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@ Rivers

Day Information Pack  
2011/2012

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## Rivers of Yarrambat

Rivers of Yarrambat is a unique lifestyle centre that incorporates a range of facilities including:

- Garden Centre
- Home & Gift Shop
- Cafe & Providore
- Functions & Events Centre
- Conference Centre
- Health & Wellbeing Centre

## Rivers Conference Centre

We offer three separate venues that vary in features, facilities and capacity. These capacities can be increased with meeting style layouts with chairs only. We have ample off street parking for your convenience.

### Venues

**The Lakeview Room** is located directly above the cafe and is the smallest of three venues. It accommodates up to 24 people with chairs and tables and 35 people with seating only and has a small outdoor balcony.

**The Treetops Room** is located on the mezzanine level of the main entrance building above the home and giftware showroom. It 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 Gallery** is a fully contained venue with its own bar and kitchen and accommodates up to 65 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.

### Seating Capacities at the Glance

	The Lakeview	The Treetops	The Gallery
U shape	20	21	NA
Enclosed U shape	24	30	NA
Classroom	24	36	35
Cluster	30	40	60
Meeting (Chairs Only)	32	50	65
Board Room			40
Meeting in view of TV			30

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## Equipment and Services

### Internet

All of our rooms feature wireless internet access that is offered at no cost.

### Equipment

Most of our equipment is free of charge with the exception of data projectors that cost \$80 to hire.

	The Lakeview	The Treetops	The Gallery
Whiteboard	✓	✓	✓
Electronic Whiteboard		✓	
Flip Chart	✓	✓	✓
TV/DVD			✓
Data Projector	✓	✓	
Microphones			✓
Sound System	✓	✓	✓

## Venue Rates

### Daytime

Our rates operate during normal business hours of 9am-5pm.

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.

### Evening

Should you require our facilities in the evening, please contact our conference coordinator for relevant information and evening rates.

Rates	The Lakeview	The Treetops	The Gallery
<b>Full Day Rate</b> 8 hours (9am-5pm) Facilitator Access available from 8.30am	\$440	\$520	\$760
<b>Half Day Rate</b> 4 hours (9am-1pm or 1pm-5pm)	\$220	\$260	\$380
<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.	\$55	\$65	\$95
<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
<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

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## 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.

Our fully licensed Café and Providore is open 7 days a week from 9-5pm serving gourmet breakfasts, lunches and morning and afternoon teas. Rivers Café also caters for people with special dietary needs such as vegetarians, Coeliacs, dairy and wheat free diets.

<b>BREAKFAST</b>	<b>Cost</b>	<b>Min</b>	<b>Max</b>	<b>Times available</b>	<b>Served</b>
Working Breakfast	\$5+	10	NA	Until 11.30am	In Room
A La Carte Breakfast	At cost	NA	30	9 – 11:30am	Rivers Cafe
Buffet Breakfast	\$25	40	80	Until 11:30am	The Gallery
<b>MORNING &amp; AFTERNOON TEA</b>	<b>Cost</b>	<b>Min</b>	<b>Max</b>	<b>Times available</b>	<b>Served</b>
See Listed Options	\$2.50-\$6	N/A	NA	All day	Lakeview: Cafe or Room Treetops: Cafe or Room The Gallery: Room Only
<b>LUNCH</b>	<b>Cost</b>	<b>Min</b>	<b>Max</b>	<b>Times available</b>	<b>Served</b>
Working Lunch	\$18	10	NA	12 – 3pm	In Room
Lunch Box	\$22	10	NA	12 – 3pm	Outside
A la Carte Lunch	At cost	N/A	20	12 – 3pm	Rivers Cafe
Set Menu	\$25	NA	20	12 – 3pm	Rivers Cafe
Private Lunch Gallery	From \$35	30	80	12 – 3pm	The Gallery

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## **Breakfast Menu Options**

### **Working Breakfast**

- Served in the room on a side buffet table
- Available for minimum of 10 people.
- Put together your own menu from the selection below:

Breakfast muffin \$5

Rivers toasted muesli with yoghurt and milk \$6

Fresh fruit \$5

Bacon & Egg English muffin \$8

Warm croissants filled with shaved ham, tomato and cheese. \$5

Assorted Danish \$4

### **A La Carte Breakfast at Rivers Cafe**

- Order off the menu or pre order to save time
- Full Menu to choose from
- Available from 9am-11.30am

### **Buffet Breakfast @ The Gallery**

- For 40-80 people
- Full buffet Breakfast including juices and coffee
- \$35 per person

## **Morning & Afternoon Tea Options**

Rivers freshly baked scones \$6 per person

Rivers homemade Yo Yo biscuits \$2.50 per person

Rivers chocolate macadamia brownie slice \$5 per person

King Island cheese and crackers \$4 per person

Dips and warm flat bread with Mediterranean vegies \$6 per person

## **Lunch Options**

### **Working Lunches**

- Minimum of 10 people
- Served in the room on a side table
- \$18 per person
- Choose one savoury and one sweet item prior to the day from below:

Assorted gourmet club sandwiches

Assorted wraps

Assorted toasted focaccias

Fresh Fruit Platter

Raspberry & Coconut Muffins

King Island cheeses and crackers

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### Picnic/Boxed Lunch

- Our picnic lunch comes individually boxed and has been designed to be taken into the grounds of Rivers for a minimum of 10 people.
- Alternatively it can be used as a working lunch option.
- \$22 per person

French Baguettes filled with roast chicken, King Island Brie and salad.

Homemade lemon slice

Fresh fruit salad cups

Bottled fresh orange juice

### Lunch @ Rivers Cafe

- Bookings available for up to 20 people subject to booking availability
- Lunch served from 12pm-3pm daily

A la Carte \$ Menu cost

Choose off Rivers Cafe Lunch Menu

If time is limited, you can pre order your meals with a specified time for service.

Set Menu \$25

Our set Lunch pre-order allows individuals to order from a limited selection of dishes for a main meal and homemade cake. A choice of one of the following meals:

Cottage Pie with salad and chutney

Traditional Caesar Salad with poached egg

Lemon Teacake with cream

Flourless Orange Cake with cream

### Private Lunch @ The Gallery

- From 30-80 people
- Two Courses with a choice of main meal and dessert on the day \$35

Tomato, ricotta and basil tart with a rocket and parmesan salad

Tandoori chicken salad with a tzatziki and honey yoghurt

Seafood Pie topped with puff pastry and served with salad

Classic lemon tart served with raspberry coulis and cream

Sticky date pudding with butterscotch sauce served with ice cream

### Daytime/Evening Function Options

If you would like to hold a lunch or dinner function during or after your conference/meeting, please contact us for the information packages available. A summary of what is available is outlined below:

LUNCH FUNCTION PACKAGES	Cost	Min	Max	Times available	Served
Shared Table Lunch	\$49	40	80	12 – 3pm	The Gallery
Australian Buffet Lunch	\$55	40	80	12 – 3pm	The Gallery
Tuscan Buffet Lunch	\$65	40	80	12 – 3pm	The Gallery
DINNER FUNCTION PACKAGES	Cost	Min	Max	Duration	Served
Graze	\$15-\$30	60	150	4 hours	The Gallery
Cocktail	\$45/\$60/\$75	40	80	4 hours	The Gallery
BBQ Dinner	\$45/\$60	40	80	4 hours	The Gallery
Buffet Dinner	\$65	40	80	4 hours	The Gallery
Sit Down	\$70/\$80	40	80	2 course 4hrs 3 course 5hrs	The Gallery

### **Beverages**

To accompany your breakfast, morning/afternoon tea or lunch choices, the following options are available:

### **In Room Service**

A self service option served in your room.

Filtered Coffee & Tea & Hot Chocolate \$3 per person, per session.

Carafes of Orange Juice \$15

Carafes of Lemon Squash \$10

Sparkling Mineral Water \$12

### **Rivers Cafe & Providore**

Waiter service @ Rivers Cafe and Providore.

The limited menu below can be offered or individuals can make a choice from our full beverage menu.

Cappuccino, Latte, Flat white, Long Black, Macchiato, Espresso \$3.8

Chai Latte or Tea \$5

Loose leaf tea by the pot \$4

Traditional Hot chocolate \$5.5

Freshly Squeezed Orange Juice \$6.5

Beechworth Apple Juice \$5.5

### **Alcohol**

We are fully licensed and can serve wines, beers or spirits with your lunch.

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## Booking Terms and Conditions

### Conference Booking

Please note that the Conference Booking Form, including the Food and Beverage Booking Form are 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.

### Access

If you require earlier access you will need to book this and the applicable additional hourly rate applies.

### Dietary requirements

Please advise us of any special dietary needs **prior to the day**. 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.

### Cancellation

In the case of cancellation please call our conference coordinator directly on 9436 3210. Please note that if you cancel with notice of more than five (5) days prior to your conference date no charges will be incurred. If you cancel five (5) 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.

### Final numbers

Final numbers must be confirmed five (5) 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 form will still be charged. Alternatively if your numbers increase prior to the day, approval is required and the appropriate number will be charged.

### Alterations

Any alterations to the details advised on your conference booking form must be discussed with our manager or supervisor for approval and are subject to availability.

### 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. If you are an approved credit customer our **Trading Terms are 14 days**.

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# Conference Booking Form



## CONTACT DETAILS:

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

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

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

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

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

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

## CONFERENCE DETAILS:

Conference Venue:  Lakeview  Treetops  Gallery

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

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

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

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

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

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

## EQUIPMENT & ROOM LAYOUT REQUIREMENTS

### Room layout:

(Please refer to the attached layout options) \_\_\_\_\_

### Equipment - free of charge

- |  |   |
|--|---|
| <input type="checkbox"/> Whiteboard    | <input type="checkbox"/> Overhead projector |
| <input type="checkbox"/> Flipchart pad | <input type="checkbox"/> TV/DVD             |
| <input type="checkbox"/> Sound System  | <input type="checkbox"/> Microphone         |

Equipment – at cost  
Data Projector \$80

## 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:

- |  |  |
|--|--|
| <input type="checkbox"/> Approved credit account (Terms are 14 days) | <input type="checkbox"/> Visa/Mastercard               |
| <input type="checkbox"/> Amex/Diners surcharge applies)              | <input type="checkbox"/> Cheque for payment on the day |
| <input type="checkbox"/> Eftpos                                      |  |

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

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

Please fax or email both your **Conference Booking Form** and **Food and Beverage Form** within 48 hours of your telephone booking in order for us to confirm your booking details.



## Food and Beverage Booking Form

**Arrival** Time:  To:

**Food Selection**

**Beverage Selection**

In Room Service

Rivers Café & Providore Limited Menu

**Breakfast** Time:  To:

**Food Selection**

Working Breakfast served in room Selection:

A la carte Breakfast served in Rivers Cafe

Buffet Breakfast served in The Gallery

**Beverage Selection**

In Room Service

Rivers Café & Providore Limited Menu

**Morning Tea** Time:  To:

**Food Selection**

**Served:** (Please circle one)                      In Room                      Rivers Café                      The Gallery

**Beverage Selection**

In Room Service

Rivers Café & Providore Limited Menu

**Lunch** Time:  To:

**Food Selection:**

Working Lunch served In Room Selection:

Lunch Box served Outside/In Room

Lunch Box served Outside/In Room

A la carte Lunch served in Rivers Café

Set Menu served in Rivers Café

Private Lunch served in The Gallery

**Beverage Selection**

- In Room Service
- Rivers Café & Providore Limited Menu
- Alcohol Service

**Afternoon Tea** Time:  To:

**Food Selection**

**Beverage Selection**

- In Room Service
- Rivers Café & Providore Limited Menu

**Post Conference** Time:  To:

**Food Selection**

**Beverage Selection**

- In Room Service
- Rivers Café & Providore Limited Menu
- Alcohol Service

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