

**Mayor and Councillors  
COUNCIL**

17 MAY 2012

Meeting Status: **Public**

Purpose of Report: **For Decision**

**REQUEST FOR FUNDING - KĀPITI U.S. MARINES TRUST**

**PURPOSE OF REPORT**

- 1 This report seeks approval for a one off grant to the Kāpiti U.S. Marines Trust to support the Salute 70 celebrations between 27 May and 14 June 2012.

**SIGNIFICANCE OF DECISION**

- 2 This report does not trigger the Council's Significance Policy.

**BACKGROUND**

- 3 In November 2011 representatives of the Kāpiti U.S. Marines Trust briefed the Council about memorial celebrations in 2012 for the 70th Anniversary of the "Friendly Invasion" of American Armed forces in New Zealand – particularly the Kāpiti region. At that meeting the Council expressed support for the concept and indicated the Trust should present the Council with a specific proposal. Since then, the Trust has kept officers informed as the programme of events and the plans for memorial infrastructure have been developed. A proposal was received from the Trust on 7 May 2012 and is attached as Appendix One to this report. A copy of the programme is attached as Appendix Two to this report.

**CONSIDERATIONS**

- 4 The Trust is seeking a one-off grant of \$12,251 (excl GST) to assist with a number of items and services the Trust has been unable to fund from elsewhere. About 40% of the costs relate to events during the 18 day programme and the balance is sought for infrastructure related costs. Full details of the amounts sought, including quotes from suppliers, are attached in Appendix One and include:
  - Provision of porta loos, tables, chairs & staging, community morning tea and transport & traffic marshalling assistance for Memorial Day, provision of a sound system at the Memorial Dinner.
    - \$6,051
  - Water blasting & cleaning Rail/Air Shed: the Rail/Air Shed is the largest remaining piece of Marines infrastructure in Kāpiti. The Trust had hoped to have it painted (in similar style to the Signal Box & Railway Station) in time for the event but grants were declined. In the interim the Trust wishes to clean the building so it will look as good as possible in time for the event. Steam

Inc. has agreed to remove the graffiti and undertake the necessary carpentry work to repair the north and south walls of the building.

- \$2,200

- Assistance with Sailor's Memorial: as part of the event, a new memorial to ten US sailors who died off Paekākāriki beach in June, 1943, during landing exercises, will be unveiled.

- \$4,000

- 5 The Trust has been very successful in securing support and participation in the Salute 70 programme from a wide range of local community groups, Greater Wellington Regional Council (GWRC), New Zealand Transport Agency, Porirua City Council and the Minister of Veterans Affairs.
- 6 In addition to organising the series of activities scheduled for the Salute 70 programme, the Trust has a work programme beyond 2012. This includes:
  - work with GWRC and stakeholder groups to re-establish the Yankee Trail connecting the three former Marines' camps in southern Kāpiti
  - design, build and install interpretative signage to highlight key points of history in camps Paekākāriki, Mackay and Russell
  - upgrade and maintain key Marines' buildings and assets
  - engage with other districts in the region to research, promote and display Marines' heritage.
- 7 It is recommended an additional \$750 is made available to meet any further transport costs that may be required. The estimate assumed all transport would be required on one day (refer to Appendix One.) Some items may need to be transported to the venue during the weekend before the memorial event. Additional hours will be required at weekend rates.
- 8 This will make the total grant \$13,000. It is recommended the Council grants *up to* \$13,000 (excl. GST) towards the activities identified in the Trust's letter (refer to Appendix One) and summarised here. This will provide sufficient capacity to meet additional transport costs.

## Financial Considerations

- 9 If the Council agrees to provide the grant, funding could be allocated from existing budgets.
- 10 It is proposed to fund the total amount from two budgets which are forecast to have sufficient money remaining at the end of the financial year (30 June 2012) to meet the amounts set out below.
  - \$4,000 from the Museums Open Day budget in the Libraries and Arts activity. It is recommended this is directed towards the development of the Sailor's Memorial

- \$9,000 from the Investigation and Research budget in the Parks and Open Space activity. This budget would be used to meet the event related costs and the cleaning of the Rail/Air Shed.

### Legal Considerations

- 11 There are no legal considerations.

### Delegation

- 12 The Council has the authority to make this decision.

### Consultation

- 13 The Trust has met the Paekākāriki Community Board and kept them fully informed of the programme and associated developments. The Board has expressed their support and the Trust will be making a community grant application to both the Paekākāriki and Paraparaumu/Raumati Community Boards.

### Policy Implications

- 14 A request for funding of this nature would usually be referred to the District Events Fund. However, the development and delivery of the Salute 70 programme (too late for the Events Fund in 2011, too early in 2012) and the significant and unique nature of the event, are sufficient reasons to treat this application as a one-off request and to provide funding from budgets other than the Events Fund.

### Tāngata Whenua Considerations

- 15 There are no tangata whenua considerations for the Council in making this decision. The Trust has engaged with tangata whenua who will be involved in the memorial day events on 28 May.

### Publicity Considerations

- 16 A media release will be prepared after the Council makes its decision.

## **RECOMMENDATIONS**

- 17 That the Council approves funding of up to \$13,000 (excl. GST) to the Kāpiti U.S. Marines Trust to support the Salute 70 celebrations from 27 May 2012 to 14 June 2012.

### **Report prepared by:**

Tamsin Evans

**Group Manager, Community Services**

## **ATTACHMENTS**

**Appendix One** Letter received 7 May 2012 from Kāpiti U.S. Marines Trust, with quotes and estimates for products and services to support funding requested

**Appendix Two** Salute 70 programme of events 27 May 2012 – 14 June 2012



4.5.2010

**Tamsin Evans**  
**Deputy Chief Executive**  
**Kāpiti Coast District Council**  
**P.O.Box 601**  
**Paraparaumu**

Dear Tamsin,

I'd be grateful if you could submit my letter and proposal to the Council as a one-off application for funding and assistance for our forth-coming **Salute 70** celebrations for the 70<sup>th</sup> Anniversary of U.S.Armed forces in Kāpiti.

As you know, Anthony Dreaver and I briefed the Council on **Salute 70** late last year and there appeared to be unanimous support from Councillors. The general tenor of comments was that we should come back with a specific proposal. We are now doing this.

**Progress to date:**

Since we briefed the Council on **Salute 70** last year the Kāpiti U.S.Marines Trust (KUSMT) has made great progress planning and organising this event, to run from May 27 to June 10.

The cornerstone event for **Salute 70** will be our Memorial Day Commemoration in Queen Elizabeth Park. Invitations have already gone out to over 250 guests including Councillors, Community Board Members and Council Staff. The Trust is working closely with the New Zealand Defence Force, Greater Wellington Regional Council, iwi and the local community to pull together a quality event. (*See attached a Draft Order of Ceremony.*)

The Governor General will attend as guest speaker; we also expect senior commanders from NZDF, military personnel, Iwi, national and local politicians, veterans and their families, senior members of the RSA, community leaders and members of the public to attend.

We believe about eight marine and navy World War II veterans and their families will attend from the U.S. We also expect relatives and children of Marines to attend.

Paekākāriki will host three former U.S. sailors from the U.S.S Legion (the ship that brought 35 landing craft out to Kāpiti on the day of the ill-fated landing exercise that saw 10 of their crew drowned in Paekākāriki waters). Among these men will be 88-year-old Frank Zalot who wrote the first comprehensive account of the tragedy only last year.

While the Government will host a day of official functions on June 14, (the 70<sup>th</sup> Anniversary of NZ armed forces arriving in Wellington). This is the only thing they are doing. The U.S. Embassy's main contribution will be bringing the "crack" U.S. Band to New Zealand. In this context, we believe *Salute 70* will be the largest and most comprehensive event for the 70th anniversary in New Zealand. (*Attached our recently published brochure and accompanying publicity material*).

In recent months, we have met with members of a wide range of community stakeholder groups including the Paekākāriki Community Trust, the Paekākāriki Community Board, the Paekākāriki Station Precinct Trust, Steam Inc., the Tramways Museum Trust, the Kāpiti Brass Band, the Aviation Museum, the Kāpiti Historical Society, the Kāpiti Harriers, the Air Cadets, iwi, and Paekākāriki School, to brief them on our activities.

We have received over-whelming support from all groups and have achieved the following results:

- Mary Gow & Jan Preston will be the opening act at the festival with a 1940's Mulled Wine Concert at the Memorial Hall in Paekākāriki. This will be preceded by a short opening ceremony led by the Mayor.
- The Paekākāriki Community Trust will run an American-themed Market Day and a Swing Dance in Paekākāriki on Saturday June 2. The village, including both halls, is expected to be decorated and "decked out" for the occasion.
- Paekākāriki School will attend the Memorial Day event and provide the kapahaka group. The Trust will work with Iwi and NZDF to make sure they are supported in this mahi.
- The Tramways Museum Trust will decorate the tramlines and some of their buildings.
- The Paekākāriki Station Museum will open its excellent Marines Exhibition to the public during the festivities.
- The Kāpiti Harriers will offer a 13km run/walk through the old "route march" from Whareroa Farm to Maungakotukutuku Valley and back (Sunday June 10).
- The U.S. Embassy is hosting the U.S. Marines Band, which will give its first (free) NZ Concert at Southwards Museum on the afternoon of June 10.

One of the most positive aspects of our work has been our relationship with Greater Wellington Regional Council. They have committed a significant budget and a considerable number of staff to the project – in particular for the organisation of the Memorial Day event; the development of the Yankee Trail between Paekākāriki and

Queen Elizabeth Park, upgrading of the Marine's Memorial in the Park and re-landscaping the memorial space.

In recent months, KUSMT has also engaged well with the Porirua City Council and they are now hosting four events as part of the festival including a bus tour around the Porirua camps, a screening of Gaylene Preston's War Stories, a Story-telling Day, an a U.S.Marines Band concert at Te Rauparaha Stadium.

The New Zealand Transport Agency has also agreed to "tidy-up and landscape" its property between Whareroa Farm and Queen Elizabeth Park (expected to start this week) and will also provide new highway signage to advertise the Marine's Memorial.

In his role, as Minister of Veteran Affairs, Nathan Guy will host a morning tea for veterans and their families at Parliament.

### Financial

The Trust has committed nearly \$20,000 of its own funds to *Salute 70* and in addition has applied to the Lion Foundation, the Pelorus Trust and the NZ Historic Places Trust for funding.

In order to run *Salute 70* as a first class event for Kāpiti, we respectfully ask the Council to provide us with a \$14,000 one-off grant to assist with a number of items and services we've not been able to fund from elsewhere:

Provision of Porta Loos for Memorial Day (6 recommended for 800 people many of them elderly)	\$850.95
Water blasting & cleaning Rail/Air Shed *	\$2,200.00
Provision of tables/chairs & staging Transport & traffic marshalling assistance	\$1,200.00
Funding for community morning tea	\$2,000.00
Funding assistance with Sailor's Memorial	\$4,000.00
Funding assistance for sound system @ Memorial Dinner	\$2,000.00
<hr/>	
Sub-total	\$12,250.95
GST	\$1837.64
<b>Total</b>	<b>\$14,088.59</b>
<hr/>	

\*This is the largest remaining piece of Marines infrastructure in Kāpiti. The Trust had hoped to have it painted (in similar style to the Signal Box & Railway Station) in time for the event. We applied for a \$30,000 grant for this work from the Wellington Community Trust but were declined. We still intend to raise money for the project,

but in the interim ask the Council to help with the clean so the building can look as good as it can in time for the event. Steam Inc. has agreed to remove the graffiti and undertake the necessary carpentry work to repair the north and south walls of the building.

We look forward to your response.

Thank you for your interest and assistance.

Yours sincerely,

**Allison Webber**  
**Executive Secretary**  
**Kāpiti U.S.Marines Trust**

**Memorial Day Ceremony to Commemorate the  
70<sup>th</sup> Anniversary of the arrival of US Marines in 1942**

Draft Schedule

Venue: Queen Elizabeth II Park, Paokakariki

Date: Monday 28 May 2012

Start time: 1000

**Pre event arrangements and assembly** (Each item below will have its own plan or person in charge)

Refreshments tent section	Videographers	Schools Haka Group
Refreshments set up	Photographers	Official Party
Break down/clean up crew	TV and Print media liaison	Congregation
Rubbish collection	Wreath stands	Parking
Seating	Wreath Bearers - Air Force Cadets	Seating hosts
Technical/sound	Royal New Zealand Air Force Band	Programmes
		First aid

**Service Times and Activity**

The flags of New Zealand and the United States of America are flying before the service commences.

(0955) Governor General and official party and general audience assemble on road. Host will instruct where to assemble and walk from. Tangata Whenua in place.

**(1000) Karanga for Governor General and official party.**  
Official party walks in and stands at official party seating.  
General audience shown to seats  
Seated when instructed

**Powhiri** ( time length to be advised )

Following the powhiri:

Catafalque Guard – (Time and activity to be advised) This guard will either be on site for CG arrival or will take up position following the powhiri. Because of the length of the powhiri and service there will need to be a change of guard during the service so they can have a break – protocol for this will be advised by NZDF Warrant Officer Todd Groombridge  
NZDF Leanne Smith  
FL Lt Owen Clark (Music Director NZ Air Force Band)

**Beginning of Service of Remembrance for Memorial Day**

National Anthems of the United States of America and New Zealand. Sung by baritone Zane Te Wiremu Jarvis. Accompanied by RNZ Air Force Band. All assembled can also sing - words in service sheet.

Chaplain: Prayer of Remembrance for Memorial Day

Chair of Kapiti US Marines Trust and Mayor of Kapiti Coast District Council, Jenny Rowan: Welcome and introduction to the service she then introduces -

- Lt Gen The Rt Hon Sir Jerry Mateparahi Governor General of New Zealand
- Lieutenant Colonel Steven M. Johnson, U.S. Army, U.S. Defense Attaché, Embassy of the United States of America, Wellington

Following the two speeches the Official party is escorted to the Sailor's Memorial. Audience stays seated.

**Blessing of the Sailor's Memorial.**

A Maori Blessing is conducted by local iwi.

A prayer and blessing is conducted by the Chaplain

A wreath is laid on the Sailor's Memorial by the US Veteran/Survivor. Wreath bearers assisting the veteran are Kapiti Air Force Cadets.

A haka is performed by school group.

All stand for Navy Hymn: 'For those in peril on the sea'. Singing lead by Zane Te Wiremu Jarvis with all congregation.

Following hymn, the Official Party is escorted back to their seats.

The official party is escorted back to its seating. All seated.

**Wreath laying at Marines Memorial**

Chaplain will announce that wreaths will be laid:

(background American music will be played by the RNZAF Band) as (four ?) wreaths will be laid in the following order. Wreath bearer assistants are Kopiti Air Force Cadets,

1. The Governor General
2. The Embassy of the United States of America, The Defense Attaché and the Deputy Chief of Mission
3. Mayor Johnny Rowan and guest on behalf of the Kopiti US Marines Trust and Kopiti Coast District Council
4. Others to be advised T.G. Greater Wellington Council
5. The Royal New Zealand Returned and Services Association.

**Flag Lowering and raising and TAPS.**

Chaplain asks all to be standing for the Flag Lowering

Kopiti Air Force Cadet Corps form up behind and in centre of flag poles

2x NZ Defence Personnel attend NZ flag  
2x US Marines attend US flag.

TAPS is played by bugler

US flag is lowered to half staff and raised by US Marines during TAPS

**Concluding hymn.**

Zano Te Wiremu Jarvis sings first verse in Te Reo Maori of "Now is the Hour" joined by all for final two verses.

Concluding prayer and blessing by chaplain.

Governor General and official party are escorted out (to refreshments).

Congregation disperses to refreshments.

NZ and US Marines Guard and Kopiti Air Force Cadets Catafalque Guard retire at suitable period following end of service.



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80340	TOILET STANDARD	65.00	1	65.00	28/12 12:00:00	28/12 15:00:00	1	65.00
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80341	TOILET STANDARD	65.00	1	65.00	28/12 15:00:00	28/12 18:00:00	1	65.00
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80342	TOILET STANDARD	65.00	1	65.00	28/12 18:00:00	28/12 21:00:00	1	65.00
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80346	TOILET STANDARD	65.00	1	65.00	28/12 07:00:00	28/12 12:00:00	1	65.00
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80973	TOILET - SERVICE			40.00		6	240.00

			DELIVER - ZONE 1			50.00
			PICK UP - ZONE 1			50.00
7000000	0.00	TOT SALES:	250.00			
7000000	395.96	TOT SERVICES:	100.00	SUBTOTAL:		739.96
				997		100.99
				TOTAL:		840.95

## *Kapiti Cakes and Bakery*

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[www.kapiticakes.co.nz](http://www.kapiticakes.co.nz)

23rd April 2012

Allison Webber  
Kapiti U.S. Marines Trust

Thank you for your enquiry for catering on the 28th May 2012.  
We are more than happy to deliver to McKay's Crossing for the Memorial  
Day Function.  
Please find our prices below.

500 Club sandwiches	1000.00
250 Sausage Rolls	400.00
250 Savouries	400.00
125 Scones 1/2 and buttered	225.00
125 Muffins 1/2 and buttered	250.00
Total	\$2275.00
Less discount	275.00
	\$2000.00

Would you like the Savouries and Sausage rolls hot, would you like the food  
or platters or in boxes. The platters will need to be returned.  
Should you have any questions or wish to discuss the quote then please feel  
free to call me.  
I look forward to working with you to help make your event a memorable  
one.

Thanks  
Thomas Thomas  
Managing Director



KAPITI CAKE MAKING SPECIALISTS. MAKING FOOD YOU ENJOY.

**Tamsin Evans**

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**From:** Tony Martin  
**Sent:** Tuesday, 1 May 2012 1:50 p.m.  
**To:** Tamsin Evans  
**Subject:** RE: Ops Team assistance for 28 May - US Marines Memorial Event, QE Park?

Hi Tamsin,

A really rough order of cost:

1 x Supervisor @ \$55 p/h

2 x Ratic servicepersons @ \$47 p/h

= Combined hourly rate \$149

Required 7:30am to 2:30pm = 7hrs @ \$149 = \$1043

Truck insurance 3 hours @ \$25 p/h

Say \$1200 MAX

Cheers

Tony

**Tony Martin**  
**Operations Manager**  
**Te Kaiwhakahaere Mahinga**

Kāpiti Coast District Council

Tel 31 296 4754

Mobile 027 5555 754

[www.kapiti.coast.govt.nz](http://www.kapiti.coast.govt.nz)

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**From:** Tamsin Evans  
**Sent:** Tuesday, 1 May 2012 1:20 p.m.  
**To:** Tony Martin  
**Subject:** Ops Team assistance for 28 May - US Marines Memorial Event, QE Park?

Hi Tony

On Monday 28 May there is a 70th anniversary memorial day celebration to remember the US armed forces in NZ 1942-44. This will be potentially a few hundred people gathering in QE Park at the Mankays Crossing area. It starts 10am sharp and will be over by 1pm. There will be a marquee and seating and a small low stage from which various speakers will address the crowd. Light refreshments after the ceremony. The event is being organised by the Marines Trust and is supported by QWRG.

The Marines Trust is writing to me to ask for some KCDC help with various things they have not been able to get others to help with or to pay for. I will be putting a short report for the funding request up to next week's committee meeting, ie writing it tomorrow.

Sorry for the short notice but can you let me if you have staff available to help with the activities listed below, and what it would cost?

8/5/2012

**Before 10am**

Collect tables, chairs (x200) and stage from Paekākāriki Memorial Hall, deliver to QE Park, help with set up  
Deliver rubbish and recycling wheel bins to QE Park  
Parking marshals, say 3 or 4 people for up to an hour

**After 1pm (approx)**

Pack up tables, chairs and stage and return them to Paekākāriki Memorial Hall  
Pick up bins and dispose contents  
Possibly parking marshals as people leave

Please let me know if you need more info.

many thanks  
Tamsin



**Tamsin Evans**  
**Group Manager Community Services**  
**Ta Kaihautū Ratonga Hapori**



Kapiti Coast District Council  
Tel 04 296 3752



Mobile 027 3535 752  
[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

Tamsin Evans

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**From:** Sean Hester  
**Sent:** Tuesday, 1 May 2012 12:08 p.m.  
**To:** Tamsin Evans  
**Cc:** Ken Price  
**Subject:** RE: Air Rail shed on SH1 at Paekākāriki

Hi Tamsin, the contractor has got back to me a bit quicker than expected.

Cost for waterblasting the entire exterior: \$2,200 plus GST. This may seem like a lot, but the shed is actually 13 metres x 83 metres long, so a pretty reasonable size. Also, with the sensitivity of the roof material, I am sure Ken would agree – it would be advisable to have an experienced contractor able to undertake this in a safe manner that controls that hazard.

The roof they advise is a small profile asbestos roof from the 40's, and this contractor recommends this is not able to be cleaned in any safe way due to its age and condition. (The only option at this point with the roof is replacement.)

I hope that helps as an estimate at this point.

Regards,  
Sean

**Sean Hester**  
**Property Asset Planner**  
**Te Kaitiaki**

Kāpiti Coast District Council  
Tel: 04 296 4663  
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**From:** Tamsin Evans  
**Sent:** Monday, 30 April 2012 5:54 p.m.  
**To:** Sean Hester; Ken Price  
**Subject:** Air Rail shed on SH1 at Paekākāriki

Hi Sean

You might remember a meeting we had a few months ago with Allie Wehber about what we might provide to support the Marine Trust; for the Salute 70 memorial events in May?

During the discussion we talked about how to clean up the air rail shed at Paekākāriki. The Trust is about to write and ask us for money towards a few of their activities.

Can you give me an estimate for what it would cost to water blast the building exterior and to clean the roof (which is asbestos)? They are not looking to paint at this stage, just clean it up a bit for the visitors.



**Programme of Events**  
**Sunday 27 May to Thursday 14 June 2012**

[www.marinenz.com](http://www.marinenz.com)

DATE	TIME	EVENT	VENUE
Sunday 27 May	2.30pm	Salute 70 opening & Mulled Wine Concert 1st Pukekohe Valley Cow play 30.40pm piano	Paekakariki Memorial Hall, The Parade, Paekakariki
Monday 28 May	9.45am – 1.00pm	Memorial Day	Queen Elizabeth Park, Mackay's Crossing, Paekakariki
	3.30pm	Memorial Church Service	Old St Paul's, Mulgrave Street, Wellington
Tuesday 29 May	6.00pm – 9.00pm	Memorial Dinner (tickets available online: <a href="mailto:mail@marinenz.com">mail@marinenz.com</a> )	Paraparaumu Golf Club, Kapiti Road, Paraparaumu
Wednesday 30 May	10.00am – 4.30pm	Salute 70 Bus Tour of Porirua Camps/Lunch and Movie Screening "War Stories" by Gaylene Preston	Assemble at Pataka Museum, 17 Parumoana St, Porirua. Movie at Lighthouse, Paustalskruui
Thursday 31 May	10.00am	Reception hosted by Minister of Veterans Affairs Nathan Guy	Grand Hall, Parliament, Molesworth Street, Wellington
Friday 1 June	9.30am – 12.30pm	Salute 70 Bus Tour of Kapiti Camps & Lunch	Park Ranger's office, Queen Elizabeth Park, Mackay's Crossing, Paekakariki
Saturday 2 June	9.00am – 2.00pm	Paekakariki Market Day	Paekakariki Town Centre
	10.00am – 3.00pm	Salute 70 Community Story Telling	Pataka Museum, 17 Parumoana Street, Porirua
	8.00pm	1940's Swing Dance (tickets available online: <a href="mailto:mail@marinenz.com">mail@marinenz.com</a> )	St Peter's Hall, Paekakariki
Sunday 3 June	9.30am – 12.30pm	Salute 70 Community Story Telling	Paekakariki Memorial Hall, The Parade
Monday 4 - Saturday 9 June	No planned activity		
Sunday 10 June	9.15am for Walkers 10.00am for runners	Salute 70 Run/Walk through Route March in Maungakohukohuku Valley	Assemble Wharerua Farm Camp Mackay, Mackay's Crossing, Paekakariki
	9.15am – 4.30pm	Trilogy 'Memory Lane' Kapiti Tour	Outside Flims Hotel, Beach Road, Paekakariki
	2.00pm	US Marines Band Concert (Free)	Southward Car Museum, Otaihanga Rd, Paraparaumu
Wednesday 13 June	morning	US Marines Band Concert (Free)	Ta Rauparaha Stadium, Porirua
Thursday 14 June	morning	Official NZ Government 70th Anniversary Wreath Laying	National War Memorial, Buckle Street, Wellington

**Organisers**

The Kapiti US Marines Trust  
Porirua City Events  
Paekakariki Market Day and Dance  
Salute 70 Run/Walk  
Trilogy Travel

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