

# 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, Winton North 3673 (Monday to Friday between 9am-4pm)

- Mokoan Room – *from* \$650
- Boardroom – \$110

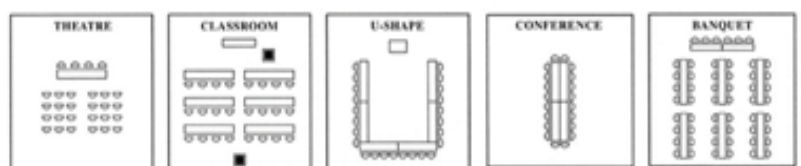
Winton Wetlands Education Centre 668 Lake Mokoan Road, Winton North 3673 (Monday to Friday between 9am-4pm)

- Education Centre meeting room – \$550 full day or \$275 half day
- Outdoor undercover skillion – included in price.
- Camp kitchen available for use with both facilities above and is included in the price.

## ROOM SETUP

	Theatre Style	Classroom	U-Shape	Conference	Banquet	Floor Seating
Mokoan Room	60	20	22	16	32	x
Meeting Room	x	x	x	8	x	x
Education Centre	30	24	20	16	30	50
Outdoor undercover Area	x	x	x	x	x	100

- Theatre
- Classroom
- U-Shape
- Conference
- Banquet
- Floor Seating (no tables and chairs)



## EQUIPMENT REQUIREMENTS

<input type="checkbox"/> AV Screen	<input type="checkbox"/> Projector	<input type="checkbox"/> Sound	<input type="checkbox"/> Microphone	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Internet
------------------------------------	------------------------------------	--------------------------------	-------------------------------------	-------------------------------------	-----------------------------------

## 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)

### 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 03 5766 4462 or [info@wintonwetlands.org.au](mailto:info@wintonwetlands.org.au) 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

Return completed form to: [info@wintonwetlands.org.au](mailto:info@wintonwetlands.org.au) or for further information please call 03 5766 4462

## CORPORATE CATERING PACKAGES

- Self-catering is not permitted.

Please choose from the following options:

### Morning Tea \$10 per person (minimum 10 people)

- Option 1**  
Sweet or savory scones and fresh seasonal fruit platter
- Option 2**  
Stewed fruit, yoghurt, and granola cups
- Option 3**  
English Muffin/Mini Brioche with toppings such as avocado, tomato, eggs/omelet, bacon, or ham  
(Served warmed or cold).

### Lunch (minimum 10 people) – Education Centre

- Option 1** - \$16.50 per person  
Assortment baguettes and/or wraps filled with salad, vegetables, cheese, lean meats, or fish.

### Lunch (minimum 10 people) – Café/Mokoan Room

- Option 1** - \$16.50 per person  
Assortment baguettes and/or wraps filled with salad, vegetables, cheese, lean meats, or fish.
- Option 2** - \$16.50 per person Frittata and Salad
- Option 3** – \$16.50 per person Soup of the Day & bread roll
- Option 4** - \$22 per person  
Lasagna & Salad (meat and/or vegetarian)
- Option 5** - \$22 per person  
Curry & Rice (meat and/or vegetarian)
- Option 6** - \$30 per person  
Grazing Table - selection of bread/mini rolls, flatbreads, mini toasts, crackers, olives, grilled vegetables, cheese, dips, Cured meats, fresh fruit, nuts, pickles, arancini, mini sausage roll, mini frittata quiches.

### Optional Extras –

- 1 litre 100% Apple or Orange Juice (200ml per person) \$9.50.
- Fruit platter (serves 10 people) \$50.00.
- Sweets platter (serves 10 people) \$50.00.

### Afternoon Tea \$10 per person (minimum 10 people)

- Option 1**  
Crackers, dried fruit, nuts & dip.
- Option 2**  
Cheese, crackers, cured meat, olives & dip.
- Option 3**  
Sweet or savory scones and fresh season fruit.

\*\*Minimum 5 days notice