



rivers  
of yarrambat

# MEETING CONFERENCES

## MEETINGS & CONFERENCES AT RIVERS

We offer a range of rooms that vary in facilities, floor layouts and capacities.

These capacities can be increased with meeting style layouts with chairs only

- Free, ample off street parking for your convenience
- Unique site for meetings/conferences with 4 different rooms available
- Onsite catering with food & beverages served either in the room or at the café \*
- Fitness, Health & Wellbeing options including Day Spa, PT Studio, Yoga & Pilates Studio
- Function Centre for corporate day or evening functions up to 150 guests

### The Redbox Room

Located adjacent to the café, this room accommodates up to 18 people, boardroom style, with both chairs and tables for intimate meetings, with floor to ceiling windows offering views of the picturesque grounds of Rivers.

### The Treetops Room

Located on the mezzanine level of the main entrance building above the home and giftware shop. This room features a private kitchenette where morning and afternoon tea can be served and accommodates up to 40 people with table and chairs and 50 people with seating only. Additional space outside of the room can also be used for breakaway discussions.

### The Lakeview

Located directly above Rivers Café & Providore, this room features excellent natural light and a small private balcony for a spot of fresh air. It accommodates up to 40 people with a cabaret style (round table) seating arrangement.

### The Gallery

Located adjacent to the café, this fully contained venue features its own bar and kitchen for inhouse venue catering and accommodates up to 80 people depending on set up. It also features an outside terrace area that can be used as additional space outside the venue for breakaway discussions.

## ROOM RATES

Our rates operate during normal business hours of 8.30am-4.30pm.

If you would like to commence earlier or finish at a later time, the additional hourly rate applies.

Please note that the conference facilities are accessible thirty minutes prior to your start time, in order to accommodate facilitators for set up and preparation time.

RATES	The Redbox	The Treetops	The Lakeview	The Gallery
<b>Full Day Rate</b> 8 hours (8.30am-4.30pm) Facilitator Access available from 8.00am	\$360	\$520	\$440	\$600
<b>Half Day Rate</b> 4 hours (8.30am-12.30pm or 12.30pm-4.30pm)	\$180	\$260	\$220	\$300
<b>Additional Hourly Rate</b> (Or part time thereof) Available to extend your meeting/conference outside the normal opening hours of either the full day or half day rates. Please note that this needs to be booked prior to the day.	\$45	\$65	\$55	\$75
<b>Multiple Day Rate</b> For meetings or conferences that are held for two or more consecutive days, we offer a discount on your venue rate.	10% discount	10% discount	10% discount	10% discount
<b>Multiple Booking Rate</b> If you book 3 meetings or conferences that are held within 6 months, we offer a discount of 15% on your venue rates.	15% discount	15% discount	15% discount	15% discount

## SEATING LAYOUTS AND CAPACITIES

Each room offers a range of seating layout options to choose from depending on your number of guests. **The Redbox** room is typically set up in board room style, **The Treetops** room and **The Gallery** in a U shape and the **The Lakeview** in cluster (with round tables).

	<b>The Redbox</b>	<b>The Treetops</b>	<b>The Lakeview</b>	<b>The Gallery</b>
U shape	17	21	N/A	21
Enclosed U shape	18	30	N/A	24
Classroom	N/A	36	N/A	30
Cluster	N/A	40	40	80
Meeting (Chairs Only)	N/A	50	40	65
Boardroom	18	N/A	N/A	N/A

## EQUIPMENT AND SERVICES

All of our equipment is free of charge with the exception of data projectors which cost \$80 to hire. Our rooms feature wireless internet access that is offered at no cost. The chart below outlines what equipment is available for each venue.

	<b>The Redbox</b>	<b>The Treetops</b>	<b>The Lakeview</b>	<b>The Gallery</b>
Whiteboard	✓	✓	✓	✓
Electronic Whiteboard		✓		
Flip Chart	✓	✓	✓	✓
TV/DVD				✓
Data Projector	✓	✓	✓	✓
Microphone				✓
Sound System	IPOD DOCK ONLY	✓	IPOD DOCK ONLY	✓

## FOOD & BEVERAGES

An attractive feature of holding your conference at Rivers is the flexibility of choosing the level of catering to suit your requirements. Our catering is produced onsite at Rivers by our team of chefs who specialise in fine home baked foods utilising local and Rivers own grown produce.

### In House Catering

Each one of our conference rooms offers specific options in regards to catering. These differ based on the location and size of the room and the facilities each one features. Once you know which room is best suited to your group, we will then send you the relevant information and accompanying booking sheet. Note that your food and beverage requirements need to be confirmed 7 working days prior.

Our fully licensed Café and Providore is open 7 days a week from 8.30am-4.30pm serving gourmet breakfasts, lunches and morning and afternoon teas. Groups of 20 guests or under are able to dine in the café if they wish and can also pre-order meals if your program/schedule for the day is tight.

### Dietary Requirements

We are able to cater for guests with special dietary needs such as vegetarians, Vegans, Coeliacs and wheat free diets. Be sure to talk to us prior to your date in order to arrange the necessary requirements.

## BOOKING TERMS AND CONDITIONS

### Conference Booking

Please note that the Conference Booking Form is required within 48 hours of your telephone or email booking. This allows us to formally confirm your booking details and selected requirements, subject to availability. We will then email a formal acceptance for your records.

### Final Delegate Numbers

Final delegate numbers must be confirmed seven (7) working days prior to your conference date for catering purposes. Please note that if there is a decrease in your numbers on the day your confirmed numbers as per your conference booking form will still be charged. Alternatively if your numbers increase prior to the day, approval is required and the appropriate number will be charged.

### Food & Beverage Booking

We require your food and beverage booking form no later than seven (7) working days prior to your booked date. Please note that groups of up to 20 delegates are the maximum numbers available for dining in the café and this is subject to availability.

### Dietary Requirements

Please advise us of any special dietary needs prior to the day when confirming your final delegate numbers. If we are not advised then costs will apply if additional food needs to be prepared and provided. We can cater for vegetarians, vegans, Coeliacs, wheat and dairy free diets.

### Alterations

Any alterations to the details advised on your conference booking form must be submitted via email for approval and is subject to availability.

### Cancellation

In the case of cancellation please call us directly on 9436 3215. Please note that if you cancel with notice of more than five (5) working days prior to your conference date no charges will be incurred. If you cancel five (5) working days or less prior to your conference please note that the applicable room rate will be charged. Cancellations within 24 hours will also incur a charge of 50% of the food as per your order on your Food and Beverage Booking sheet.

### Method of payment

At the completion of your conference an itemised account is presented. The following payment options are available: VISA, MasterCard, Diners, AMEX and Eftpos. Please note that a surcharge applies to Diners and AMEX.

### Account Customers

If you are an approved credit customer with an allocated account number, please note that our Trading Terms are 14 days.

### Wireless Internet Access

Internet Access to available and no cost. Downloads of any kind are strictly prohibited. Should we find that this has been breached, we will charge you accordingly for the usage.

### Access

Please ensure that you make your guests aware of the best place for parking and access relevant to your booked room. Bookings for the Redbox room are best to park towards the side/rear of the car park adjacent to Wellness precinct and access the room from the board walk entrance near the Health Centre and Personal Training Studio. All of the other rooms are best accessed through the main entrance of the business via the Gift shop.

# CONFERENCE BOOKING FORM

## CONTACT DETAILS:

Organisation: \_\_\_\_\_

Booking contact: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

## CONFERENCE DETAILS:

Conference Venue:  Redbox  Treetops  Lakeview  Gallery

Conference date: \_\_\_\_\_

Contact person on day: \_\_\_\_\_

Total no. of people: \_\_\_\_\_

No. of presenters in total (for seating purposes) \_\_\_\_\_

Access time: (Presenters)  ½ hour prior  ¼ hour prior  not required

Start time: (Group) \_\_\_\_\_ Finish time: \_\_\_\_\_

## EQUIPMENT & ROOM LAYOUT REQUIREMENTS

Room layout Style: (Please refer to the layout options) \_\_\_\_\_

Whiteboard  TV/DVD  
 Flipchart pad  Data Projector \$80

## FOOD & BEVERAGE REQUIREMENTS

Once we have received your booking form indicating the room that you would like to book, we will send you a separate booking form (if not already received) to order your food and beverage requirements. As per our outlined information, food and beverages offered differ based off the room that you are hiring. Please note that we require your booking no later than 7 working days prior to your booking.

## PAYMENT DETAILS:

Payment is required on the day unless you are an approved credit customer.

Please indicate your method of payment to ensure documentation is ready for you:

Approved credit account (Terms are 14 Days)  Visa/Mastercard  Eftpos

Amex/Diners surcharge applies)  Direct Funds Transfer (please email proof of payment)  
BSB: 063185 Account Number: 10766460  
Account Name: Rivers Cafe

I accept the terms and conditions of this booking as outlined in the Conference Information Package.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Please fax or email your **Conference Booking** within 48 hours of your telephone booking in order for us to confirm your booking details. We will confirm the receipt of booking via email.