

# Retreat Rate Card

All prices are inclusive of GST



Venue Hire		
<i>Hourly venue rates apply to 5 hours or less per day</i>		
Prema Lounge and Yoga Shala	\$175 – Week day \$285 – Weekend day \$480 – Weekend Sat & Sun	\$30 – per hour weekdays \$40 – per hour weekends
Shanti Yoga Studio, Whare Kahikatea	\$205 – Week day \$325 – Weekend day \$550 – Weekend Sat & Sun	\$35 – per hour weekdays \$45 – per hour weekends
Lotus Sanctuary	\$215 – Week day \$350 – Weekend day \$600 – Weekend Sat & Sun	\$40 – per hour weekdays \$50 – per hour weekends
Teepee, Marquee, or Bedouin Tent (when available)	\$150 – Week day \$235 – Weekend day \$400 – Weekend Sat & Sun	\$25 – per hour weekdays \$30 – per hour weekends
Setup & Cleaning Fee	A set-up fee may apply depending on the equipment requested. If the venue is not left clean and tidy a cleaning fee will apply.	
BONDS Key Bond Venue Bond	All bonds are refundable and are assurances for damages or loss of equipment A bond of \$30 will apply A bond of \$300 will apply for social gathering where expected numbers exceed 50.	

Accommodation			
AVAILABLE ROOMS	SINGLE	SHARE	DESCRIPTION
TWIN SHARE	\$65	\$50pp	2 x Single beds
SINGLE	\$65	N/A	Single bed
FAMILY SUITE	N/A	\$120p/room	Room includes 1 x Double & 1 x Single
ENSUITE	\$100	\$75pp	Queen + Single + Ensuite Bathroom (only 2 available)
CAMPING/CAMPERVAN	\$25pp		Seasonal arrangements
MARAE STYLE w/ venue hire only Traditional Maori style sleeping.	N/A	\$30pp	Bookings for 20 or more – includes: Mattress w/ fitted sheet, pillow & pillowcase
<b>A booking of 7 days or more attracts a 15% discount   PLEASE NOTE unless stated all accommodation uses shared facilities</b>			

Catering (Min 6 people) - All meals are Vegetarian/Vegan			
MEAL OPTIONS	PP	STANDARD CATERING *	FULL CATERING *
Continental Breakfast Morning & Afternoon Tea Lunch Dinner Desert	\$10 \$8ea \$16 \$20 \$5.50	<b>\$45pp</b> Includes: <b>Breakfast, Lunch &amp; Dinner</b>	<b>\$60pp</b> Includes: <b>Basic catering</b> <b>+ Morning/Afternoon Tea &amp; Desert</b>
<i>For gluten-free catering, a surcharge of \$3.50 per person per meal applies Specialized Catering available on request.</i>			

Package Deal - Accommodation & Catering Combo		
Accommodation	Standard Catering	Full Catering
SINGLE	\$95pp	\$105pp
TWIN SHARE	\$85pp	\$100pp

Please contact [retreat@kawaiapurapura.co.nz](mailto:retreat@kawaiapurapura.co.nz) to secure your booking now. Or phone us on ph 415 9468

## Terms & Conditions

*We reserve the right to update these terms and conditions as required*

### Payment & Cancellations

The hirer agrees to pay any costs associated with debt collection.

1. If your booking total is \$1,000 or less, an invoice will be provided and must be paid in full upon receipt of the invoice to confirm your booking. Two months prior to the booking, the deposit becomes non-refundable.
2. If the estimated cost of your booking including venue hire, accommodation and catering is less than \$10,000, a deposit of \$1,000 is required to confirm your booking. If over \$10,000 the deposit required is \$2,000.
3. Two weeks prior to the event, you must confirm numbers and we will release any unwanted accommodation bookings. At this time, we will issue you with a full invoice with updated attendee numbers.

### Liability

Retreat holders must maintain responsibility for covering their practices, health & safety & liability. Kawai Purapura accepts no liability for events held by retreat holders.

Kawai Purapura reserves the right to cancel/remove or deny bookings from our facility if they are not seen to align with the Kawai Purapura's values and/or are understood to be considered unsafe.

### Accommodation bookings

Payments are due in advance of the booking. If you wish to extend your stay, you must re-book at reception and pay in advance once more.

A \$30 refundable key bond is payable. We require a copy of your ID and credit card. We reserve the right to charge additional monies after the fact should damages or loss be associated with your stay.

If accommodation is booked as part of a retreat booking, the retreat booker must check in for all rooms providing ID and a credit card as per the Terms & Conditions of Accommodation.

### Catering & Kitchen

Catering numbers may not be changed later than four days prior to a booking.

Note that for special dietary needs a surcharge of \$3.50 per meal or \$7 per person per day may apply.

Guests are asked to wash and dry their own plates after completion of each meal.

### Keys and Security

Please collect a key during reception office hours either on the day of or prior to arrival. All keys must be returned to reception prior to leaving. A bond of \$30 applies and will be refunded upon return of the key.

Key holders are responsible for the security of all chattels in the venue room including your own items – storage arrangements of any items are undertaken with all due care but no liability can be taken.

### Reception Hours

Monday-Tuesday 8.30am-7.00pm

Wednesday-Friday 8.30am-8.00pm

Saturday 7.00am-8.00pm

Sunday 8.00am-5.00pm

AFTER HOURS – by arrangement only & guests are responsible for returning their key to the Afterhours Drop Box.

### Parking

We have limited parking on the property therefore, only key representatives of your group should park here. We ask that your guests park in the Hooton Reserve Council carpark – located on the left & right side on Mills Lane before you get to the main Kawai Purapura entrance way.

### Alcohol & Smoke free Zone

Kawai Purapura is a smoking and alcohol free zone. If this is not respected guests will be asked to vacate the property.

### Equipment Hire

We can accommodate most requests but associated setup costs will vary depending on your requirements.

### Our courtesy setup with venue hire will include:

- Whiteboard & whiteboard pens
- Chairs (max 30 chairs per venue)
- Trestle tables
- Yoga Mats (max 20 per venue)
- Cushions (max 30 per venue)

### REQUEST ONLY

- Data projectors and screens
- Tea Urn, Kettle & Coffee Plunger
- Tea cups (for up to 20 people)

**PLEASE note:** We can provide extra chairs/mats/tea cups etc but this will be included in extra setup fees

### Equipment for hire

- Massage tables- \$10 per table per day
- Yoga props (blankets, bolsters, blocks, straps, meditation cushions) - \$10 per person per day up to \$100 per booking

### Damages

The venue hirer agrees to replace any Kawai Purapura property damaged or lost during the period of hire.

### Marketing

We are happy to help promote your event as long as you provide us with:

- A poster for our notice board
- text and pictures for our website and email newsletter.

Specifications: Please provide 100 words about the event with time, date, retreat venue, booking details, contacts and website link along with 1 or 2 image.

Please advise if you want to offer this event to our staff, residents and volunteers at a reduced rate.

**Laundry** Laundry facilities are available before 9 pm (\$2 wash, \$3 dryer).

### Heating

Heat pumps are available in each venue facility and can be switched on before your event, but please remember to turn them off before you leave each day.

### Cleaning

Please leave the venue as you found it, otherwise a cleaning fee may apply.

### Residential Community

As Kawai Purapura is a residential community, ablution blocks are shared with residents and retreat participants.

If you are likely to create significant noise during your hire period, please communicate this to us in advance.

### Swimming Pool, Sauna, Spa

Feel free to use our 25-metre swimming pool while you are here. It is non-chlorinated; a healthier copper sulphate filtration system is used. Please inform your participants of the door code which may be requested at reception. We also have a spa pool and sauna available which may be booked through Reception.

