

# Booking Form – Education

## National Schools



### EDVisit type:

- EDVisit independent
- EDVisit led by a Te Puia Guide

### Educational Programmes

Options available:

- Option 1: Te Puia Daytime EDVisit**  
Standard visit to Te Puia. (Excludes Cultural Performance and other optional Activities).
- Option 2: Te Puia Daytime COMBO EDVisit**  
Includes a Cultural Performance: 10.15am, 12.15pm, 3.15pm
- Option 3: Te Puia Daytime Cooking EDVisit**  
Includes *Cooking in the hot pool*. Please supply your own kai: eggs/corn.  
(Excludes Cultural Performance).
- Option 4: Te Puia Daytime Deluxe COMBO EDVisit**  
All of the above options included.
- Option 5: Te Pō Evening Experience**  
All of the above options included.

### EDVisit information:

Please note that all bookings require at least two weeks advance notice.

Please provide **three dates** in order of preference

1st date *	2nd date	3rd date

Please provide **three times** in order of preference

1st time *	2nd time	3rd time

How many students?    How many adults?

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Te Puia Supervision ratios:

Primary:    1 adult:4 students  
 Secondary: 1 adult:7 students  
 Tertiary:  1 adult:20 students

What is the year group and level of the students who will be visiting?

Year	Level

Special needs/notes for your group/particular focus of your visit, etc.

### EDVisit Additional Options:

Please check the boxes below if you would like us to contact you about the following additional options available during your visit.

- Hands on Activity:     Poi     Haka     Raranga     Taonga Puoro     ½ hr     1hr
- Lunch space @ Te Wharau (great space if it's wet)
- Waka Express

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### School Details:

Name of teacher	<input type="text"/>		
Name of school *	<input type="text"/>		
Email *	<input type="text"/>		
Phone number *	Country	Area	Number
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

\* Compulsory fields

**Payment Details:**  Invoice  Cash on arrival  
Purchase Order No. \_\_\_\_\_

## NEW ~ Experience Noho Marae @ Te Puia

### General Information:

Education Manager  
**Mercia-Dawn Yates**  
DDI: +64 7 343 1865  
Mobile: +64 21 741 231  
Email: [education@tepuia.com](mailto:education@tepuia.com)  
Website: [www.tepuia.com](http://www.tepuia.com)

#### Admission Hours:

Summer: 8am - 6pm (last tour at 5pm)      Winter: 8am - 5pm (last tour at 4pm)

Please return pages 1,2,4 to:

email: [reservations@tepuia.com](mailto:reservations@tepuia.com)

OR fax: +64 7 3483418

Reservations will contact you directly to confirm your booking.

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The following **Risk Assessment and Management Form** is to assist school teachers to plan a school excursion to Te Puia.

The purpose is to identify:

- Possible hazards
- Measures that will eliminate, isolate or minimise identified hazards
- The action to control and minimize the extent of an injury

Te Puia’s Adult:Student Ratio Pre-School 1:1    Primary 1:4    Secondary 1:7    Tertiary 1:20

Undesired Event(s)		<i>Accidents/injury incurred in the Geothermal Reserve Area, Marae Ātea at Te Puia.</i>		
		PEOPLE	EQUIPMENT	ENVIRONMENT
<b>Factors Causing Accidents</b>		<ul style="list-style-type: none"> <li>● Venturing off defined walkways in the geothermal valley.</li> <li>● Not listening to Te Puia staff’s instructions.</li> <li>● Careless behaviour.</li> <li>● Running.</li> <li>● Poor group control.</li> <li>● Overcrowding.</li> </ul>	<ul style="list-style-type: none"> <li>● Unsafe facilities such as viewing areas, bridges.</li> <li>● Provision of inspection registers.</li> </ul>	<ul style="list-style-type: none"> <li>● Objects on walkway.</li> <li>● Wet weather.</li> <li>● Earthquakes, eruption.</li> <li>● Dark spaces - Kiwi House.</li> <li>● Wet floors/ surfaces.</li> </ul>
<b>Risk Management Strategies</b>		<ul style="list-style-type: none"> <li>● School groups briefed by Te Puia staff as to appropriate behaviour required before entering our facility.</li> <li>● Group must be kept together at all times &amp; under supervision.</li> <li>● Head count before entering and during, parent responsible for tail end.</li> <li>● All Te Puia staff to carry R.T.</li> <li>● Accident register kept in first Aid room</li> </ul>	<ul style="list-style-type: none"> <li>● Regular inspection of facilities.</li> <li>● All structures and bridges certified.</li> <li>● Clear signage and guide map.</li> </ul>	<ul style="list-style-type: none"> <li>● All pathways maintained.</li> <li>● Hazards clearly marked and fenced.</li> <li>● Te Puia staff to adjust tour depending on weather conditions and visiting group’s behaviour.</li> </ul>

<b>Te Puia Staff Requirements</b>	<ul style="list-style-type: none"> <li>● Knowledge of First Aid and Basic First Aid.</li> <li>● Knowledge of evacuation procedures in case of eruption, earthquake and/or fire.</li> <li>● Knowledge of emergency procedures for injured person.</li> </ul>
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Please complete the following and return with EDVisit Booking Form:

School’s confirmed Adult:Student Ratio:    Adult \_\_\_\_ : Student \_\_\_\_

Teacher in charge: \_\_\_\_\_    Principal: \_\_\_\_\_