

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

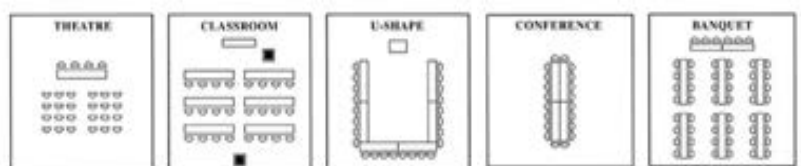
Winton Wetlands Education Centre 668 Lake Mokoan Road, Winton North 3673 (Monday to Friday between 9am-4pm)

- 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
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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)

Please Note:

- Bookings are not available on the day before or after a Public Holiday.
 - 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 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

Winton Wetlands offers corporate bookings the opportunity for an Indigenous Cultural Site Tour, including a Welcome to Country and Smoking Ceremony.

Please apply using the request form at <https://wintonwetlands.org.au/weddings-functions/>

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

CORPORATE CATERING PACKAGES

Please choose from the following options:

Morning Tea \$10 per person – choose 1 (minimum 10 people)

- Option 1**
Assortment of cakes and slices
- Option 2**
Savory or Sweet Muffins
- Option 3**
Fresh Seasonal Fruit Platter

Lunch (minimum 10 people) – choose 1

- Option 4** - \$16.50 per person
Assortment of fresh Turkish Bread Rolls and/or Wraps
- Option 5** - \$16.50 per person
Frittata and Salad
- Option 6** - \$16.50 per person
Soup of the Day (meat and/or vegetarian)
- Option 7** - \$24.50 per person
Self-Serve Pasta Bake or Casserole

Optional Extras –

- Assortment of prepackaged 100% Juice 260ml - \$5.00 per person
- Fruit platter \$6.50 per person

Afternoon Tea \$10 per person – choose 1 (minimum 10 people)

- Option 8**
Assortment of cakes and slices
- Option 9**
Savory or Sweet Muffins
- Option 10**
Fresh Seasonal Fruit Platter

**Minimum 7 days' notice

** Options 6 and 7 available in Café or Mokoan Room only.