

MOTEO MARAE AUTHORISATION FOR ACTIVITIES ON THE MARAE

FULL NAME AND ADDRESS DETAILS OF CLIENT	
Organisation or Family/Whanau Name:	
Main Contact Person:	Mobile
Emergency Second Contact Person:	Mobile
Our Health & Safety Policy requires the Contact details of TWO persons (who will be present at the Venue during the Activity period), in case one cannot be contacted during an Emergency.	
Postal Address for Invoice:	
E-mail:	
Does your Family Whakapapa to a Moteo Hapu Ancestor	Yes No
If Yes, please forward a copy of your Whakapapa OR your Ancestors Names associated with the Moteo.	

CLIENTS ESTIMATED TIME OF ARRIVAL	
Proposed Activity Days and Duration	
Estimated Time of Arrival	Departure Time - No later than 1.00pm on the last day
Kaupapa/Purpose of Marae Activity; Proposed Buildings to be used for the Activity;	
Number of Guests Catering For <i>(circle one)</i>	40 or Less 40-50 51-99 100-150
<i>(Note: Dining Room can cater for 150 guests seated comfortably. Crockery and Cutlery available for upto 150pp)</i>	
Overnight Accommodation for 30 Guests <i>(sleep on mattress on floor in Wharenui)</i>	Yes No
<i>(Marae provides 30 mattresses. Linen supplied an extra cost)</i> Number of Guests staying overnight _____	
Please Supply Bed Linen at an extra cost: Single Fitted Sheet, pillow and pillowcase	Yes No
Please Supply the Connectivity Package at an extra cost for our Kaupapa / Event	Yes No

MARAE COSTS OF SERVICES FREE QUOTATION AVAILABLE	
Non-Refundable Admin Booking Fee	\$50.00 (Confirmation is given on acceptance of this Authorisation along with Booking Fee)
Bed Linen Hire Cost with Laundry	\$160.00 (Bed Linen = Single Sheet, Pillow case and Pillow) Advise if <u>NOT</u> REQUIRED
Connectivity Package available	\$50.00 (Internet, Password Protected WiFi Services) Given to One Responsible Person
ACTIVITIES ON THE MARAE: The following activities require prior Authorisation from the Board of Trustees. <i>Use of any building on the Reservation; Promotion of any hui, sports event, concert, any large gathering of persons; or such other activities the Trustees may from time to time determine.</i>	
GENERAL INFORMATION	
Please contact Marae Admin cell 027 494 1947 for a pre-visit to the Marae to check our facilities and their suitability for your event/kaupapa. Complete and sign the Authorisation, Waiver of Liability, and return to the Administrator, email signed copy to: moteoreserve@gmail.com or post to: Moteo Marae, PO Box 7359 Taradale, Napier 4141.	
CLIENTS ACCEPTANCE AND WAIVER OF LIABILITY	
Name:	
Signature:	Date: