



Rivers Work Spaces

Conferences
Meetings
Workshops



MEETINGS & CONFERENCES

AT RIVERS

We offer two spaces rooms that vary in facilities, floor layouts and capacities.

We also offer;

- Free, ample off street parking for your convenience
- Unique site for meetings/conferences with in a relaxed setting
- Catering options for Breakfast, Morning + Afternoon Tea & Lunch
- Function Centre for corporate day or evening functions up to 100 guests
- Team building activities

OUR VENUES

The Lakeview Room

Located on the mezzanine level of the main entrance building above the home and giftware shop, this room accommodates up to 22 people, boardroom style, with both chairs and tables for intimate meetings, with large windows offering views of the lake and gardens of Rivers.

The Gallery

This fully contained venue offers direct access from the Rivers carpark and feature its own bar and kitchen for in house venue catering. This space can accommodate up to 60 people depending on room layout and conference style. It also features an outside terrace area overlooking the lake that can be used as additional space for breakaway discussions or food + beverage service. Note the terrace is open to the general public and is subject to available space on the day.

RATES

Day Time Room Rates

Our full day and half day rates operate during the hours of 8.30am-4.30pm. If you would like to commence earlier or finish at a later time, the additional hourly rate applies.

NB Morning rate can not be extended past 12.30pm with an hourly rate, the full day rate would apply as other conferences couldn't be booked. The conference facilities are accessible thirty minutes prior to your start time, to accommodate facilitators for set up time. Please ensure you book this access.

Evening Rate (The Gallery Only)

4 hours: 5pm-9pm / \$750 (Starting times can be earlier subject to availability).

Rates Include WIFI access, water replenished throughout the day, flipchart, whiteboard and mints.	The Lakeview	The Gallery
Standard Full Day Rate 8 hours 8.30am-4.30pm (Facilitator access available from 8.10am)	\$600	\$1000
Half Day Rate 4 hours Morning option: 8.30am-12.30pm Afternoon option:12.30pm-4.30pm	\$400	\$600
Additional Hourly Rate (or part time thereof) Available to extend your meeting/conference outside the standard operating hours for either full day or afternoon half day rates. (Not available to extend after the morning half day rate). Please note that this needs to be booked prior to the day.	\$85	\$120

DAYTIME CONFERENCES

SEATING LAYOUTS AND CAPACITIES

The Lakeview

Boardroom: Up to 22 delegates

The Gallery

Boardroom: Up to 28 delegates

Cabaret/Cluster: Up to 50 delegates

Meeting (Chairs Only): Up to 60 delegates

Please chat to us about alternative table layouts

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.

	<i>The Lakeview</i>	<i>The Gallery</i>
Whiteboard	✓	✓
Flip Chart	✓	✓
Data Projector	✓	✓
Sound System	Bluetooth Speaker	✓

IN HOUSE CATERING

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.

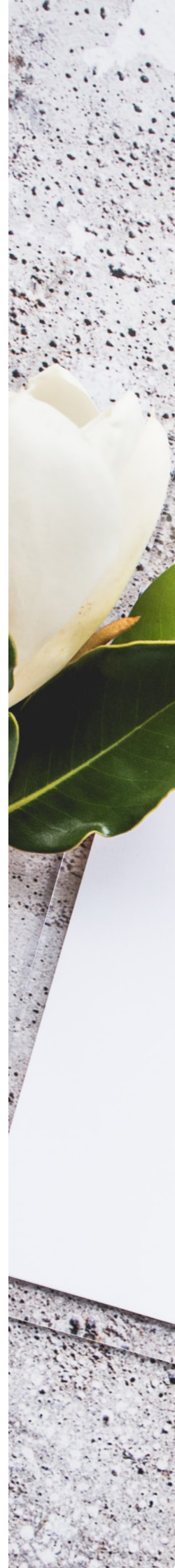
Our fully licensed Café and Foodstore is open 7 days and is available to conference groups for lunch. Groups of 20 guests or under are able to dine in the café if they wish with a pre-order of meals at the beginning of the day.

We also have our 'grab and go' food outlet called 'The Barrow' located at Rivers main entrance. Its the perfect place to order some top of coffees or to add on some treats by selecting from the offer on the day.

Note that your set food and beverage requirements need to be confirmed 7 working days prior.

Dietary Requirements

We are able to cater for guests with special dietary needs such as vegetarians, pescatarians, vegans, coeliacs and pregnant-friendly diets. Be sure to talk to us prior to your date in order to arrange the necessary requirements.



DAYTIME CONFERENCES

FOOD & BEVERAGE OPTIONS

IN ROOM CATERING

Morning Tea + Afternoon Tea

- Assorted Noisette Danishes & Pastries / \$6.5 pp
- Rivers Scones with Raspberry Jam + Cream / \$6.5 pp
- Rivers Biscuits + Treats Platter – a changing selection of homemade favourites that includes things such as yo yo's, florentines, bliss balls and house made macarons / \$6 pp
- Rivers Cheese + Chive Savoury Scones with Butter / \$6.5 pp
- Dip Platter – freshly made dips with warm flatbread and corn chips / \$55 (serves up to 10)
- Country Wedges with sour cream / \$45 (serves up to 10)

The Lunch Table \$32 pp (Minimum of 10 delegates).

Choose one main, one salad and one side prior to the day. Your lunch will be served on a side table in your room or on the mezzanine for delegates to help themselves. Includes a selection of bottled mineral waters and still water.

Mains (Please choose one)

- Individual Gourmet Beef Burgundy or Chicken + Leek Pies
- House made Quiche
- Bagels: Chicken, Cheese, Rocket & Avocado or Ham, Brie, Spinach & Chutney
- House made Sausage Rolls + Moroccan Pasties

Sides (please choose one)

- Country Wedges with sour cream
- Chunky Chips with aioli

Salads (please choose one)

- Spinach, cranberry and roast almond
- Green cous cous salad with orange and currants
- Leafy salad with a lemon and herb dressing

Lunch Hampers \$35 pp (Minimum of 10 hampers required).

Ideal for working lunches or to take and enjoy a leisurely lunch around the grounds of Rivers.

Our individual lunch hampers are complete with;

- Gourmet Roll or Bagel- Shaved ham, tasty cheese & salad or Chicken + avocado
- Housemade Slice - such as Hedgehog or Caramel Slice
- A local pink lady apple or in season fruit
- Mixed spiced nuts
- A bottle of orange Juice

CAFÉ DINING - BREAKFAST OR LUNCH

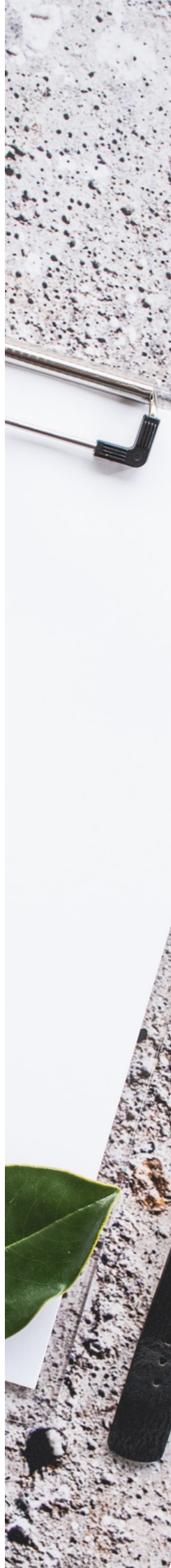
(Up to 1hour allocated, available for groups up to 20. Menu can be viewed on our website).

We ask that you pre-order off our menu so that our kitchen can serve your meals efficiently.

Pre-orders can be done on arrival or prior to the day and emailed to us.

BEVERAGES

- Barista coffee, hot chocolate, chai & tea from The Coffee Cart; from \$5 pp (Cappuccino, Latte, Long black, Flat white, Espresso, Hot Chocolate, Tea & Fresh Chai).
- Hepburn range of bottled drinks \$6 pp (Lemon mineral, blood orange, orange & passionfruit, sparkling)
- Carafes - Organic Orange Juice \$30 ea, Lemon Squash \$30 ea or Sparkling Mineral Water \$25 ea
- Alcohol – Wine, ciders and beers are available for lunch or post conference drinks.



EVENING CONFERENCES

SEATING LAYOUTS AND CAPACITIES

The Gallery

Boardroom: Up to 28 delegates

Cabaret/Cluster: Up to 50 delegates

Meeting (Chairs Only): Up to 60 delegates

Please chat to us about alternative table layouts

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.

	<i>The Gallery</i>
Whiteboard	✓
Flip Chart	✓
HDMI/TV	✓
Projector	✓
Sound System	✓

IN HOUSE CATERING

Something Light

- Gourmet Mini Pies / \$3.5 pp
- Housemade Sausage Rolls / \$6 pp
- Sweet Moroccan Pasties / \$10 pp
- Assorted Bagel Platter / \$6.5 pp
- Dip Platter – freshly made dips with warm flatbread and corn chips / \$50 (serves up to 10)

Something Substantial

Choose one of the below options. All served with seasonal side salad and Rivers Chutney / \$15 pp

- Individual Beef Burgundy or Chicken + Leek Pies
- Housemade Quiche - Bacon, Pumpkin or Roast Vegetable
- Bagels: Chicken, Cheese, Rocket & Avocado or Ham, Brie, Spinach & Chutney

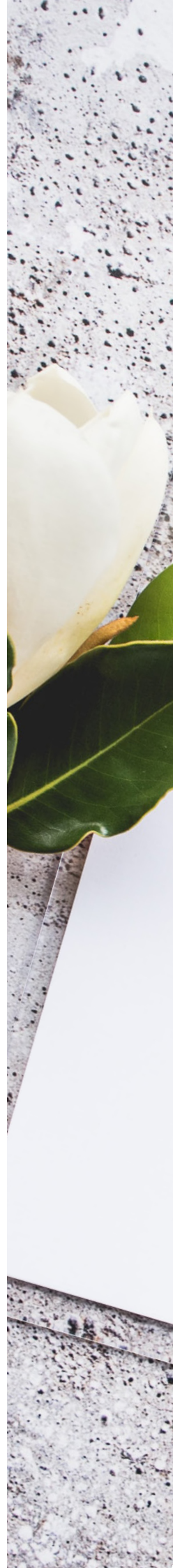
Something Sweet

- Assorted Noisette Danishes & Pastries / \$6.5 pp
- Rivers Scones with Raspberry Jam + Cream / \$6.5 pp
- Rivers Biscuits + Treats Platter – a changing selection of homemade favourites that includes things such as yo yo's, florentines, bliss balls and housemade macarons / \$6 pp

Note that your food and beverage requirements need to be confirmed 7 working days prior.

Dietary Requirements

We are able to cater for guests with special dietary needs such as vegetarians, pescatarians, vegans, coeliacs and pregnant-friendly diets. Be sure to talk to us prior to your date in order to arrange the necessary requirements.



BOOKING TERMS & CONDITIONS

Conference Booking

Please note that the Conference Booking Form and payment of room rate 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.

Food & Beverage Booking Form

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.

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.

Dietary Requirements

Please advise us of any special dietary needs prior to the day when confirming your final delegate numbers (7 days prior). If we are not advised and we are able to provide last minute catering, then additional costs will apply. We can cater for vegetarians, vegans, Coeliacs 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 - Food and Beverage

At the completion of your conference an itemised account is presented. The following payment options are available: VISA, MasterCard, and Eftpos. Note a surcharge applies for credit card payments.

If you have pre-selected your food and beverage as a complete package, we can send you an invoice for prior payment where the above payment options are available as well as direct deposit.

Wireless Internet Access

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

Access + Parking

Please ensure that you make your guests aware of the best place for parking and access relevant to your booked room. The Lakeview rooms are best accessed through the main entrance of the business via the Gift Shop. The Gallery has it's own entrance which can be accessed directly from the main carpark.

I accept the terms and conditions of this booking as outlined in the Conference Information Package and that the Conference Booking Form is correct.

Signature _____ Date _____

Printed Name _____