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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** | | | | | | | |
|  | | | | | | | |
| 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](mailto: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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