

CERES Special Events Information Pack

Weddings, Funerals, Memorials, Celebrations and other Special Events at CERES

CERES offers exclusive access to our outdoor spaces, and unique natural environment in the heart of Melbourne. Access CERES equipment and an Event Supervisor on the day.

Note: We are a venue hire service and therefore do not offer event management.

VENUE HIRE RATES & CAPACITY GUIDELINES

Special Event Venues	Capacity	Hourly Rate
Village Pavilion	from 50 - 150 people	\$300 / hour
Village Green		
Eucalyptus Grove		

Rates include exclusive access to three venues (Village Pavilion, Green & Grove)

BOOKING TIMES:

- All events are to conclude by 8pm with all guests departed, vendors offsite and pack up completed by 9pm SHARP.
- Booking times must include the full duration of setup and packdown.
- All setup and packdown must occur on the day of the event.
- We recommend a min of 2 hrs setup time and 1 hr pack up.
- All music/amplified sound must be off by 8pm sharp.
- We recommend an early start and early finish for events on site.
- Please note: during April - October as the sun sets earlier, CERES has very limited lighting across the park.

EQUIPMENT / DECORATIONS:

- All event supplies must be removed from CERES on the day of the event.

ROLE DISTINCTION:

- The CERES Venue Supervisor is responsible for the venue, not event day logistics.
- Clients are required to engage an 'Event Coordinator' on the day. *This may be a friend or family member, or professional event manager, overseeing the day.*
- CERES staff will arrive at your booked start time to set up and commence packing up 1 x hour before the end booked time.
- 'End of Event' reminder will be made by a CERES Event Supervisor 30 minutes prior to event end.
- CERES staff are on site to enable vehicle access, setup signage, enable power access and setup CERES-hired equipment only.
- Decorations and additional setup is the responsibility of the client.

CATERERS & VENDORS:

- All caterers must remove their own waste.
- Self-catering or DIY bars are permitted, provided that all clean up is conducted by the client on the day of the event, including all alcohol waste.
- We have ample access to 10A power. We have limited access to 15A in specific locations.
- Caterers/vendors need to BYO outdoor-grade power cords and boards.
- Vendor set up is to be done during booked hours, not before.

VEHICLE ACCESS:

- Vehicle Access Instructions will be provided.
- The hirer is required to send both the instructions and a CERES Site Map to any vendors / setup crew.
- Onsite parking is permitted with prior approval from the Venue Operations Manager (2 x car parks available).

WASTE:

- We support clients to host low waste events on site.
- **It is the responsibility of the hirer to tidy and pick up all waste on the day of the event.**
- CERES provides landfill and recycling bins only.
- CERES does not have a composting service that can be used by external groups & vendors etc.

LIQUOR LICENSE:

- Any service of alcohol will require prior approval. The server / vendor or wedding party guest must hold a current Responsible Service of Alcohol (RSA) certificate.
- A copy must be provided to CERES prior to the event.

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.

NOISE:

- All hirers must agree to keep noise to a level that is imperceptible to the nearest residences at all times.
- Amplified music of any volume must cease by 8pm sharp and noise levels must be under 55dbA.
- The CERES Supervisor will conduct a noise level briefing at the start of the event and monitor sound levels throughout the 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 events canceled or with reduced attendance 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.
- A copy of the emergency evacuation plan can be found in your wedding folder provided by CERES.