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| C:\Users\pueel\Pictures\VUW Logo black and white.png |
|  | **Te Herenga Waka Marae** |  |
|  | External Booking Query |  |
|  |
| Contact person and title |  |
| Email, telephone and mobile |  |
|  |
| Organisation (legal name of organisation) |  |
| Invoice address |  |
| Invoice to (if different to contact person above) |  |
|  |

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| **BOOKING DETAILS** |
|  |
| Booking title / kaupapa |  |
| Booking day(s) and date(s) |  |
| Alternate date(s) |  |
| Time of arrival |  |
| Time of departure |  |
| Number of people |  |
| Pōhiri/Mihi Whakatau | **YES / NO -if yes, please indicate if you can provide your own**  |
|  |  **YES / NO Kaikaranga** |
|  |  **YES / NO Kaikōrero** |
| Overnight stay | **YES / NO** |
|  |

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| **BOOKING REQUIREMENTS** |
|  |
| Multi-Purpose Presentation Platform |  |  | Boardroom style |  |  | Note(s) |
|  | **Impairment Support**It is the responsibility of the Organisers (i.e. not the Marae) to meet the needs for participants with an impairment – e.g. New Zealand Sign Language Interpreters, technology assistance, etc. We recommend Organisers ask participants to advise, in advance, of impairment related needs.**VUW Image Services**Should you wish to have a record of your event we recommend using the University photographers, VUW Image Services. To arrange this please contact VUW Image Services direct, via email image-services@vuw.ac.nz or on 04 463 5133. |
| Whiteboard |  |  | Theatre style |  |  |
|  |
| Flow chart |  |  | Wānanga style |  |  |
|  |
|  |  |  | Lecture style |  |  |
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| Contingency plan required |  |
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| **VENUE HIRE and CATERING** |
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| Venue hire | **$500 per full or half day** |
|  |
| Catering required for |  **day(s)** |
|  |
| Catering for |  **people** |
|  |
| Allergies | **YES / NO** If yes, please providedetails **(NOTE: We only cater to allergies and/or religious beliefs)** |
|  |
| Breakfast | time | **am** |  |  | $20.00 | Note(s) |
|  | **All prices are GST exclusive.** |
| Morning tea | time | **am** |  |  | $12.50 |
|  |
| Lunch | time | **pm** |  |  | $25.00 |
|  |
| Afternoon tea | time | **pm** |  |  | $12.50 |
|  |
| Dinner | time | **pm** |  |  | $40.00 |
|  |
| Hākari | time | **pm** |  |  | $65.00 |
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| **COMPLETED BOOKING FORM** |
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| Please complete and return this booking form via email to Marae.Bookings@vuw.ac.nz.  |
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| **NON-REFUNDABLE DEPOSIT** |
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| Bookings are confirmed upon receipt of a non-refundable deposit of one day’s venue hire – i.e $500. |
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