**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** | | |
| * Community Organisation * Māori Entity * Government Department * Business * Registered Charity * Other: *Please specify:* | | |

| **Request type** | |
| --- | --- |
| * Speaker engagement   *Please refer to Section 1* | * Provision of Mahi Toi   *Please refer to Section 2* |

| **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  *Links to website, event listing, promotions* |  | |

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

| **3.b Budget** | | |
| --- | --- | --- |
| *Artist Commission Fee* | *$* | |
| *Loan/Exhibition Fee* | *$* | |
| TOTAL | *$* | |

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