



## Events & Functions



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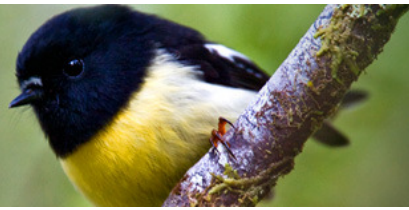
Website: [www.orokonui.org.nz](http://www.orokonui.org.nz)

Address: 600 Blueskin Road, Waitati RD2, Dunedin 9085



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## Introduction

# Welcome to Orokonui Ecosanctuary

### **Nāu mai, haere mai.**

Welcome to Orokonui Ecosanctuary, Dunedin, New Zealand. Our 307-hectare Ecosanctuary is the largest area of native forest in mainland South Island where indigenous plants and animals can live in the wild without threat from most introduced pests. It is home to some of New Zealand's most fascinating and rare forest wildlife.

Visit us and explore the Ecosanctuary's protected habitat where you will experience a natural encounter with South Island forest wildlife in a regenerating forest ecosystem. By visiting you will be supporting the preservation of biodiversity today and contributing towards a better tomorrow for our natural heritage.

## Orokonui Events & Functions

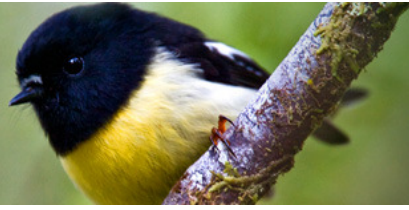
Thank you for your interest in Orokonui Ecosanctuary as the proposed venue for your next conference, function or meeting. Whether it be a small conference or your annual community group meeting, we can tailor your special event with professionalism and flair. We have compiled detailed information to assist you in choosing the best option to suit your function requirements.

Included is information on our conference and event facilities with menu selection for morning tea, afternoon tea, buffet lunch, luncheon, cocktail, dinner, barbeque or lunch pack options. All menus are samples only and can be tailored to suit your budget and/or dietary requirements.

To discuss your meeting or conference requirements in detail at Orokonui please contact me.

Yours Sincerely

Clinton Chambers



## Introduction

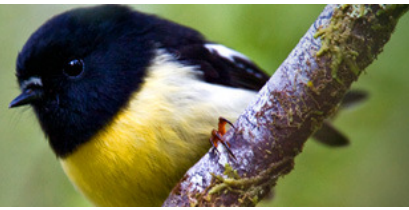
# Environmental Sustainability

Our visitor centre is designed to fit in with the natural environment with minimum impact. Viewed from a distance the building doesn't impose on the skyline and the colours and materials used blend with the landscape. The angle of the atrium windows reduces reflections and bird strike. The building features timbers such as macrocarpa milled from old farm trees in the Ecosanctuary, rimu recycled from the old Waikouaiti Town Hall, and plywood made from sustainably-grown plantation trees. The recycled shipping containers used in our building came from Port Chalmers. We collect, store and use rain water. Our waste water is treated to a high standard, then used to irrigate plants. Even rain and spring water from the hillside is filtered through natural planting to holding ponds for use on site. No PVC piping is used. Just like the forest, our Visitor Centre makes the most of the sun. The large double-glazed windows face north for maximum sunlight and the concrete floor holds heat from the sun with heat pumps as a back-up, Solar panels heat the water. Good use is made of natural light and ventilation, timber blinds limit glare. Artificial lighting and heating is energy-efficient and low maintenance. We minimise our waste.

## Being Environmentally Aware

We hope that by practicing good environmental habits we will encourage our visitors to do the same. We ask that all visitors to the Ecosanctuary support us in our efforts to minimise human impact on the ecosystem by taking responsibility for disposing of their own rubbish. As we are a nature reserve, the highest standard of protection, we ask our visitors to take their non organic waste with them. We only provide a compost bin, but we can provide paper bags for you to take other rubbish with you when you leave.

- We re-use, reduce and recycle our waste
- We compost most organic materials
- We do not cloth or provide stationary on the tables for conferences
- Orokonui is a smoke free zone
- We encourage visitors to car pool or coach.
- Our drinking water is collected rain water that has been UV treated



## Introduction

# Location and Directions

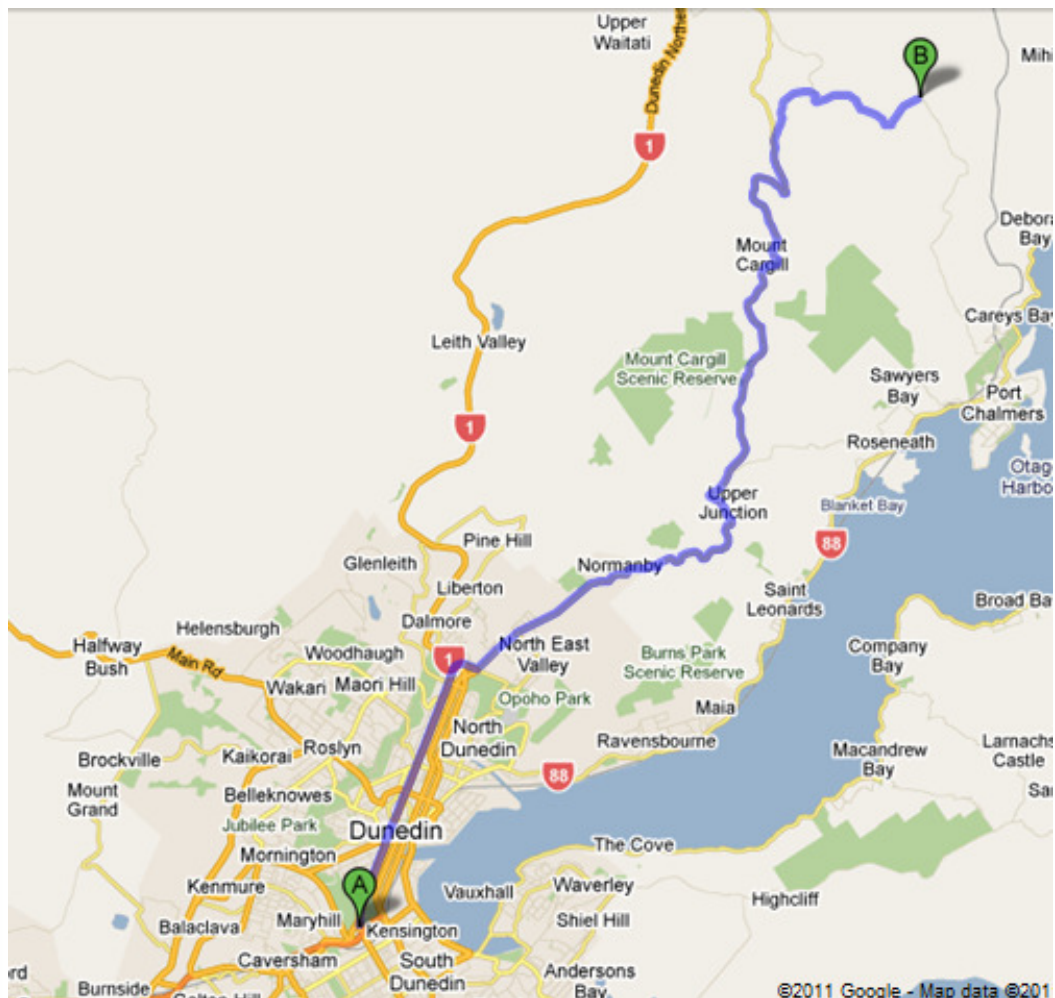
Driving directions to Orokonui Ecosanctuary, Dunedin

Origin - The Octagon Dunedin Central

- From the Octagon head down Stuart street towards Dunedin Station
- Turn left onto the one way Cumberland street
- Continue on Cumberland street until it becomes the Dunedin motorway (highway 1) at Pine Hill, follow signs for Timaru
- Continue on the Dunedin motorway until you see the sign for Waitati and Orokonui Ecosanctuary turnoff
- At Waitati turn onto Harvey street
- Continue on Harvey street until it becomes Mt Cargill road
- Continue on Mt Cargill Road until you come to the intersection of Shortcut road and Blueskin road
- Turn into Blueskin road
- Continue on Blueskin road until you see the signs for Orokonui Sanctuary

Destination – Orokonui Ecosanctuary

30km – 25 mins from Dunedin



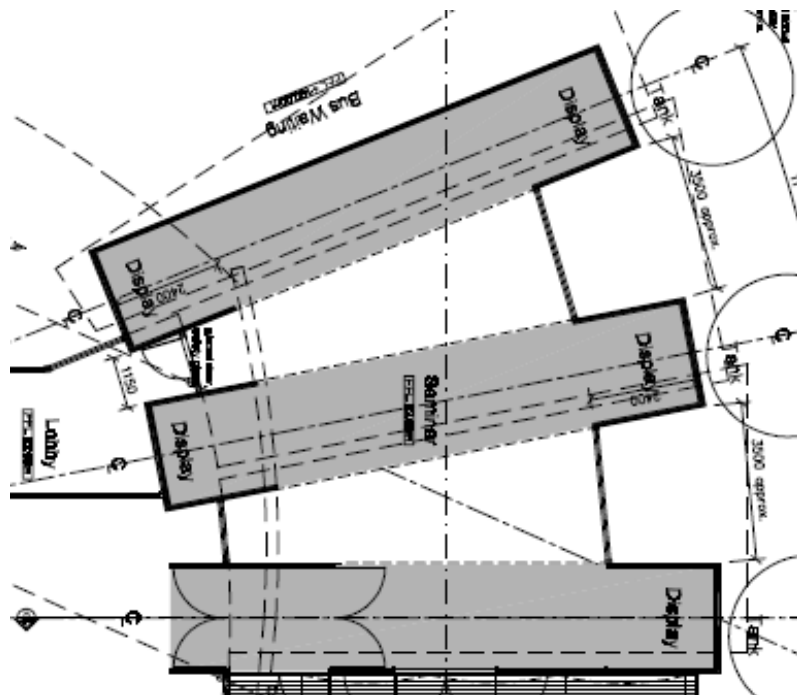


Venue and Facilities

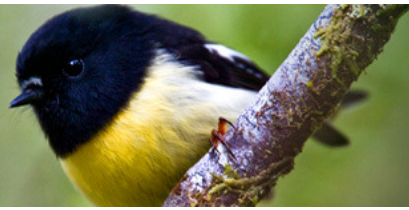
# Otago Daily Times Learning Centre/Te Wharekura

One of Dunedin’s newest and premier conference rooms, Te Wharekura uses natural light and ventilation and is furnished with recycled rimu and sustainable grown timber. The room’s structural base is three recycled shipping containers and boasts broadband wifi, electronic whiteboard, data projector with audio and screen. It also has direct access to the north facing balcony with views overlooking Blueskin Bay, the Ecosanctuary and the Silver Peaks.

Room Set Up Style	Theatre	Classroom	U-Shaped	Boardroom	Banquet	Cocktail
Number of People	100	24	18	24	50	100



The Otago Daily Times Learning Centre/Te Wharekura - Floor Space 70m<sup>2</sup>

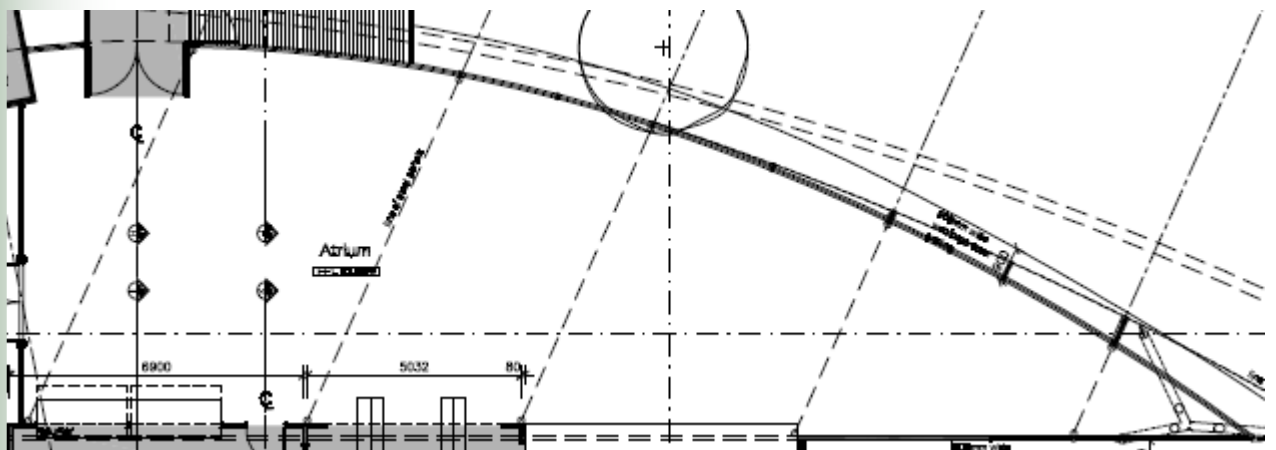


## Venue and Facilities

# The Atrium

Our Visitor Centre is architecturally designed by Dunedin architect, Tim Heath has won the national award for sustainability. The main feature of this eco-friendly concept is the spacious Atrium. Designed to maximise sunlight with floor to ceiling windows the Atrium provides spectacular views over looking the native forest of the Ecosanctuary, Blueskin Bay and Silver Peaks. It features renewable forest plantation wood interior with heated cement flooring and includes the Ecosanctuary reception area, shop and cafe.

Room Set Up Style	Theatre	Classroom	U-Shaped	Boardroom	Banquet	Cocktail
Number of People	100	48	42	48	70	100



The Atrium - Floor Space 160m<sup>2</sup>



## Venue and Facilities

# Additional Items

All functions and conferences include complimentary drinking water.

### Audio Visual Equipment in Te Wharekura

Room hire of the includes complimentary use of the following audio visual equipment:

- Data Projector
- Projector Screen
- In-house speakers with audio connection to Data Projector
- Electronic Whiteboard

### At an additional cost we can provide the following:

- |   |          |
|---|----------|
| • DVD player                                  | \$30.00  |
| • Flipchart                                   | \$30.00  |
| • PA system with lapel or handheld microphone | \$170.00 |
| • Flat Screen Television & DVD player         | \$50.00  |
| • Flat Screen Television only                 | \$30.00  |
| • Laptop                                      | \$20.00  |
| • Lectern                                     | \$40.00  |

(prices are based on a per day usage)

### The Atrium

An Audio visual equipment package can be arranged to suit your event and priced on request.

### Wireless Broadband Internet

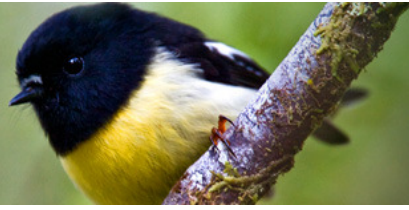
All day connection all areas \$20 per connection

### Additional Staff member if required

Service staff member - minimum 3hrs \$21 per hour

### Transport

We are able to arrange transport to and from Dunedin (minimum 10) \$10.50 per person



## Venue and Facilities

# Room Hire Costs

### Room Hire Costs

#### Otago Daily Times Learning Centre/Te Wharekura

Week Day Rate (during opening hours 9.30am - 4.30pm)

Full Day \$299.00

Half Day \$169.00

Weekend Rate (during opening hours 9.30am - 4.30pm)

Full Day \$199.00

Half Day \$119.00

Meeting - 2hrs

(standby booking maximum 2 weeks notice) \$99.00

Extended time outside opening times \$55.00 per hour

#### The Atrium

Café area during opening hours 9.30am - 4.30pm \$199.00

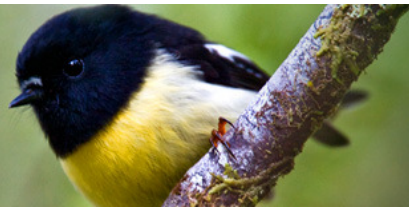
After hours full Atrium space \$700.00

(4.30pm - 12am)

#### Full Venue

Includes all areas \$950.00

(after hours only 5pm - 11.30pm)



## Specialised Events and Functions

# Ecosanctuary Activities

We have the ability to transform and customize your group visit, conference function or meeting to Orokonui. Your visit could include a talk on a specific subject related to the Ecosanctuary from one of our staff or an expert from one of our partner organisations.

Your visit could include an inspirational tour in the Ecosanctuary with one of our knowledgeable guides. The duration of the tour can be adapted to the group's available time.

Catering for your visit is our speciality, we can arrange lunch, morning or afternoon tea.

The following Ecosanctuary packages are only available with group bookings and must include venue hire and catering, please note minimum numbers are required.

### Self Guided Entry

Adult (minimum 10 adults)

from \$7.50 per person

Child

from \$5.00 per child

### Guided Tour

1 guide per 10 people (minimum 1 hr)  
(price is on top of entry price)

\$30.00 per hour

### Orokonui Guest Speakers

Presentation from an Orokonui conservation specialist

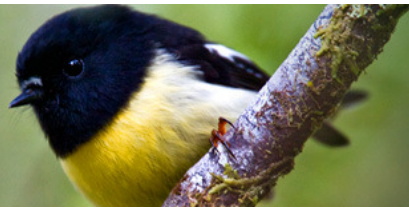
\$50.00

Presentation from partner organisation  
(e.g. Architect, Otago University)

POA

All tours and activities can be tailored to suit any function.





## Specialised Events and Functions

# Weddings

This special day warrants the most breathtaking location. Nothing could be more spectacular than your wedding ceremony and reception at Orokonui Ecosanctuary. Here you are completely surrounded with nature from forests and coastal inlets to mountain peaks. The Orokonui Ecosanctuary offers a superior location and facilities with a professional and experienced events team to cater to any wedding style - from a romantic private ceremony to an impressive affair in the spacious modern Atrium.

Our team will ensure the lead-up and execution of your event is smooth and memorable, rain or shine! We can also work with you to organise any of the following services should you require them:

- Marriage celebrant
- Ceremony location within the Ecosanctuary
- Photographer
- Flowers
- Wedding cake
- Hair and make-up
- Specialised wedding theming
- Band, DJ or entertainment

### Wedding Reception

We can take care of your wedding reception, please contact us to arrange your perfect day.

Catering and Venue Hire package from \$50.00 per person

### Wedding Ceremony Only

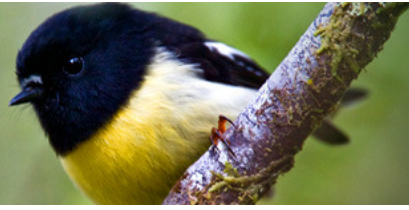
\$500.00

Indoor/outdoor option as contingency plan for weather

Venue hire for 3hrs (includes set up time)

Catering and beverage options available during Wedding Ceremony

Includes photo opportunity for wedding party inside sanctuary (max 1hr)



## Conference Packages

# Coffee Break

### On Arrival

\$3.50 per person - Freshly brewed coffee and a selection of teas

\$4.50 per person - Freshly brewed coffee and a selection of teas and juice

### Morning or Afternoon Tea Options

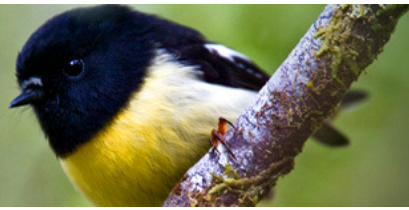
\$9.00 per person - Freshly brewed coffee, selection of teas and juice, select one item

\$11.00 per person - Freshly brewed coffee, selection of teas and juice, select two items

### Items

- Savoury Muffins
- Sweet Muffins
- Cheese Scones
- Date Scones
- Home-style Biscuits
- Sweet Slice Selection

\*Options available to meet all dietary requirements



## Conference Packages

# Working Conference Packages

### Working Conference Packages

#### **The Orokonui** - working conference pack 1

- Morning tea - tea, filter coffee, juice select one item
- Lunch - tea, filter coffee, juice select four lunch items
- Afternoon tea - tea, filter coffee, juice select one item

**\$39.00** per person

#### **The Bellbird** - working conference pack 2

- Morning tea - tea, filter coffee, juice select two items
- Lunch - tea, filter coffee, juice select five lunch items
- Afternoon tea - tea, filter coffee, juice select two items

**\$49.00** per person

#### **The Saddleback** - working conference pack 3

- Morning tea - tea, filter coffee, juice select three items
- Lunch - tea, filter coffee, juice select six lunch items
- Afternoon tea - tea, filter coffee, juice select three items

**\$57.00** per person

### Morning or Afternoon Tea Items

- Savoury muffins
- Sweet muffins
- Cheese scones
- Date scones
- Home-style biscuits
- Sweet slice selection

### Lunch Items

- Herb and parmesan garlic breads
- Club sandwiches
- Pinwheel sandwiches
- Ham, watercress and tomato ciabatta
- Selection of fresh salad boxes
- Smoked salmon quiche
- Red onion and mushroom calzone
- Ham and cheddar pastry slice
- Mini bacon and egg pie
- Spinach and feta tartlets
- Fresh cut fruit platter
- Sweet cakes and slices

\*Options available to meet all dietary requirements



## Conference Packages

# Buffet Conference Packages

### Buffet Conference Packages

#### The Jewelled Gecko - buffet conference Pack 1

- Morning tea - tea, filter coffee, juice select one item
- Lunch - tea, filter coffee, juice select 1 filled bread, 1 hot savoury, 1 hot main, 1 salad, 1 sweet
- Afternoon tea - tea, filter coffee, juice select one item

**\$46.00** per person

#### Morepork - buffet conference Pack 2

- Morning tea - tea, filter coffee, juice select two items
- Lunch - tea, filter coffee, juice select 1 Breads, 1 filled bread, 1 hot savoury, 1 hot main, 2 salads, 2 sweets
- Afternoon tea - tea, filter coffee, juice select two items

**\$57.00** per person

#### Robin - buffet conference Pack 3

- Morning tea - tea, filter coffee, juice select three items
- Lunch - tea, filter coffee, juice select 1 Breads, 1 filled bread, 1 hot savoury, 2 hot main, 3 salads, 2 sweets
- Afternoon tea - tea, filter coffee, juice select two items

#### Morning or Afternoon Tea Items

Savoury muffins  
Sweet muffins  
Cheese scones  
Date scones  
Home-style biscuits  
Sweet slice selection  
Hot mini savouries  
Danish pastries  
Mini club sandwiches  
Home made sausage rolls  
Spiced lamb balls with dip  
Fresh cut fruit platter

#### Breads

Herb and parmesan garlic breads  
Garlic pizza breads  
Heated naan breads  
Asian steamed buns  
Toasted pita  
Fresh sliced vienna  
Sliced mixed bakery breads  
Toasted bruschetta

#### Filled Breads

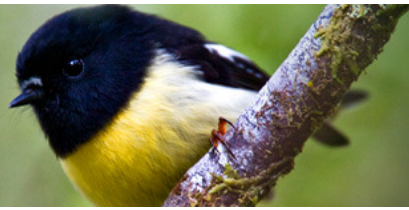
Ham, Beef, Salmon, Chicken  
Classic sandwiches  
Club sandwiches  
Pinwheel sandwiches  
Vegetable wraps  
Smoked chicken salad roll  
Filled croissant  
Filled focaccia  
(fillings are based on seasonal produce)

#### Sweets

Blueberry slice  
Caramel square  
Peppermint  
Lemon lovers gluten free brownie  
Lollie cake  
Ginger and oat slice  
Gluten free blondie (white chocolate)

Fruit and nut slice  
Truffles / banana cake  
Carrot and walnut cake  
Chocolates  
Fudge  
Traditional louse slice

Menu items continued next page



## Conference Packages

# Buffet Conference Packages

### Buffet Conference Packages continued.....

#### Hot Savoury Selection

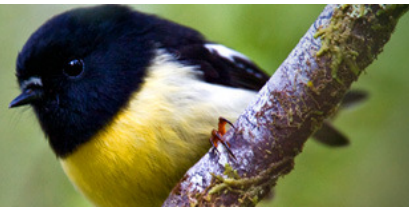
Smoked salmon quiche  
Red onion and mushroom calzone  
Ham and cheddar pastry slice  
Mini bacon and egg pie  
Spinach and feta tartlets  
Vegetable frittata  
Broccoli and blue cheese tart  
Home-made sausage rolls

#### Hot mains Selection

Chicken rice pilaf  
Lamb korma curry  
Spiced lamb balls in Pomodoro sauce  
Vegetable dumplings in tomato sauce  
Beef stroganoff with rice  
Shepherds pie  
Light Thai green curry chicken  
Chicken braised with tomatoes, olives and thyme  
Beef bourguignon  
Moroccan beef casserole  
Sliced roast beef in a rich demi glace  
Sliced roast pork with capsicum sauce  
Creamy seafood chowder  
Pumpkin lasagne  
Vegetable ratatouille

#### Salads

Coleslaw  
Vegetable and egg pasta salad  
Smoked fish noodle salad  
Rice and vegetable salad  
Vietnamese green salad  
Olive and artichoke pasta salad  
Spinach and bacon salad  
Greek salad  
Potato salad  
Bean salad  
Garden green salad  
Roasted vegetable salad  
Pumpkin, orange and date salad  
Kumara and sundried tomato salad  
Thai beef noodle salad  
Caesar salad



## Conference Packages

# The Orokonui Premium Package

### Group Day Package

Coach collects guests from Dunedin

### Arrival

Tea, filter coffee and juice

Client meeting

### Morning Tea

Freshly baked cheese and parsley s

Warm seasonal fruit mini muffins

Mini filled ciabatta breads

Fresh sliced fruit platter

Tea, filter coffee and juice

Client meeting

### Lunch

Freshly sliced artisan breads and locally made condiments

Chilled deli platter of cooked, smoked and cured meats and seafood

Selection of mini tarts with various gourmet fillings

Three 'Chef's Choice' seasonal salads sourced from local growers in the area

Roasted beef ribeye / lamb leg / pork shoulder freshly carved at the buffet (Choose one)

Selection of cakes, slices and fresh fruit

Tea, filter coffee and juice

Ecosanctuary walk and guide - 1 hr

Client Meeting

### Afternoon Tea

Classic Kiwi cheese rolls with butter, parsley and flaky sea salt

Mini bacon and egg quiche

Fresh fruit

Chocolate brownie

Tea, filter coffee and juice

Meeting Concludes

### Drinks and Nibbles in the Atrium

Coach returns guests to Dunedin

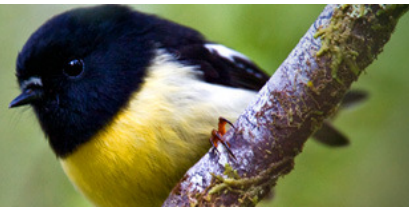
Total Package - \$150.00 per person

### Room

Te Wharekura

Includes full use of

- Data Projector & Screen
- Audio connection to Data Projector
- Electronic Whiteboard



## Function Menus

# Platter Menu

**Each platter serves 20 people**

**Otago Platter - \$30.00**

Rewena bread  
Horopito hummus  
Bush spice dukkah  
Manuka smoked egg  
Evansdale cheeses  
Olive oil from central Otago  
Seasonal bush native food tastings

**Evansdale Cheese Platter - \$60.00**

Smoked Tania Brie  
Mt Cargill Tudor  
Farmhouse Brie  
Bay Blue  
Komene Kaas  
Fresh bread and crackers

**Antipasto Platter - \$60.00**

Shaved ham  
Salami  
Smoked chicken  
Smoked salmon  
Kalamatta olives, grilled vegetable, roasted peppers, pickles and local condiments

**Bread and Dips Platter - \$45.00**

Mixed breads and crackers with two fresh seasonal dips

**Sandwich Platters - \$60.00**

Finger food selection of classic or club with fresh fillings on white, grain and rye breads

**Artisan Filled Breads Platter - \$65.00**

Mini varieties of ciabatta, croissant and focaccia

**Cheese Platter - \$68.00**

Evansdale Smoked Tania Brie  
Kapiti Kikorangi Blue and Waxed Totara Cheddar  
Fresh bread, fruit, nuts and crackers



## Function Menus

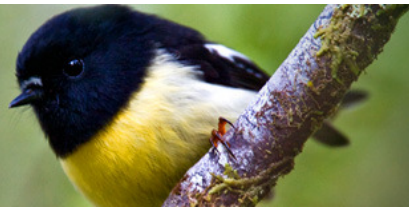
# Canapé Selection

### Cocktail Food and Canapé Options

2 items	\$11.00 per person
4 items	\$20.00 per person
6 items	\$29.50 per person

### Canapé Selection

- Blue cheese with port wine jelly on sesame oat crackers
- Vietnamese rice paper rolls
- Aged cheddar and basil puffs
- Mushroom tarte tatin with smoked brie and red pepper
- Tomato and artichoke confit on fresh ciabatta and feta
- Roquette and parmesan cornets with capsicum, mango and cumin
- Sesame scallops with raspberry salsa
- Spinach and salmon wellingtons with crème fraiche
- Scallops with prosciutto and pernod sauce
- Caramelised scallops with lemon beurre blanc
- Prawns with lime, chilli and coriander
- Teriyaki salmon skewers
- Fresh salmon sushi
- Hot smoked Salmon en croute with rosemary aioli
- Grilled tuna with coriander salsa
- Venison with blue cheese and red wine jelly
- Mini beef fillet steak with prosciutto and horseradish
- Spiced lamb balls with minted raita
- Pork and sesame balls with mango dip
- Grilled beef with balsamic duxelle
- Smoked chicken en croute with almond crusted baked tomato
- Brandy parfait cornet with parsley and quince



## Function Menus

# Eco Lunch Box

### Packed Lunch Boxes

**\$13.50 per box**

#### **Rimu Track** - Lunch Box Option 1

Filled breads - select from one item below

A tub of flavoured organic yoghurt

Bottle of organic juice

Piece of seasonal fruit

#### **Kiwi Track** - Lunch Box Option 2

Filled breads - select from one item below

Organic muesli bar

Bottle of organic juice

Piece of seasonal fruit

#### **Pokaka Loop** - Lunch Box Option 3

Selection Evansdale cheeses and crackers

Sweet muffin

Bottle of organic juice

Piece of seasonal fruit

### Filled Breads Selection

Ham, Beef, Salmon, Chicken

Classic sandwiches

Club sandwiches

Pinwheel sandwiches

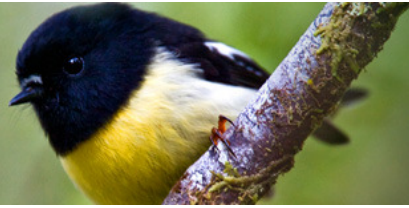
Vegetable wraps

Smoked chicken salad roll

Filled croissant

Filled focaccia

(fillings are based on seasonal produce)



## Function Menus

# Cafe Group Bookings

The Orokonui Cafe offers some of the best views in Dunedin. Located at the north end of the Atrium the cafe offers light refreshments, homemade baking, organic fair trade coffee and our very own 'Orokonui Toasties'. We provide a special menu for small groups wishing to book a lunch, morning or afternoon tea as part of your visit to the sanctuary. Ideal for community groups.

Numbers are restricted for the cafe area, the booking requires a minimum of 10 with a maximum of 30. There are no room hire costs associated with these bookings.

### Bookings Essential

#### Tea breaks

Tea and scone Filter coffee, tea and an Orokonui's famous date scone	\$5.50 per person
Light lunch Filter coffee, tea, date scone, cheese roll	\$9.50 per person
Classic lunch Filter coffee, tea, date scone, cheese roll, savoury pastry	\$11.50 per person

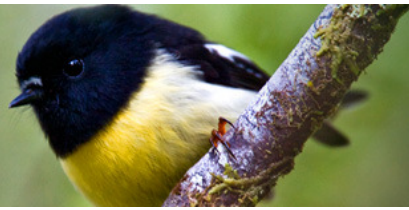
## Barbeque

Fresh sliced bakery loaves with butter

Venison sausages  
Roasted tomato salsa  
Manuka honey, basil and lime chicken thigh  
Grilled pineapple  
Spiced lamb mince burger  
Red pepper aioli

Crisp green salad and vinaigrette  
Roasted beetroot salad  
Spinach and feta salad  
Potato salad  
Egg and caper mayonnaise salad

\$36.50 per person



## Function Menus

# Beverage Menu Options

### Wine Selection

(we are soon to obtain our liquor license and we expect our full Beverage Menu to be available mid April)

#### Methodé

#### White Wine

#### Red Wine

#### Beer

#### Non Alcoholic

##### *Cold Drinks*

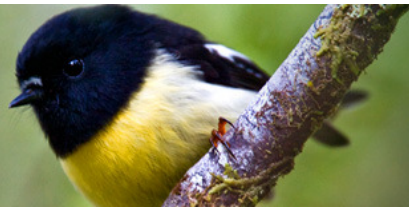
Organic Guava & Apple Juice	\$4.50
Organic Orange & Mango Juice	\$4.50
Organic Sparkling Pomegranate & Cranberry	\$4.50
Elderflower & Feijoa Sparkle	\$5.00
Elderflower & Rhubarb Sparkle	\$5.00
Elderflower Original Sparkle	\$5.00
Organic Cola	\$4.00
Organic Ginger Beer	\$4.50

##### *Hot Drinks*

Fair Trade Coffee Beans	
Latte	\$4.50
Cappuccino	\$4.00
Mocha	\$4.50
Hot Chocolate (Fair Trade)	\$4.00
Flat White	\$4.00
Long Black	\$3.50

##### *Loose Leaf Tea*

English Breakfast, Earl Grey	\$3.50
Organic herbal tea range	\$3.50



# Booking Form

Day		Date	
Company		Phone	
Name		Mobile	
Address		Email	
		Start time	
		Finish Time	
Contact on day		No. of guests	

<b>Type of Function</b> (please circle)
Conference
Seminar
Workshop
Training
Luncheon
Wedding
Morning or Afternoon tea
Other

<b>Room Required</b> (please circle)
ODT Te Wharekura Learning Centre
The Atrium
Cafe
Other

<b>Room Layout</b> (please circle)
Theatre
U shape
Classroom
Boardroom
Banquet
Other

\*Please inform us if there are any dietary requirements

Times	Catering Required	
	Yes	No
Arrival	Yes	No
Breakfast	Yes	No
Morning tea	Yes	No
Lunch	Yes	No
Afternoon tea	Yes	No
Dinner	Yes	No
Drinks/nibbles	Yes	No
Other	Yes	No

<b>Equipment</b> (please circle)
Electronic Whiteboard
Data projector
Screen
TV
DVD
Other

Please email this booking form to [clinton@orokonui.org.nz](mailto:clinton@orokonui.org.nz)



# Venue Hire Terms and Conditions

## BOOKING DETAILS AND VENUE USE

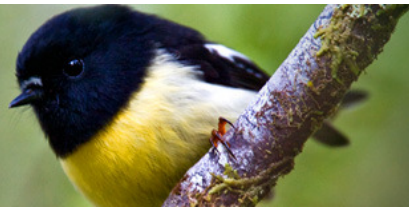
- A non-refundable deposit may be required to confirm the booking. In this instance a booking will not be considered confirmed until the deposit and signed Terms and Conditions are received by the Orokonui Ecosanctuary.
- The Orokonui Ecosanctuary reserves the right to apply a charge for each additional hour exceeding the agreed finish.
- In the event that a designated room cannot be made available, the Orokonui Ecosanctuary reserves the right to substitute comparable facilities and where possible will give the Client prior notification of the substitution.
- The Orokonui Ecosanctuary is a smoke-free building. Smoking, open flame (e.g. candles), smoke machines and anything that generates smoke or vapour are not permitted. False fire calls will be charged out at \$1,600.00 (excl.GST) to cover costs charged to us by the Fire Service. Additional charges relating to the false fire call may apply.
- Any security call-outs during the function will be charged at \$100.00 per callout (excl.GST).
- The Orokonui Ecosanctuary retains the right to refuse entry of any plant which has been checked and deemed too much of a hazard for the Orokonui Ecosanctuary environment.
- Audio equipment is available for hire. Use of this equipment should be established prior to the function. Damage to audiovisual equipment will be charged to the Hirer.
- All signage must be pre approved by the Orokonui Ecosanctuary. Any signage displayed within the Orokonui Ecosanctuary during Orokonui Ecosanctuary hours of 9.30am – 4.30pm must be contained within the hired room or located at the entry point of the hired room.
- Management retains its authority over the venue and precincts and its rights to suspend or cancel any function at any time.

## CANCELLATIONS

- Cancellations must be made at least 1 week prior to your booking. Cancellations after this time will incur a penalty of 50% of the estimated booking charges.

## FOOD AND BEVERAGE

- The estimated numbers and menu selections with regards to food & beverage requirements needs to be advised seven working days prior to the commencement of the event, with final numbers confirmed no later than three working days prior to the event.
- All food and beverage prices are subject to seasonal change. Food and beverage prices have been quoted based upon the estimated group size. Should the delegate numbers increase or decrease dramatically menu prices may be adjusted to reflect this.
- These numbers and menus will constitute the minimum charge, and charges will be based on the number of people attending the function or the guaranteed number, whichever is greater.
- It is understood that the Orokonui Ecosanctuary may charge a handling fee from our preferred caterers which includes the use of Orokonui Ecosanctuary chattels and equipment.
- The Orokonui Ecosanctuary reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act 1989.
- The Orokonui Ecosanctuary is the holder of a liquor license to serve liquor within the Orokonui Ecosanctuary premises. As the holder of this license the Orokonui Ecosanctuary does not permit function organisers, guests or clients to supply their own beverages (alcoholic and soft drinks) for events in
- the Orokonui Ecosanctuary.
- Any intoxicated person will be removed from the Orokonui Ecosanctuary. The Hirer will be responsible for ensuring that such direction is followed.



# Venue Hire Terms and Conditions

## DAMAGE/INSURANCE

- The Client is financially responsible for any damage, breakage or pilferage sustained to the Orokonui Ecosanctuary premises or equipment by the Client, the Client's guests, invitees, outside contractors or other persons attending the function, whether in the room reserved or any area or part of the Orokonui Ecosanctuary, prior to, during, or after the event.
- Damage to the Orokonui Ecosanctuary that requires repair or cleaning over and above normal expectations will be charged to the Hirer. This includes, for example, floor cleaning the hard floors if particularly stained, or repair to damaged walls.
- No glitter, confetti or other decorative items smaller than a 10 cent piece are permitted in the Orokonui Ecosanctuary for functions.
- Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless the Orokonui Ecosanctuary has given prior approval.
- Any financial loss to the Orokonui Ecosanctuary as a result of guest's inappropriate behaviour at the function will be charged to the Hirer.
- The Orokonui Ecosanctuary will take all necessary care of the Client's property but will take no responsibility for damage to or loss of property or merchandise left in the Orokonui Ecosanctuary prior to, during or after the function.
- The Client will be responsible for the removal of the property after the conclusion of the event and any goods left in the Orokonui Ecosanctuary after the function without prior arrangements will be deemed abandoned.
- The Client must arrange own personal liability insurance, as required.
- The Client should conduct their function in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests of the Orokonui Ecosanctuary.
- If the Orokonui Ecosanctuary has reason to believe that a function will affect the smooth running of the Orokonui Ecosanctuary's operation, its security or reputation, it reserves the right to cancel the function without liability at any time either before commencement of the function or during it. The Orokonui Ecosanctuary reserves the right to exclude or remove any objectionable persons from the function or Orokonui Ecosanctuary premises without liability at any time during the function.
- During the term of this Agreement, the Orokonui Ecosanctuary shall maintain or cause to be maintained, at its own cost and expense, a current and valid public/general liability insurance.

## FINAL PAYMENT

- An invoice will be sent for final payment which is due on the 20th of the month following the function.
- Although we do endeavour to hold our prices, due to increasing costs we are not always able to do this, therefore all prices quoted may be subject to change.
- It is understood that where the Client's guests or invitees have incurred additional charges such as photocopying, postage and additional equipment requests that these charges will be added to the final invoice for payment.

I have read and accept the above terms and conditions.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ORGANISATION: \_\_\_\_\_

DATE: \_\_\_\_\_

Thank you for choosing the Orokonui Ecosanctuary. We look forward to working with you to ensure that your function is a success.