

**Your Details:**

Company: \_\_\_\_\_ ABN: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_ State: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Company to be invoiced if different to above:**

Company: \_\_\_\_\_ ABN: \_\_\_\_\_

Accounts Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_ State: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Hire Details**

Date: \_\_\_\_\_ Times: \_\_\_\_\_ to \_\_\_\_\_

Reason for hire: \_\_\_\_\_ No. of attendees: \_\_\_\_\_

AV Equipment Required: YES / NO (a small fee may apply)

Details: \_\_\_\_\_

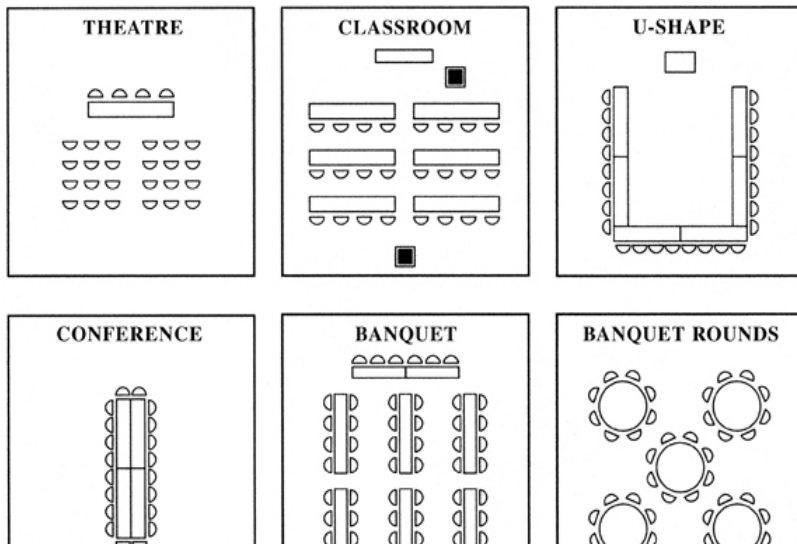
Catering Required? YES / NO (if Yes please complete and attach catering requirements form)

HIRE FEES	1 – 4 hours	4+ hours	Evening 6pm – 11pm
Mokoan Room (up to 60 ppl)	\$400.00	\$550.00	\$500.00

*Please note: All cancellations must be received no later than 48 hours prior to booking or a cancellation fee may apply.*

## Room Configuration

Please select your preferred room configuration option.



- Theatre
- Classroom
- U-Shape
- Conference
- Banquet
- Banquet Rounds

### ADMIN USE ONLY

Date Received: \_\_\_\_\_ Approved  Not Approved

Hirer Notified  Date: \_\_\_\_\_

Invoice Issued  Date: \_\_\_\_\_



# MOKOAN HUB VENUE HIRE APPLICATION FORM

Other (please specify)

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## **Catering Packages**

Self-catering is not permitted at the Mokoan Hub. We offer a variety of catering packages that have been developed to suit different budgets. These are as follows:

### **Level 1**

*Morning Tea* – Self serve tea and coffee with slices provided

*Lunch* – An assortment of Focaccias

Cost - \$18.50 per person

### **Level 2**

*Morning Tea* – Self serve tea and coffee with mixed house-made slices and scones

*Lunch* – Warm pasta dish with crusty bread

*Dessert* – House-made tart with cream and house-made ice-cream

Cost - \$27.00 per person

### **Level 3**

*Morning Tea* – Self serve tea and coffee with mixed house-made slices and scones

*Lunch* – Soup for entrée, Warm pasta dish with crusty bread for main

*Dessert* – House-made tart with cream and house-made ice-cream

Cost - \$40.00 per person

***Please list below any dietary requirements for your guests:***

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