2020 HIRE TERMS FOR FACILITATORS

● Te Moata welcomes a wide range of people and groups to enjoy the facilities. The Te Moata Trust does reserve the right to decline applications from people or organisations.

● Please nominate one contact person from your group / organisation who will manage all aspects of your booking at Te Moata. We suggest that this person visit Te Moata if not familiar with the venue.

● The standard daily charge is for a minimum group size of 20 people, including facilitators, for a weekend retreat but can be a little less for a longer retreat.

● General retreats (full vegetarian or vegan menu’s available) are $95.00 person/day. ‘Meditation Retreats’ (Vegetarian or Vegan menus) are $80/person/day (soup and bread are served in the evening)

● Costs include accommodation and meals for all participants and all facilitators i.e. all of your group on site during the retreat / workshop

● We can cater for gluten/dairy intolerance, diabetic and vegan requirements (if vegetarian menu is selected) provided these are advised 10 days prior to the retreat. Where possible we source local and organic produce. A $10 a day surcharge applies to those requesting special diets.

● Teachers/facilitators are allocated a cottage and linen during the retreat at no extra charge.

● A deposit ($300 for a retreat of 4+ days, $150 for a 3 day retreat) is to be paid into Te Moata’s account 12-3044-0422743-00 and is required at the time of your booking. This deposit is refundable, less a $40 admin fee, up till 3 months prior to the start of your booked retreat. For cancellations less than three months prior to the retreat date, the deposit is non refundable. 10 days prior to the commencement of your retreat a further deposit of $500 is required.

● Please send a list of names of attendees, dietary requirements, accommodation needs and relevant health or safety issues 10 days prior to the start date. If you are taking registrations you are responsible for the individual health and safety needs of participants who attend your retreat/workshop, but we require physical and psychological screening information to be shared with us, and this will be kept strictly confidential.

● You may prefer to allocate the accommodation if you know Te Moata well, or the Manager will allocate accommodation once the above information has been received. We will do our best to fit
the accommodation to the specific needs of participants. If we allocate accommodation, retreatants pay an accommodation surcharge for upgrades.

- Additional late registrations may be possible with the approval of the Manager
- Extra nights of accommodation for facilitators may be possible and are charged at a reduced rate.
- General information on Te Moata will be provided for you to send out to participants. The general information sheets are regularly updated - please request the latest form, when you advertise your retreat. The info sheet will specify arrival times so that people can be welcomed at the top of the driveway, coordinated to drive down to the Centre, unload and then return to the top of the drive to park. There is no parking at the Centre itself.
- Please ensure all participants know Te Moata is drug, alcohol, smoke-free and strictly vegetarian. As we are a conservation zone, pets are unable to come.
- Te Moata will advertise your workshop/retreat on our website at www.temoata.org. You are welcome to send fliers or other material that can be distributed onsite at Te Moata. We prefer facilitators to also have a marketing plan for their retreats.
- Te Moata will provide a person who will offer a welcome and general orientation - health and safety presentation at the commencement of your retreat.
- You will receive a final invoice after the retreat.
- We look forward to welcoming you to Te Moata. We know that all who come will have a wonderful time at this special place.
- Please make enquiries to Lorraine retreat@temoata.org