

P: +64 9 438 9630
E: education@kiwinorth.co.nz
500 State Highway 14
PO Box 10135, Te Mai 0143
Whangarei, Northland, New Zealand



LEOTC BOOKING FORM 2022

Booking reference # _____

School Contact Information

School/Home School Network/Te Kura Name:
School Phone Number:
School Address:
School Office Email:
MOE School number: _____ Decile: _____
Type of school: Composite/Contributing/Full Primary/Intermediate/Secondary/Special/Teen Parent
District: FN/Wh/Ka/other: _____

Contact Person

Teacher 1 Name: _____ Cell Phone: _____ Email: _____
Teacher 2 Name: _____ Cell Phone: _____ Email: _____
*Can we add your details to our contact list Yes/No

Session Information

Booking Date: _____ Visit Date: _____
Arrival Time: _____ Morning Tea: _____ Lunch: _____ Departure Time: _____
Venue: _____
Programme Title: _____

Number of Students /Adults / Teachers:

Yr 0 - 6	Yr 7 - 8	Yr 9 - 10	Yr 11+	Total Students	Accompanying Teachers	Accompanying Adults	Total Accompanying

Your Requirements

Health / Welfare / Behaviour / Diet / Learning / Language / Culture

Learning Outcomes

Stage of study / Level of study / Curriculum areas

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Costs

Venue	Facilitator	Contact	Charges pp	Total pp inc GST	Invoicing
Kiwi North on-site	Kiwi North LEOTC	Suzanne Woodgates education@kiwinorth.co.nz	\$4.35	\$5.00	Kiwi North finance@kiwinorth.co.nz
Northland wide reserves, camps	Kiwi North LEOTC	Suzanne Woodgates education@kiwinorth.co.nz	See Travel Zones page		Kiwi North finance@kiwinorth.co.nz

Invoice Details

Visit venue	Organisation/s included in your programme	Organisation/s contact/s	Total charges per student	Total charges per adult	Invoice total	How will you pay? EFTPOS/Cash/Post visit invoice
			\$	\$	\$	

Draft Invoice

Booking reference #	School name & phone no.	School contact & email	School office email
Date of visit	Confirmation of student numbers	Confirmation of adult numbers	Total to be invoiced

I confirm that these numbers are accurate and agree to our school being invoiced accordingly:

Signed	
Name of Group Leader /Signatory <i>Please print</i>	
Museum Educator	
Date	

If you have an order number or charge code or special instructions for invoicing for this account, please give details below:

T's & C's:

Note: If you do need to cancel your confirmed booking, we require at least 7 days' notice. Cancellations made within 7 days of your visit will incur a 50% cancellation fee. Cancellations made on the day or "no shows" will be invoiced at 100%.

Sustainability: Bring your own food and drink in reusable containers

Health & Safety: See our RAMS document

Check List:

- Do you agree to the ratio of 1:6 (or 1:3 in some circumstances) and that all adults over this ratio will be charged at the full rate of admission? Y / N
- Do you agree that Kiwi North can use photos of my students for internet and hard copy use? Y / N
- Do you agree with the RAMS document? Y / N
- Do you require a pre-visit to Kiwi North, a pre-visit to students at school, preparation documents and resources? Y / N
- Do you require follow up documents and resources? Y / N

We require your post-visit evaluation form.

Thank you for supporting LEOTC in Northland.