



Āio Wira Centre  
(Waitakere Health & Education Trust)

## Group Retreat Information, Terms & Conditions

(April 2024 - April 2025)

### Kia ora and welcome

The following outlines Group Retreat information for Facilitators and our booking Terms Conditions. Āio Wira has a philosophy of vegetarianism. We also have a drug and alcohol-free policy and kindly ask that our guests respect and adhere to our philosophy during their stay at the Centre.

### Facilities:

- Four shared bathrooms with toilets, showers, including one with shower and a bath
- Dining hall and cosy guest lounge with fireplace
- Hall used for retreat, wananga and workshops with fireplace and heaters
- Yoga mats, bolsters and blankets
- Projector and stereo with Bluetooth and cd player
- Meditation Sanctuary
- Library with a large selection of books
- Onsite sauna and spa
- Kitchen fully equipped for up to 25 guests
- Peaceful, quiet environment the with river only two minutes walk and Bethells Beach a short ten min drive away

### We have 11 rooms available:

All bedrooms have pillows, blankets or duvets and heaters. Other linen is not supplied.

- **Ruru** - a cottage with its own ensuite and two king single beds

The following bedrooms share bathroom facilities:

- **Kererū, Kiwi, Piwakawaka and Kōkako** (four bunk rooms with four single beds in each room)
- **Pūkeko and Kākā** Two single rooms with king single beds
- **Tūi and Kōtare** Two twin rooms with two king single beds each
- **Cabin Whare-Iti** A single bed without power, has solar lighting and only used in summer
- **Cabin Korimako** - A single cabin with power

Participants need to bring their own pillowcase, two sheets and towels for the bathroom and sauna.

If you stay in a room in the spa wing there are king single beds, please bring larger sheets. A torch and hot water bottle are also handy in winter.

### **Pets Policy:**

Āio Wīra Centre welcomes service dogs upon application, but we have a strict no-pets policy for other animals. If you require the assistance of a service dog during your stay, please contact us in advance to discuss the arrangements.

### **Bookings:**

When placing a booking with us, you agree to these Terms and Conditions and the conditions of use outlined in our Orientation Pack and Centre Guidelines document.

If you have any questions or concerns, please make contact with us prior to confirming your group booking on [mail@aiowira.org.nz](mailto:mail@aiowira.org.nz)

Āio Wīra is a Charitable Trust, and we keep our fees reasonable to allow access for all of our community. Your fee payment enables Āio Wīra to continue to provide the community service it has been doing happily since 1970, including any upgrading and maintenance.

### **Booking Rates (all inclusive of GST)**

We charge on a per person per night basis, with a booking minimum charge to the equivalent of 10 people. This entitles use of all Āio Wīra facilities, subject to our terms and conditions.

**Weekend - Friday, Saturday, Sunday nights \$110 per person per night.**

**Two night minimum charge for weekends - \$2,200**

For people over the 10 minimum, a charge each of \$110

**Weekdays Monday - Thursday \$70 per person per night**

**Minimum charge per night \$700**

For people over the 10 minimum, a charge each of \$70

Additional day stay guests \$45 per person per day

### **Date Rates (weekdays only):**

Full day (up to 8 hours and up to 10 people) \$350

Plus, per person over 10 minimum \$35

### **Minimum number charges:**

A minimum booking is the equivalent of a 10 person occupancy per night, you may wish to run a smaller retreat but the charge for a minimum of 10 per night still applies

### Spa and Sauna Use:

Groups are able to use the Spa and Sauna.

Total charge per night/group:

**Sauna \$50 per night. Spa \$50 per night.**

### Practitioners:

We can refer you to our massage or other practitioners to be available for appointments during your retreat. Payments and booking arrangements are made directly with the therapist.

**Therapy Room hire \$50 per day** (unless it is already in use by a guest, no charge applies)

### Check-in and Check-out Policy:

We allocate time for thorough cleaning and maintenance between groups, ensuring the facilities are prepared to welcome new guests. While we prefer to maintain these times, adjustments may be possible depending on availability. Please contact us in advance to discuss any specific requests regarding check-in and check-out times.

**Check in time 1pm; Check-out time 1pm.**

### Booking Payments:

On confirming your booking, we invoice the minimum booking amount of \$1100. Sometimes there are booking enquiries for the same dates and to be fair to all we prioritise groups that have paid the deposit.

To secure your booking we require a **non-refundable deposit of NZ \$500 incl GST** to be paid on receipt of the deposit invoice.

The balance of **\$500 is due 12 weeks (3 months) prior to the event.**

The balance of the **full event payment is due within 7 days of receipt** of our final invoice.

Payments can be made by direct deposit online to our Āio Wira bank account:

02-0152-0309533-00

Please use your name and the Āio Wira invoice number as the reference.

If any charges are raised against us by our banks for handling bank transfers or any other payments, be reimbursed by the facilitator within seven (7) days of asking.

### Cancellations & Non-Arrival Conditions:

1. Cancellation more than three (3) months prior to the start date of your retreat: Your deposit of \$500 is refundable, less a \$250 administration fee.
2. If you cancel within three (3) months of the start date of your retreat, your deposit of \$1,000 is non-refundable unless another group books your cancelled dates.

### Koha/Donations:

Āio Wira operates as a Charitable Trust managed by dedicated volunteers. Our pricing structure is designed to be accessible to all communities while covering the maintenance

expenses of the Centre. We deeply appreciate any additional donations beyond our operational costs. Guests are encouraged to become part of our community and join the Friends of Āio Wīra Group.

### **Advertising your Retreat:**

We may publish details of events taking place at Āio Wīra on our Web Site to give visitors an indication of what's on, this may lead to some people booking your retreat.

However, all retreat/event advertising and enrolment of sufficient participants is the responsibility of the retreat organiser.

If you wish to have your event included in the featured event page we require a flyer for the event in digital format that we can link to and share.

We are also happy to share your Facebook event to reach our wider Āio Wīra Facebook whanau.

### **Wi-fi and Mobile Phone:**

The Centre business numbers are diverted to a message forwarding service and the office phone is not available for group use.

However there is limited mobile phone range and Wi-Fi is available. If you require phone contact during your stay please enable wifi-fi calling or an internet based messaging service.

Wi-fi Password: refer to the noticeboard in the dining room.

Most retreat facilitators prefer their guests to enjoy the peace of a digital sabbatical while staying at Āio Wīra.

### **Contact Details:**

Aio Wira Centre

P.O. Box 95033

Swanson, Auckland City 0653

### **Physical address:**

8 Aio Wira Rd, Te Henga, Swanson Phone (09) 810 9396

[mail@aiowira.org.nz](mailto:mail@aiowira.org.nz)

[www.aiowira.org.nz](http://www.aiowira.org.nz) <https://www.facebook.com/AioWiraCentre/>

We look forward to welcoming and hosting your retreat at our beautiful Aio Wira Centre If you have any questions or require any clarification, please email us on [mail@aiowira.org.nz](mailto:mail@aiowira.org.nz)

Nga mihi aroha - Trustees of the Waitakere Health & Education Centre