

CORPORATE BOOKING REQUEST



HIRE DETAILS

Business/Booking Name:	
Contact Person:	ABN:
Address:	Phone:
Email:	
Date of event hire:	Time/s:
Reason for hire:	Number of attendees:
Event title:	
Details/special requests/dietary requirements:	

VENUE HIRE

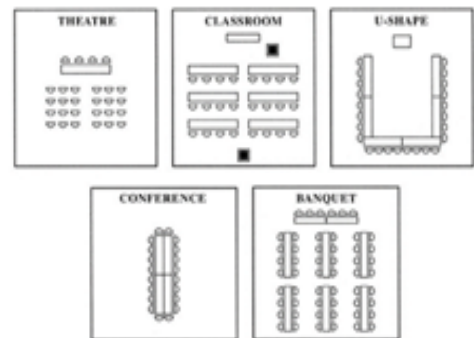
Mokoan Hub & Café, 652 Lake Mokoan Road, Chesney Vale (Monday to Friday between 9am-4pm)

- Mokoan Room – from \$600
- Boardroom – from \$100

ROOM SETUP

	Theatre Style	Classroom	U-Shape	Conference	Banquet
Mokoan Room	60	20	17	16	32
Meeting Room	X	X	X	10	X

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



EQUIPMENT REQUIREMENTS

<input type="checkbox"/> AV Screen	<input type="checkbox"/> Projector	<input type="checkbox"/> Sound	<input type="checkbox"/> Microphone	<input type="checkbox"/> Whiteboard
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ACCESS TIMES

Please ensure you have adequate time for your personal set-up and pack-up

Arrival Time (set-up)	Event Begins	Morning Tea Break	Lunch Break	Afternoon Tea Break	Event Concludes	Finish (exit time)

Return completed form to: cafe.manager@wintonwetlands.org.au, 0429 423 659

Catering options over page

CORPORATE CATERING PACKAGES

- We offer a variety of catering packages that have been developed to suit different budgets and events.
- Drinks are at bar prices and available during your visit.
- Self-catering is not permitted.

Please choose from the following options:

- Option 1** - \$10 per person* (minimum of 10 people)
Morning or afternoon tea
Cake/slice or scone self-serve urn tea and coffee
- Option 2** - \$20 per person
Self-serve urn tea and coffee water station
Morning tea: selection of slices + self-serve lunch (assorted focaccia platter)
Add afternoon tea:
 - seasonal fruit platter \$7.50 per person
 - cheese platter \$7.50 per person
- Option 3** - \$30 per person
Self-serve urn tea, coffee, juice and water station
Morning tea: selection of slices/cakes + afternoon tea: seasonal fruit platter
Lunch: Assorted sandwiches and/or rolls
- Option 4** - \$35 per person* (minimum of 40 people Mokoan room only)
A selection of quality finger food and sweet options will be served at the agreed time during the event.
 - Add cheese platter on arrival for \$7.50 per person
- Option 5** - \$20 per person* (minimum of 20 people, Mokoan room only)
Main: choose items from our current menu (to be served alternately)
Extras:
 - Add morning tea or afternoon tea for \$10.00 per person
 - Add drink station, urn tea/coffee, water and juice \$10.00 per person

Please Note:

- Any changes to the requirements requested from the receipt of this form are subject to written confirmation as per conditions of the hire and may incur an additional charge.
- Clients will not be given access to the building before allocated times as requested in hire details. If changes are required to your access times, please contact the Café Manager at least 48 hours prior to your event.
- The cost of any equipment broken, lost or stolen by hirers or their guests will be passed on to hirers in full.
- Venues are non-smoking.
- Cancellation Fees may apply:

Less than 24hrs notice	100% of holding fee
Less than 48hrs notice	80% of holding fee
Less than five (5) business days' notice	50% of holding fee
Less than ten (10)	10% of holding fee

All cancellations must be received no later than 7 days prior to booking or a cancellation fee of 50% may apply