



FACILITIES

Facility hire

The Cockburn Wetlands Education Centre is available for hire and the tranquil setting provides an ideal escape from the hustle and bustle of city life. The Centre is suitable for events, conferences, workshops, meetings, social functions, recreational activities and nature studies.

The Centre has a variety of indoor facilities available including a main hall, meeting room, display gallery and gardens, it has a gazebo and picnic tables, a barbeque and an amphitheatre. Facility hire includes access to the kitchen, display gallery and gardens. The native gardens are surrounded by over 120 hectares of banksia woodlands with nature trails and cycle ways linking boardwalks, bird hides and picnic areas to regionally significant wetlands.

Hire rates

Regular and casual bookings are available at very reasonable rates as per the Fee Schedule. All proceeds go towards the running costs of the Centre. Applicants should be familiar with the **Conditions of Hire**. Applications for bookings can be made by filling in the **Application for hire of facilities** or by contacting the Centre on (08) 9417 8460.

Fee Schedule	
FUNCTIONS	
Whole facility & gardens (2pm - 1 am)	\$250
WORKSHOPS, MEETINGS	
Meeting room	\$10 per hour
Hall	\$20 per hour
Amphitheatre, gardens & BBQ	price upon request
BONDS	
Category 1	\$100
Category 2	\$250
Category 3	\$1,000

Please note: If liquor is to be sold either separately or by way of an inclusive charge during the hiring, the applicant will also need to fill in an **Application for consent to consume liquor on Cockburn Wetlands Education Centre premises**. This form is not a liquor licence permit but will be needed when applying for a Liquor Licence permit. A permit can be obtained from the Department of Racing, Gaming and Liquor and is the responsibility of the applicant.

We invite you to experience our facilities and soak up the peaceful surrounds of this special environment!



Cockburn Wetlands Education Centre

Hire options

The maximum capacity for the entire building is 184 people. Access is by security alarm and key and will be arranged prior to the event. The Centre is a non-smoking venue. The following information and photographs have been provided to assist you with your selection. Please make an appointment by phoning (08) 9417 8460 if you wish to view the facility in person.

The meeting room

Size: 8m (l) x 5.5m (w)

Floor: carpet

Cooling: 2 x ceiling fans

Heating: 2 x portable blower fans

Tables: 5 x (1.8m x 0.75m)

Chairs: 14 x padded chairs

Image projection: Directly to wall, pull-down blinds for room black-out

Additional features:

The hall

Size: 20m (l) x 10m (w) (partition can divide area in half)

Floor: Vinyl tile

Cooling: 8 x ceiling fans

Heating: 2 x wall-mounted blower fans

Tables: 11 x (1.8m x 0.75m), 11 x (2.1m x 0.75m) trestles

Chairs: 150 plastic chairs

Image projection: pull-down screen (additional screen available for conference events), curtains for room black-out

Additional features: fixed white board, 7 x wall-mounted poster boards (pins or velcro)

The display gallery

Size: 14m (l) x 6m (w)

Floor: Teracotta tile

Cooling: 2 x ceiling fans

Heating: Wood heater

Tables: 5 x (1.2m x 1.2m)

Chairs: 20 x plastic chairs

Image projection: Pull-down screen

Additional features: chilled water fountain, 5 x wall-mounted poster boards (velcro only)

The kitchen

Size: 5.5m (l) x 4.5m (w)

Floor: vinyl tile

Microwaves: 2

Food warmers: 2

Fridges: 1 x 400 Lt fridge and 1 x 500 Lt combined fridge/freezer

Urns: 2 x 8 litres, 1 x 20 litre

Stove: 1 x domestic-size electric stove

Cooling: 2 x ceiling fans

Hand wash basin: 1

The amphitheatre

Stage: 7m x 2.5m

Fireplace (permit essential) and

Seating: 150 people (3 x tiers grassed seating)

The gardens

Barbeque: 1 electric plate (0.45 m x 0.85m)

Gazebo: 1

Outdoor tables: 5 x wooden tables



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Additional equipment

Slide projector

Overhead projector

TV and video/DVD player (DVD player can be linked to data projector)

Portable speaker with microphone/stand and cordless microphone

Lecturn

Portable whiteboard

Pull-down screen (can be located in various positions)

Chairs and tables (can be moved between rooms)

Library services

The library includes more than 1,000 wetland items including books, reports, videos/DVD's, CD-ROM's and other reference material. Visitors are welcome to use the facilities while viewing library items but materials are not available for loan. Photocopying services are available for 20 cents per copy.