



MARAE PROTOCOLS AND RESPONSIBILITIES - TE KŌPŪ MĀNIA O KIRIKIROA MARAE

Thank-you for choosing Te Kōpū Mānia o Kirikiriroa marae for your event, session, class and or hui. The following information is provided to assist you with marae usage, responsibilities, protocols and general information. Should you require any further assistance the marae co-ordinator Ngahiwi Duffy can be contacted at ngahiwi.duffy@wintec.ac.nz or cell-phone 021 261 0443

MARAE USAGE

Te Kōpū Mānia o Kirikiriroa is a modern marae complex set up to accommodate a variety of uses. This includes powhiri, graduations, seminars, lectures, team building, overnight stays, presentations, conferences, student and staff inductions, shared lunches, staff meetings and celebrations. If you are interested in booking for any other event your enquiry is most welcome to the marae co-ordinator, ngahiwi.duffy@wintec.ac.nz or cell-phone 021 261 0443.

GETTING STARTED

An important aspect of marae protocol is manaakitangata (hospitality) Therefore it is important you be at the marae to set up the space to ensure the space is warm and inviting for your group. Before you get started please take 10 minutes at the beginning of your session to explain the marae name, significance of marae land, name of wharenuī, marae carvings, locality of bathrooms and why you've chosen the marae for your session. If you have already done this previously continue on with your session.

TE KŌPŪ MĀNIA O KIRIKIROA – The smooth fertile lands of Hamilton

Takes its name from an area famous for its rich, fertile lands and gardens that linked the network of Waikato sub-tribes (hapu) who lived along the banks of the Waikato River. The Hamilton section of this area was referred to as the fertile valley of Kirikiriroa (Hamilton).

WHARENUI protocols – TE KĀKANO A TE KAAHU – To nurture and embrace new growth

- Remove footwear before entering wharenuī
- Hot drinks and food not to be consumed in wharenuī
- Health and Safety allows for water bottles
- Do not sit on pillows or stand on mattresses
- For hygiene purposes please do not leave hats or hair combs / brushes on table tops
- Refrain from hanging items on carvings

Before you leave

- Stack chairs, fold up tables, put away mattresses and clean whiteboards. Cleaning materials can be found the cupboard by Tawhaki carving.

WHAREKAI protocols

- Karakia (grace) will be said before every meal
- Never sit on tables. Seats are provided for your convenience.
- For hygiene purposes please do not leave hats, hair combs/brushes on table tops
- Do not brush your hair in the whare-kai
- Appropriate clothing to be worn in dining room, no pyjamas allowed. (overnight stayers)
- Alcohol permitted however prior approval from marae management required
- Keep the dining and kitchen area clean and tidy at all times
- After every meal wipe down tables and bench tops
- Do not wipe seats with the cloth used for table tops
- Do not stack chairs on table tops
- Use dishes provided rather than disposable items

BEFORE YOU LEAVE

- Ensure all dishes and resources are clean and returned to the correct cupboards.
- Wipe down all tables and clear bench tops
- Take away all your food. Nothing to be left in fridges
- Sweep and mop floors in both the kitchen and dining area (overnight bookings only)
- Place tea towels in a plastic bag for laundry pick up. Do not mix tea towels with sheets and pillow slips (overnight bookings only)
- Turn off main electrical switches
- Advise marae staff of any damages or breakages to enable replacement and or repair in readiness for the next user group

ABLUTION AREA

- Keep the area clean and tidy at all times
- Do not leave towels, clothing etc hanging from shower stalls as this area is not strictly limited to marae user groups (overnight bookings only)
- Before you leave please sweep and mop all floor areas. Cleaning equipment can be accessed from the storage unit and must only be used for this area. (overnight booking only)
- Please wipe down all surfaces (overnight stay only)
- Dispose of rubbish in designated areas and reciprocals in the bay at the back of the kitchen (overnight bookings only)

MARAE CARVINGS

Wintec marae features a number of carvings designed and created by Tainui master carver Warren McGrath, Ngati Raukawa, a former Wintec student. The carvings are made from both traditional and modern materials including totara that once stood on this site, concrete and stainless steel. Each

carving depicts a narrative on teaching and learning, embracing other cultures and a connection to Tainui. You can find more in depth information on the Wintec public website about each carving and artefact.

General information

BOOKINGS

All internal bookings must go through centralised timetable net which will then be sent to marae co-ordinator to sign off.

External groups can go directly to the marae co-ordinator ngahiwi.duffy@wintec.ac.nz or cell-phone 021 261 0443

CATERING

There are two choices available including professional and self-catering. It is your responsibility to pre-check with the marae co-ordinator all matters pertaining to catering.

Please note tea, coffee, milo is not supplied by the marae office.

CLEANING

Wintec cleaners go through all marae spaces from Sunday to Thursday evenings. Your assistance in keeping the marae clean and tidy would be greatly appreciated. There are rubbish bins in all spaces and you can find large bins at the back of the kitchen.

EMERGENCY PROCEEDURE

At every door way entrance you will find evacuation instructions. Take a couple of minutes to familiarise yourself with these. In the event of a fire, wardens will be on site to guide user groups out of the marae spaces to the evacuation assembly point alongside the eastern side of the HUB

EQUIPMENT

Tables (16), chairs (120), mattresses (60), pillows (60) and lap-top (1), cleaning equipment are all available on site. Plus the kitchen and dining room is fully equipped with dishes.

IMPORTANT NUMBERS

Emergency services	111
On-site security	9000 or 0800 852 900
Health Centre	8869
IT support	8000
Service Desk	8000
Marae	8920 or 021 823582

PARKING

You are responsible for organising and advising your group about parking provision on site.

PHOTOGRAPHS / FILMING

Filming, recording and photography is permissible in all marae spaces, inside and out.

SWIPE CARDS

Between normal working hours 8am to 4.30pm all marae doors will be electronically released by security. Please contact marae co-ordinator to arrange after hour access.