



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 25 people, excluding facilitators. The minimum group size for longer retreats is 20.
- **FULL MENU Retreats** (Vegetarian or Vegan menu) include buffet breakfast, 2 full cooked meals and 1 dessert per day. (Please write to us to discuss price as this varies).
- **MEDITATION MENU Retreats** (Vegetarian or Vegan menus) include buffet breakfast, a full lunch, with dessert every second day, soup and mainly freshly baked bread is served in the evening. (Please write to us to discuss price as this varies).

Please note: The daily charge is applies to 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 produce. A \$10 a day surcharge applies to those requesting special diets.
- Teachers/facilitators are allocated a cottage free. There are various charges for upgraded accommodation - please see separate sheet. Bed linen and towels can be hired for a \$25 fee.
- A deposit (\$500 for a retreat of 4+ days, \$300 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 \$50 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**.
- Additional late registrations may be possible with the approval of the Manager.



- 1 Extra night of accommodation in the teachers accommodation (Nanouk) before or after retreats is free.
- 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 retreat@temoata.org