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 based on a weekend retreat minimum group size of 20 people, including facilitators. The minimum group size for longer retreats is negotiable.

- General retreats (full vegetarian or vegan menu) 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

- Menus are vegetarian or vegan. 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. There is a surcharge of $10 for single rooms and cottages, unless for genuine mobility or health reasons. Bed linen and towels can be hired for a $15 fee,

- 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 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.

- Please advise the Manager of your final number of attendees 10 days out from the start date. A further payment of $500 is required at this time.

- Additional late registrations may be possible with the approval of the Manager.

- Extra nights of accommodation for facilitators may be possible.

- You will receive a final invoice after the retreat.

- 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. You are responsible for the

individual health and safety needs of participants who attend your retreat/workshop. You may choose to use our standard registration forms.

- 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.

- General information on Te Moata will be provided for you to send out to participants. This includes specific arrival times so that people can be welcomed at the top of the drive, drive down to the Centre and unload then return to the top of the drive to park. There is no parking at the Centre itself. The general information sheets are regularly updated - please request the latest form, when you advertise your retreat.

- Please ensure all participants know Te Moata is drug, alcohol, meat and smoke-free. 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.

- 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