HIRE TERMS FOR FACILITATORS

Te Moata welcomes a wide range of people and groups to enjoy the facilities.

Please nominate one contact person from your group/organisation who will manage all aspects of your booking at Te Moata. We highly recommend that this person visits Te Moata before your retreat or event starts if they are not familiar with Te Moata. Please contact us to arrange this and discuss the details.

PRICING :

Please request our Hireage information sheet which includes pricing information, by contacting retreat@temoata.org

ACCOMODATION :

The centre can accommodate 30 - 38 guests (depending on configurations), in two main sleeping areas (one containing 12 private cubicles & other containing 10 private cubicles), 3 courtyard rooms, 3 single rooms, 3 cabins, Phoenix and Earth cottages.

Teachers/facilitators can stay in Nanouk Cottage at no charge during their retreat, including 1 extra night before or after the retreat.

We ask everyone to bring their own bed linen and towels if possible, so that we can preserve water and solar power. If you need to hire bed linen and towels,e.g. because you are flying, there will be a surcharge.

Hirers/facilitators will be required to allocate the accommodation in the provided format; the Managers can provide guidance if needed.

MEALS:

FULL MENU (Choice of all vegetarian or all vegan menu) includes buffet continental type breakfast, 2 full cooked meals and 1 dessert per day.

MEDITATION MENU (Choice of all vegetarian or all vegan menu) includes buffet continental type breakfast, a cooked lunch. Soup and homemade baked bread is served in the evening, and 1 dessert on the first and last day of the retreat, and once during the middle of a 7-9 day retreat.

We can cater for special diets (gluten free, dairy free, and vegan), these must be advised **14 days prior** to the start of the retreat.

BOOKING & PAYMENT POLICY :

- At the time of booking a $500 deposit is required to secure your dates.
- 90 days prior to the commencement date of your retreat/event an additional deposit of $1,500 is required to retain your dates.
- 14 days prior to the commencement date of your event full payment is required.
- All payments are to be made to account **12-3044-0422743-00, account name Te Moata Charitable Trust.**

CANCELLATION POLICY :

- The initial deposit of $500 is non-refundable.
- The additional deposit of $1,500 & the full payment are non-refundable and non-transferable, unless an equivalent booking is available to cover your event period.
- In case Te Moata has to cancel a retreat a full refund will be provided excluding any payment surcharges such as credit card surcharges.
- In case of an Act of God event such as an earthquake, fire or an extreme weather event, a full refund will be provided minus the $500 initial deposit to cover administrative costs.

GENERAL INFORMATION :

- The Te Moata team is here to support you in promoting your event/retreat. Te Moata will list your event/retreat on our website at www.temoata.org. We encourage you to provide information to us, including links to your own website or any relevant material, at the time of registration. We may also be able to promote your event/retreat through our social media. Please contact us to discuss the options.
- Te Moata can provide marketing assistance related to Facebook Meta ads and Google ads for your retreat marketing. Please speak to us in case you wish to include this service in your package for a bare minimum charge.
- Please look at our website temoata.org for additional information on the accommodation options, including photos of the rooms.
- Please note that Te Moata is drug, alcohol, meat and smoke-free. Also, as we are a conservation zone, pets are not allowed.

We look forward to welcoming you to Te Moata.

To enquire about hiring Te Moata, please contact us for information pack at retreat@temoata.org