

CERES Venue Hire: Van Raay Meeting Rooms Information Pack

For workshops, events and conferences

ROOM HIRE RATES & CAPACITY GUIDELINES

Van Raay Meeting Rooms	Capacity	Rate
Room 2	10 people	\$250
Room 3	20 people	\$350
Room 4	25 people	\$450
Room 2 + 3	30 people	\$540
Room 3 + 4	45 people	\$720
Room 1	60 people	\$945

ROOM ACCESS:

- 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.
- The key safe is located on the door to the communal meeting room kitchenette at the base of the stairs, on the lower level of the middle Van Raay building.

FREE WIFI:

- Free WiFi is available in the Van Raay Meeting Rooms, connect to 'CERES Guest' (no password required).

If you have issues connecting, please ensure your own firewall is not blocking your access, or if you are using a work laptop then ensure it is not using a proxy server as we are unable to assist with these issues.

CATERING:

Catering is available on weekdays through the Merri Cafe for groups of 10 or more people.

- Please email **merricatering@ceres.org.au** to enquire.
- You are welcome to bring in your own catering, please be mindful of rubbish and waste.

EQUIPMENT & SET UP:

We ask our hirers to **set up** and **pack down** their own space at the time of booking:

- Tables and chairs are located in cupboards and around the room.
- 1 x Flip Chart is available in each meeting room.
- All hirers are required to provide their own writing materials including whiteboard markers and butcher's paper.

DATA PROJECTOR & SCREEN:

CERES provides **complimentary hire** of a data projector and screen in each meeting room.

- Located in a clearly marked cupboard in each of the Van Raay Meeting rooms.
- HDMI cable is supplied.
- Hirers are to supply their own MAC connection cable / windows laptop connection cable (if required).
- Hirers will need to set up / pack down the data projector at the time of their booking.
- CERES Venue Hire is unable to assist with AV set up.

VENUE CLEANING:

The accountability for all aspects of **high touch cleaning** lies with CERES Staff, The CERES Green Cleaning Team, CERES Venue Hire customers & our Community Groups

- Hirers are required to leave the meeting rooms clean and tidy.
- All surfaces are to be wiped down.
- All rubbish disposed of in the appropriate bins located in the kitchenette.
- Excess waste must be placed in 240L bins located north of the meeting rooms on the accessible pathway near the Organic Grocery or removed from site.
- Fees may be charged if the hirer has created cleaning requirements above and beyond normal cleaning.

SHARED KITCHENETTE:

The kitchenette is a shared space use by all meeting rooms and their hirers:

- All items use are to be cleaned including washing, drying and putting away
- The kitchenette is provisioned with:
 - 1 x large urn
 - 1 x kettle
 - 1 x plunger
 - Hot / cold water tap with sink
 - Cleaning products
- CERES supplies crockery and utensils only.
- Hirers are to supply their own coffee, tea etc.

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.