounds clean and tidy when you leave.

POUKURA MARAE HEALTH, SAFETY & EVACUATION PROCEDURES

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.

As the hirer, it is your responsibility to complete the Poukura Marae Register of Names, listing the names and numbers of your 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.

INSTRUCTION SHEET - STAFF/FIRE WARDENS/VISITORS

STAFF INSTRUCTION

IF YOU DISCOVER A FIRE:

- Raise the alarm immediately by operating the nearest fire alarm.
- Ensure Fire Service is notified by calling 111 from any phone where it is safe to do so. Clearly state your NAME, the premises NAME & LOCATION, ADDRESS, and nature of emergency (see below)

Your Name: _____

Location: **Poukura Marae**

Address: **340 Karangahape Road, Kuratau**

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

- 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.
- Collect "Poukura Marae Register" which notes who is on site.
- **Leave immediately** by the NEAREST escape route. Move quickly but DO NOT RUN.
- Report to your designated assembly area.
- **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:

- Initiate evacuation.
- Ensure your floor/area is evacuated. Check toilets (mens, womans, disabled).
- Ensure all smoke-stop doors on route of exit are closed.
- Note location of persons remaining in premises; including disabled persons, fire control personnel, etc.
- Report to Head Warden and pass information on.
- Report to assembly area for personnel control.
- 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

- Ensure the Fire Service has been notified by ringing 111.
- Collect "Poukura Marae Register" which notes who is on site/staying on the Marae.
- Report to front entry (alarm panel if installed).
- Await reports from Wardens.
- Report to Fire Service on arrival.
- Ensure group is aware of the designated assembly area, - Hine Nui Te Po (stone archway pg 5).
- 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.

CLEANING INSTRUCTIONS WHEN VACATING POUKURA MARAE

Tangata Whenua hope that your stay or visit to Poukura Marae has been a 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 provided or wrapped in a sheet and put inside the main doors of the ablution block entrance.
- € Whare Tupuna is to be vacuumed and left clean, tidy and bare.
- € All rubbish in all rooms is to be collected, sorted and disposed of, into the appropriate bins. There is no need to remove rubbish from site – this will be organized by the Marae Committee.
- € 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 and Dining areas are to be swept, mopped and free of rubbish.
- € 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**

ZERO WASTE ON POUKURA 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, 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 Ngāti Parekāwa.

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.

Poukura 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 😊