

CERES Venue Hire: Birthday Party Information Pack

Self managed events at CERES for under 50 people in attendance

** For above 50 people please refer to our Special Event Information Pack*

ROOM HIRE RATES & CAPACITY GUIDELINES

Indoor Venues	Capacity	1/2 day Rate (4 x hours)
Learning Centre	50 people	\$250
Multicultural Classroom	22 people	\$250
Red Train	15 people	\$250
Dapur	15 people	\$250
Outdoor Venues	Capacity	1/2 day Rate (4 x hours)
Village Pavilion	50 people	\$200
Village Green	50 people	\$200
Namalata Willem	50 people	\$105
African Shelter & Amphitheater	50 people	\$200

BOOKING TIMES:

- CERES venues can be booked for up to a 4 hour period.
- There are 2 x Party Sessions available to choose from:
 - 1 x Morning Session (9am - 1pm)
 - 1 x Afternoon Session (2pm - 6pm)
- All events are to conclude by **6pm** with all guests departed.
- Booking times are inclusive of setup and packdown.

NOISE:

- Amplified music of any volume must be off by 6pm SHARP and noise levels must be kept to a minimum.

EQUIPMENT / DECORATIONS:

- **Balloons are not permitted at the park.**
- The venue must be returned to as found at the end of the event.
- **Equipment hire is not available with hire of any outdoor venues**, you are welcome to bring your own tables & chairs.
- All indoor venues are equipped with basic equipment such as tables, chairs, kitchen sink and cleaning supplies.

FOOD & DRINK

- Catering is currently not available for Birthday Parties, both the Merri Cafe and Grocery Cafe offer takeaway options.
- **Alcohol at CERES:** CERES does not condone drunk or disorderly behaviour, and accepts no liability for any damages to person or place due to this behaviour. CERES requires a receipt of an RSA if you are providing alcohol at your event, prior to your event.
- Mobile BBQ's are not permitted.

VENUE ACCESS

- For indoor room hire, key safe access codes are emailed out in the week prior to the booked date.
- All hirers are to open / lock their booked room on arrival and departure.
- Outdoor venues **do not** require key access, simply turn up at your booked time.

VEHICLE ACCESS:

- CERES is a car-free site. Please prepare to bring all supplies on foot.
- **Equipment located at CERES enterprises, e.g. trolleys at the front entrance to the Nursery, are not available for use.**

WASTE:

- We support clients to host low waste events on site.
- CERES provides landfill and recycling bins. **It is the responsibility of the hirer to tidy and pick up all waste on the day of your event.**

EXTREME WEATHER:

- CERES is predominantly an outdoor venue and is subject to varying weather conditions.
- No refund will be issued on venue hire or associated costs for outdoor events canceled due to inclement weather.

EMERGENCY EVACUATION:

- In the event of an emergency evacuation, the hirer will be notified via a public address and is expected to follow the evacuation procedure posted in the relevant venue space.

USE OF CERES FIRE PITS: African Shelter, Namalata Willem & Learning Centre

- The use of fire pits at CERES is permitted during the period April – November.
- This agreement does not apply to days of total fire ban at any time.

- CERES does not provide firewood or safety equipment and the provision of this is the responsibility of the hirer.
- A fire warden must be nominated and be in attendance for the duration of the fire.
- All fires must conclude by 6pm unless approval has been obtained by CERES, or by the Venue Operations Manager prior to booking.
- The CERES Fire Agreement terms & conditions must be signed by the hirer prior to booking.