

**PUKA HUI/HUI BOOKING FORM – Puketeraki Marae**

Please email this form to [aroha@puketeraki.nz](mailto:aroha@puketeraki.nz)

Prior to your arrival, we expect that you have read our guideline for pōwhiri at Puketeraki Marae and basic marae etiquette (below).

|  |  |  |  |  |  |  |  |
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| **Organisation:** | | | | **Contact name:** | | | |
| **Name of hui:** | | | | **Contact number:** | | | |
| **Date(s) of visit:** | | | | **Email address:** | | | |
| **Arrival time:** | | | | **Departure time:** | | | |
| **Noho marae (overnight):**  **Sponsor:**  *If you are staying overnight, you must have a whānau member / or someone who knows our marae to sponsor your stay. If you do not know of anyone, please get in touch with the Rūnaka.* | | | | **Number of people staying:** | | | |
| **Would you like a history kōrero:**  Āe/Kāo  **If this booking is for an Education Group, Kaiwhakaako/Tutor can be arranged**  Āe/Kāo | | | |
| **Kaikōrero (speaker):** | | | | **Kaikaraka (caller):** | | | |
| If you are interested in waka ama and/or a guided hīkoi of Huriawa Pā, please contact: **Karitāne Māori Tours**  [Email: bookings@karitanemaoritours.com](mailto:Email:%20bookings@karitanemaoritours.com)  Contact number: 027 237 4889 | | | | **Email and/or address for invoice:**  *Please include purchase order number (if required)* | | | |
| **FOOD AND SERVING PREFERENCES** | | | | | | | |
| **Breakfast** | **Yes/No** | **Time:** | | **Morning tea** | **Yes/No** | | **Time:** |
| **Lunch** | **Yes/No** | **Time:** | | **Afternoon tea** | **Yes/No** | | **Time:** |
| **Dinner** | **Yes/No** | **Time:** | | **Other** |  | | |
| **Special requirements including dietary needs:** | | | | | | | | |
| **KĀ UTU/PRICE LIST** | | | | | | | | |
| **Accommodation** | | * $25.00 per person per night for groups of 20 or more. * $30 for groups less than 20. | | | | | | |
| **Venue hire**  *\*There is no day hire charge if staying overnight.* | | * $350.00 full day hire. * $200.00 for half day hire. | | | | | | |
| **Kitchen Hire**  **\*Self Catering** | | * $100.00 weekend hire. * $50.00 per day for longer hire | | | | | | |
| **History kōrero** | | * $50.00 | | | | | | |
| **Kaiwhakaako/Tutor** | | * $200.00 per tutor per day | | | | | | |
| **KĀ UTU TAKA KAI/CATERING PRICES**  *Note: Pricing is exclusive of GST* | | | | | | | | |
| **Kai o te ata**  *Breakfast* | | | **Kai o te rānui**  *Lunch* | | | **Kai o te pō**  *Dinner* | | |
| $15.00 per person | | | $22.50 pp – one course | | | $27.50 pp – two courses | | |
| $18.00 per person - cooked | | | $27.50 pp – two courses | | | $32.00 pp – three courses | | |
| **Paramanawa** – Morning tea/Afternoon Tea/Supper $10.00 per person (each sitting) | | | | | | | | |

**Kia mōhio mai koe/Please be advised that:**

* Any damages or breakages will be charged for.
* If the marae is not thoroughly cleaned at the completion of an overnight hui, extra charges will apply.
* This booking may be cancelled at any time and with little notice in the case of a takihaka.
* The marae does not take responsibility for allergic reactions to food and does not hold allergy medication on-site.
* Puketeraki Marae is a smoke free, patch and gang colour free marae. R.O.A.R.
* Bookings cancelled with **less than 48 hours’ notice**, may incur charge equal to Venue hire.

***Basic marae etiquette***

### Before the pōwhiri

* Please dress appropriately
* Ensure that your cell phones have been turned off throughout the pōwhiri (welcome ceremony).
* Ensure that there is no food in the items that you are bringing into the wharenui (meeting house).
* When gathering in front of the marae to be called on, males stand at back or on the sides, while kaikaraka (caller/s) stand at the front and other females behind them.
* Organise your koha (contribution) prior to the pōwhiri. You will hand this over (by placing on the floor in front of hau kāika (local people)) after the last manuhiri (visitor) speaker.

### During your visit

* Please do not bring food into our wharenui (meeting house), onto the mahau or on the lawn directly in front of the wharenui (the marae ātea).
* Please do not wear shoes inside our wharenui.
* Do not sit on tables.
* Mattresses and pillows will be provided; however, you will need to bring your own blanket/sleeping bag.
* Please make sure that kaumātua (elders) and tamariki (children) are fed first.
* Please keep an eye on tamariki, and make sure that they are safe.

*\*For a more detailed understanding of the pōwhiri guidelines, please download our Pōwhiri guidelines documents that can be found on our website.*

### Photographs

Photographs of our marae are fine provided that they are used for personal use only. If you would like to use them for advertisements, etc. you need to contact us.

If you have any pātai, please forward your queries to:[aroha@puketeraki.nz](mailto:aroha@puketeraki.nz)