



# MEMORIAL GATHERINGS

## General Information

Rivers is a perfect place to celebrate the life of your loved one from Monday to Friday —whether it be for a wake/memorial or for both the funeral service and wake/memorial afterwards.

Peace and tranquility surround our function venue 'The Gallery' which is located in an idyllic garden and lakeside setting. Our fine professional service matched with a smile will not go unnoticed and we strive to ensure that you and your guests are taken care of in every way possible. The Gallery offers you and your guests:

- A modern venue in a peaceful setting for seated funerals for up to 70 guests with additional stand up room that will accommodate for up to 150 guests in total.
- A range of menu options with quality homemade food for the wake/memorial
- Fully licensed with a range of beverage options
- Digital TV for photographic slideshows of your loved one
- Sound system and microphone
- Fully air conditioned/heated
- Friendly and courteous staff
- Ample free offsite parking

### Funeral Service (1 hour)

We are able to accommodate a seated or stand up funeral service. Our professional functions coordinator will liaise directly with the funeral home to ensure that all the details are covered, allowing you to relax during a smooth and memorable service. We reserve car parking for immediate family members (up to four cars), include directional signage for your guests as well as the coordination of your fresh flower delivery (if applicable) and all of your necessary arrangements prior to the service. We allow up to 1 hour duration for your service with a venue hire of \$300.

### Food & Beverage Service - Wake/Memorial Function (2 hours)

#### Food

We offer a range of specific wake/memorial menus as well as the full range of function packages. This information package only details the memorial menus. (For our full range of function packages, please view on line at [www.riversofyarrambat.com](http://www.riversofyarrambat.com) under Functions). Our delicious foods are homemade by our team of chefs who take pride in quality and presentation.

Our food and beverage service runs for 2 hours, however you may wish to extend your function by a further hour by prior arrangement. (Note that an additional cost of \$300 per hour applies).

Please take into consideration the time of your memorial celebration when selecting your food. Menu 1 is light, therefore it is suitable for morning/afternoon tea only. Menus 2 + 3 are more substantial and suitable for serving over lunch periods anywhere between 11.30am-2.30pm. At this time your guests will naturally require something more substantial. Filtered coffee, tea & iced water are included in all the Memorial Food and Beverage options.

#### Beverages

We offer either drinks on consumption where you choose a selection of drinks from our beverage list and pay at the end; or alternatively you can select a non-alcoholic or alcoholic beverage package to be paid in advance.

Non Alcoholic Beverage Package \$10 (2 hours)

- Lemon, Lime & Bitters/Coke/Coke Zero/Lemon Squash/Lemonade/Sparkling Mineral Water

Alcoholic Beverage Package \$25 (2 hours)

- Sparkling/Red + White Wine/Heavy + Light Beer/  
Lemon, Lime & Bitters/Coke/Coke Zero/Lemon Squash/Lemonade/  
Sparkling Mineral Water



## MENUS

Prices include exclusive use of our homely venue and our friendly staff.  
**(Based on a minimum of 50 guests)**



### Menu 1

*Only available for morning (10am-12pm) or afternoon services (3pm-5pm)*

Assorted Club Sandwiches  
Homemade quiches with bacon, tasty cheese & spring onion / Roast Vegetable  
Gourmet Meat Pies with Tomato Chutney  
Traditional Scones with Raspberry Jam + Cream  
Brewed Tea/Coffee + Iced Water  
\$19.50 per person

### Menu 2

*Available for morning, lunchtime or afternoon services*

Assorted Club Sandwiches  
Homemade quiches with bacon, tasty cheese & spring onion / Roast Vegetable  
Gourmet Meat Pies with Tomato Chutney  
Traditional Scones with Raspberry Jam + Cream  
Chocolate Fudge Brownie  
Classic Lemon Slice  
Brewed Tea/Coffee + Iced Water  
\$24.50 per person

### Menu 3

*Available for morning, lunchtime or afternoon services*

Assorted Club Sandwiches  
Homemade quiches with bacon, tasty cheese & spring onion / Roast Vegetable  
Gourmet Meat Pies with Tomato Chutney  
Thai meatballs with a sweet chili & coriander dipping sauce  
Panfried Chicken Skewers with satay sauce  
Traditional Scones with Raspberry Jam + Cream  
Chocolate Fudge Brownie  
Classic Lemon Slice  
Brewed Tea/Coffee + Iced Water  
\$29.50 per person

## OPTIONAL PLATTER ADDITIONS

Platters are a great way of adding variety to your function catering.

### **Antipasto Sharing Board \$120**

Meats, cheeses, olives, grilled vegetables, lavoche, fresh bread

### **Dips & Flatbread \$50**

Fresh dips, warm flat bread and corn chips

### **Wedges Bowls/Chips \$40**

Country wedges with sour cream

Sweet potato wedges with garlic mayo

Chunky cut chips with aioli

### **Fruit & Berry Plate \$70**

Seasonal fresh cut fruits & berries with a chocolate fudge pot

**For more information contact our Functions & Events Team**

**T: 9436 3215 or E: [functions@riversofyarrambat.com](mailto:functions@riversofyarrambat.com)**



# MEMORIAL BOOKING FORM



## CONTACT DETAILS

Name: \_\_\_\_\_

Contact Number: (H) \_\_\_\_\_ (M) \_\_\_\_\_

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

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

## MEMORIAL/FUNERAL DETAILS

Memorial Date: \_\_\_\_\_ Venue: The Gallery \_\_\_\_\_ Funeral Service: Y/N \_\_\_\_\_

If Yes, Funeral Home contact name/ph.: \_\_\_\_\_

Funeral service start time: \_\_\_\_\_ Funeral finish time: \_\_\_\_\_

Memorial Menu: \_\_\_\_\_

Number of adult Guests to be catered for: \_\_\_\_\_

Beverage Type: Please Circle \_\_\_\_\_ Package \_\_\_\_\_ On Consumption \_\_\_\_\_

Food & Beverage Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

## DEPOSIT DETAILS

### DIRECT DEPOSIT BANKING DETAILS:

Account Name: Rivers Café & Providore/ BSB 063 185 / Account Number 1076 6460

\*Please use your booking name as your reference and send an email to [functions@riversofyarrambat.com](mailto:functions@riversofyarrambat.com) to confirm that your Direct Debit has been completed.

I, \_\_\_\_\_ hereby give my consent and authority for the above credit card to be charged and are aware of the terms and conditions that are associated with this booking.

Visa /MasterCard (1% surcharge) American Express(2% surcharge)

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

## SECURITY GUARANTEE

I, \_\_\_\_\_ hereby give my consent and authority for the above credit card to be charged in the event of incurring incidental charges as outlined in the terms and conditions with this booking.

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

## CONFIRMATION OF BOOKING

Your booking is not confirmed until each page of the terms and conditions are signed along with this completed booking form. We will then send you a confirmation email with the details of your function.





# TERMS & CONDITIONS—MEMORIALS



## Booking and payment

Due to the short lead time for funerals and memorials we require a completed Booking form, confirmation of menu and numbers and payment in full within 24 hours of enquiry. Should you select beverages on consumption, payment for those is required at the end of the function.

## Credit Card Guarantee

As a part of your booking, we require credit card details as a security bond and for any incidental charges that may be incurred during your function. As the function host you are liable for any damages sustained to any of our fittings, property or equipment during your function by you or any of your guests. In the unfortunate event that this occurs, monies will be determined and deducted from your credit card by the discretion of the functions manager. If the function exceeds the completion time and/or if additional food needs to be prepared for guests with dietary needs that we have not been informed of, this guarantee will also be used.

## Finalization of Function Details/Alterations

Once catering numbers have been confirmed for a memorial no changes can be made. You can change the number of chairs required for a funeral and make additions to items such as beverage and styling up to 24 hours prior to the day. Checking of music playlists of your IPOD, USB stick for photo presentations, etc can be done up to the week day prior and is highly recommended.

## Deliveries/decorations

If you are bringing in styling we require prior consultation and approval. Details of any external suppliers and/or providers need to be given to our functions manager. All deliveries must also be prearranged with us and are subject to delivery conditions and availability of access to the venue. Any decorations which may damage the property in any way are prohibited. You may not adhere items to walls or other surfaces.

## Responsible Service of Alcohol

Rivers is a licensed premises and complies with the requirements under the Liquor Licensing Act. We are licensed until 12am and are unable to permit guests to provide their own beverages. Staff have the right to confiscate any alcohol bought onto the premises they feel is intended for consumption. Rivers adheres to responsible service of alcohol and has the right to deny alcoholic beverage service to guests deemed to be intoxicated or underage.

## Function Extensions

Daytime Function extensions are available, subject to availability, the rate is \$150 per hour or part thereof.

## Audio, Lighting & Equipment

All Rivers equipment including audio, lighting and air conditioning is to be operated by Rivers staff only. Rivers will constantly monitor the level of volume of the music played if you are using our system to ensure it remains at an appropriate level. If you wish to outsource other audio, lighting or equipment, this must be approved by Rivers prior to your function and the contact details of the company is required. Any company engaged to provide music must abide by the instructions of the Manager on Duty at all times in relation to music times and volumes.

## Photography

On occasion Rivers of Yarrambat may select your function to photograph by our in-house photographer to capture the food, bar or general set up and running of your function for marketing purposes. We reserve the right to use this material for promotion in the form of printed materials such as brochures, newsletters, and digital marketing.

## Declaration

I, \_\_\_\_\_ have read and accept these terms and conditions.  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## FAQ's

### **Can I hold the actual 'funeral service' at Rivers in addition to the memorial/wake?**

Yes, we are more than happy to accommodate you and your loved one for a funeral in our Gallery Room

### **If I choose to have a 'funeral service' at Rivers, what would the entry/exit be for the casket?**

We have a discreet entry/exit from the Gallery Room (our afterhours entry/exit, near the waterfall)

### **What happens if more people turn up than we expected?**

We can bring in additional chairs (this is limited depending on your final numbers) into the room from our terrace, otherwise your guests wont mind standing at the rear of the Gallery Room.

We can help out with additional beverages on the day, with reference to additional food, we cannot create scones/sandwiches on demand so we can assist by offering some additional platters (chef's selection, due to the availability on the day), please note costs apply. We would suggest you aim toward the higher end of your catering numbers, to avoid this occurring.

### **Can I opt for another catering package other than a memorial catering package?**

Yes, many people choose a full afternoon tea package as another alternative to the memorial packages

### **Can we play a memorial slide show or DVD?**

Yes, we have a plasma mounted on the wall to display these images/movies (please ensure you come in prior to the day to ensure your images are working correctly).

### **Does Rivers provide an order of service booklet?**

No, this would be arranged directly with your funeral director

### **Where do the guests enter and exit from?**

Your guests would enter under the terrace just near the Rivers lake (just left before the café entrance)

### **Does Rivers provide background music?**

Yes we do have background music, if you choose to provide your own you can bring in a C/D, iphone or ipod to connect to our inhouse speakers

### **How long does the memorial/wake run for?**

2 hours (please note, this does not include the funeral service).

### **Can I extend the two hour memorial package room hire?**

Yes, but this must be arranged prior to the function, \$150 per hour or there after. Please note extensions on the day are not available.

### **How is the memorial catering and tea/coffee served?**

Buffet Style, your guests can help themselves

