



MEMORIAL GATHERINGS

General Information

Rivers is a perfect unique place to celebrate the life of your loved one. We are able to accommodate both funeral services and wakes within our venue.

Peace and tranquility surround 'The Gallery' which is located in an idyllic garden and lakeside setting. Our fine professional service matched with a smile will not go unnoticed as 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 60 guests with additional stand up room that will accommodate for up to 120 guests in total.
- A menu featuring quality homemade food with optional additions if the memorial is to be over a lunch time period.
- Fully licensed with a range of beverage options
- Digital TV for photographic slideshows of your loved one
- Background music or personalized Spotify playlists
- Fully air conditioned—heating and cooling
- 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 and celebrant to ensure that all the details are covered, allowing for a smooth and seamless service.

We reserve car parking for the hearse (if applicable), include directional signage for your guests. We also have a designated florist who can coordinate fresh flowers for the venue and/or coffin if needed.

We have a large screen that can be used for digital photographic presentations or to use during the memorial celebration after the service or for the order of service during the funeral service. We highly recommend that data slicks are tested prior to the day with our functions coordinator.

We allow up to 1 hour duration for your service with a venue hire of \$500.

Food & Beverage Service - Memorial Function (2 hours)

Food

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 \$250 per hour applies).

The menu is ideally suited for morning or afternoon tea. Please take into consideration if your guests will have time to have lunch prior to a service/formalities, as additional food would be required to make the menu more substantial if not.

Beverages

Filtered coffee, tea & iced water are included in your Memorial package. We can also serve drinks on consumption from our bar—beer, wine, cider, juices and soft drinks are available. Spirits are also available if requested.

Should you wish for guests to pay for their own alcoholic beverages, a cash bar surcharge of \$125 is applicable to allow another staff member to serve drinks and managed individual payment transactions.



MENU



This Morning/Afternoon Tea style menu is served to a central grazing table on platters and includes a delicious selection of sweet & savoury items as well as tea + coffee.

\$49.99 per person / Includes menu, private venue hire for two hours + exclusive staff

*Pricing & menu subject to change

Savoury Inclusions

Mini Mixed Bagels

Housemade Quiches - Lorraine / Roast Vegetable + Cheese

Pumpkin Risotto Balls

Housemade Sausage Rolls

Spinach + Ricotta Rolls

Sweet Inclusions

Scones, raspberry jam + cream

Assorted slices - Berry cheesecake / Coconut + raspberry

Baby artisan donuts - Cinnamon/Custard/Jam

Homemade chocolate hedgehog

* We will also cater for at least two coeliac friendly guests, and there are enough options for vegetarians, but if there are other known dietaries please advise us at the time of booking.

Optional Menu Additions

Metro Graze Station

Our three-tiered station is filled a selection of cured meats, artisan cheeses, quince paste, marinated vegetables, a selection of olives, rustic breads and crackers. \$695

Boards + Bowls...

Antipasto Sharing Board \$125

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

Dips & Flatbread \$55

Fresh dips, warm flat bread, water crackers + corn chips.

Wedges Bowls/Chips \$45

Country wedges with sour cream

Chunky cut chips with aioli

Fruit & Berry Plate \$70

Seasonal fresh cut fruits + berries with a chocolate fudge pot.



TERMS & CONDITIONS – MEMORIALS



Booking and payment

Due to the short lead time for funerals and memorials we require a signed booking contract, completed checklist form and payment in full within 24 hours of booking. Payment for beverages on consumption 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.

Dietary/Allergies

It is your responsibility to inform us of any special dietary requests or allergies that your guests may have that fall within our catered diets. In the event that we are not advised and additional food needs to be prepared and can be catered for, additional costs will apply and will be charged from your credit card guarantee.

Whilst every effort is made to ensure that special dietary requests are met, Rivers of Yarrambat cannot guarantee the absolute exclusion of certain allergens due to the possibility of cross contamination during the food preparation process or foods from outside suppliers and will not be liable for any incident that occurs.

Function Cancellation

In the unfortunate event where you need to cancel your function, we require written notice directly to our Functions Manager. Please note that your full payment is non refundable in the case of cancellation.

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.

Audio, Lighting & Equipment

All Rivers equipment including audio, lighting and air conditioning is to be operated by Rivers staff only. 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.



FAQ's

Can I hold the actual 'funeral service' at Rivers in addition to the memorial?

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, you are welcome to upgrade to our Signature Afternoon Tea Menu.

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 will enter through the main Rivers entrance and make their way to The Gallery via the Terrace. We have directional signage to ensure it is easy for guests to find.

Does Rivers provide background music?

Yes we do have background music, if you choose to provide your own music, you can create a public Spotify playlist, or connect your device to our inhouse speakers via aux cord.

How long does the memorial/wake run for?

2 hours (please note, this does not include the funeral service which if held at Rivers is an additional hour).

Can I extend the two hour memorial package room hire?

Yes, prior arrangement must be made to extend the function. The fee is \$250 per hour. Please note extensions on the day are not available and need to be arranged prior to the day.

How is the memorial catering and tea/coffee served?

Your menu is served on a lovely central grazing table, allowing guests to mingle casually & help themselves. Our staff will also take some platters around to guests if mobility of any guests is an issue.

