

# Request for Services Form

To ensure a smooth and efficient planning experience, please be advised that the completed application form must be submitted no later than 12 weeks prior to the scheduled event date.

We understand that sometimes unforeseen circumstances may arise. In cases where the application is submitted within 4 weeks of the event date, it may still be considered; however, please be aware that this time frame might result in a decision of non-approval.

We appreciate your cooperation and look forward to receiving your application.

**Request type**

Enquiry

Booking request

**Date:** \_\_\_/\_\_\_/\_\_\_

Applicant Details	
Name	
Address	
Phone	
Contact Details	
Name	
Organisation	
Phone	
E-mail	
Organisation Category	
<input type="checkbox"/> Community Organisation	
<input type="checkbox"/> Māori Entity	
<input type="checkbox"/> Government Department	
<input type="checkbox"/> Business	
<input type="checkbox"/> Registered Charity	
<input type="checkbox"/> Other: <i>Please specify:</i>	

Request type	
<input type="checkbox"/> Speaker engagement <i>Please refer to Section 1</i>	<input type="checkbox"/> Provision of Mahi Toi <i>Please refer to Section 2</i>

## Section 1: Speaker Engagement

### 1.a Services

Keynote address

Panel Discussion

Presentation

Other: *Please specify*

### 1.b Event Details

Event Name

Event Date

Event Location

Duration of Event

Time requirement from  
Artist/Speaker

*Please note that 'time requirement' in this sense refers to presentation/speaking time, however please be mindful of the additional time investment from the artist in traveling to and from in-person events from their home area.*

Description of event,  
supporting information

*Links to website, event listing,  
promotions*

*If **panel discussion** - please  
indicate the makeup of the panel*

### 1.c Location *Please check one*

Online

*Platform:*

In-person

*Please specify:*

## Section 2: Services

### 2.a Provision of Mahi Toi

Commission

*Please refer to Section 2.b*

Loan of existing piece/s

*Please refer to Section 2.c*

### 2.b - Commission of Works

Description of Commission required

Length of notice

*Timeframe between date of application to due date*

Location of display

*If a public venue, please fill in section 2.d*

### 2.c Loan/Exhibition of existing piece

Item/s required

### 2.d Location

Venue/Exhibit Name

Event Location

Date Item/s Required

Loan/Exhibition Duration

*N/A for commission*

Featured artists at location

Description of exhibition/display space, supporting information <i>Links to website, event listing, promotions</i>	

Section 3 - Travel, Budget and Insurance		
3.a Travel		
<p>Due to the fragility of the mahi toi in question, the artist travels with their work and will oversee installation.</p> <p><b>Travel and travel related expenses/insurance are at the expense of the applicant.</b> <i>This is dependent on the services and/or supplied art works.</i></p>		
Travel required	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3.b Budget	
<i>Artist Commission Fee</i>	\$
<i>Loan/Exhibition Fee</i>	\$
TOTAL	\$

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Thank you for completing this application. Please send this application and any accompanying information to:

We will provide a response within 5 working days.

Ngā manaakitanga