



MEETINGS
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@ Rivers

Night 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

Evening Meeting & Conference Information

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.

Of an evening our conference facilities are available from 4pm-10pm with food and beverage service times from 4pm-7pm.

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

Evening Rates	The Lakeview	The Treetops	The Gallery
Two Hours	\$220	\$260	\$380
Three Hours	\$330	\$390	\$570
Four Hours	\$440	\$520	\$760
Multiple Booking Rate 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

Casual Evening Options

Our casual options provide different levels of catering in order to work in with your evening meeting or conference. Most people begin with food and drinks and then have coffee at a later break time.

Casual Evening Catering	Cost	Min	Max	Times available	Served
Light Finger food	\$12	10	NA	4pm-7pm	In Room
Light Working Platters	\$19	10	NA	4pm-7pm	In Room
Working Buffet	\$29	20	80	4pm-7pm	In Room

Light Finger food \$12 per person

- Minimum of 10 people

Baby beef pies
Homemade sausage rolls
Mini quiches

Light working platters \$19

- Minimum of 10 people
- 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
Lemon Slice

Working Buffet \$29

- Minimum of 20 people

Pumpkin, red onion and feta Tart
Chicken & Vegetable Casserole
Pilaf Rice
Green Salad
Classic Lemon Tart
Raspberry & White Chocolate Cheesecake
Cream & berries

Additional share dishes to add to your chosen option

Mediterranean Dip Platter \$30 each
Homemade Tray Pizza's \$35 each
Country Wedges \$15 each

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Beverages

To accompany your evening the following options are available:

Self Service

Filtered Coffee & Tea & Hot Chocolate \$3 per person, per session.
 Carafes of Orange Juice \$15
 Carafes of Lemon Squash \$10
 Sparkling Mineral Water \$12

Waiter Service

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 dinner.

Function Dinner Options

If you are looking for a full dinner or evening function then there are lots of options to consider. For full information and menus please contact our coordinator or look on our website.

Function Dinner Options	Cost	Min	Max	Duration	Served
BBQ Dinner	\$45/\$60	40	80	4 hours	The Gallery
Buffet Dinner	\$65	40	80	4 hours	The Gallery or The Cafe
Sit Down Dinner	\$70/\$80	40	80	2 course 4hrs 3 course 5hrs	The Gallery or The Cafe

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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

Time: To:

Food Selection

- Light Finger Food
- Light Working Platters
- Working Buffet
- Additional Share Dishes
- Savoury Item:
- Sweet Item:
-
-

Beverage Selection

- Self Service
- Waiter Service
- Alcohol

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