

MOTUTAPU OUTDOOR EDUCATION CAMP TRUST

APPLICATION FOR HIRE

PLEASE TICK THE BOX(ES) OF THE AREAS YOU WISH TO HIRE:

- Main Camp (184 beds). Deposit due \$1000.00
 Lodge (34 beds). Deposit due \$500.00
 Cottage (10 beds). Deposit due \$200.00
 All Areas (max. 250 people). Deposit due \$1500.00

Deposit Received (office use)

Date Received: _____
Type: _____
Amount Paid: \$ _____
Receipt #: _____

GROUP INFORMATION

Organisation Name: _____
Estimated Total Group size: Adults: _____ Youth (still in education & <19yrs.): _____ Under 5: _____
Postal Address: _____ Postcode _____
Contact / Organisers Name: _____
Mobile Phone Number: _____ Daytime Phone Number: _____
Email Address: _____
If different from Organiser please supply details for:
Person In Charge Onsite During Visit Name: _____ Mobile Phone: _____

LOGISTICS

Requested Date of Arrival: _____ Requested Date of Departure: _____
Ferry Company: _____ (please state if own boat) Point of Departure: (from mainland) _____
Group Assembly Time (prior to departure from mainland - for Biosecurity Checks) _____
Point of Arrival (Island - please circle one): Islington Bay Wharf/ Yankee Wharf/ Rangitoto Wharf/ Home Bay Wharf/ Administration Bay Beach
Point of Departure (Island - please circle one): Islington Bay Wharf/ Yankee Wharf/ Rangitoto Wharf/ Home Bay Wharf/ Administration Bay Beach
Proposed Arrival Time: (Island) _____ (MOEC Camp) _____ Proposed Departure Time: (MOEC Camp) _____ (Island) _____

SERVICES REQUIRED / USING

Do you require the services of an Instructor? YES/ NO Number of Instructors Required: _____
Number of Full Days Required: _____ Number of Half Days Required: _____

You will be contacted to discuss a programme once your booking has been confirmed and deposit received

PLEASE TICK THE BOXES IF YOU REQUIRE ANY OF THE FOLLOWING EXTRA SERVICES (please see fee schedule for charges):

Rubbish Removal

Cleaning Packs: Yes / No Main Camp Pack Lodge Pack Cottage Pack

Extra transport (This refers to transport beyond the pick up and drop off of luggage included in the hire fee. Please indicate if these extra trips are to/from the island):

Date: _____ Ferry Time: _____ Wharf: _____ Number of People: _____

Date: _____ Ferry Time: _____ Wharf: _____ Number of People: _____

Name of Caterer (if Self Catering please state this): _____ Contact (Cell Phone and email) _____

I have read and understood the terms and conditions as outlined in the Hire Agreement, and as the organiser acknowledge my understanding and responsibility to ensure all members (including guests/ day visitors) of our group adhere to these policies and procedures.

Group Organisers Signature: _____

Bookings are not confirmed unless this form is returned within **14 days of initial inquiry**

A Deposit Invoice will be sent once the Hire Application is received. Deposit payments are expected within 14 days

Return this form to:

Facility Manager
PO Box 44009
Point Chevalier
Auckland 1246

Or inquiry@motutapucamp.org.nz

Deposits can be made by:

- Cheque; payable to the Motutapu Outdoor Education Camp Trust
- Bank Deposit;
Account Number: 12-3027-0327736-00
Please reference group name and arrival date