

# CERES Venue Hire: Informal Venues Information Pack

*Weekend workshops, informal meetings, community gatherings & casual hire*

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## 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	\$105

### BOOKING TIMES:

- Booking times are inclusive of setup and packdown.

### 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.
- **Please note:** Equipment must not be taken from CERES enterprises, e.g. trolleys stored at the front gate of the CERES Nursery are not available for use.

## EQUIPMENT & SET UP:

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

- A basic provision of tables and chairs are located in cupboards in each venue.
- **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 and a small kitchenette.

## KITCHENETTE

A basic kitchenette can be found in all **indoor** venues

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

## DATA PROJECTOR & SCREEN:

CERES does **not** provide data projector hire for the venues (listed above)

- Hires are to supply their own Data Projector and any HDMI connection cable / windows laptop connection cable.
- CERES Venue Hire is unable to assist with any AV set up.

## NOISE:

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

## FOOD & DRINK

- Catering is currently not available for casual venue hire, however 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.

## WASTE:

- CERES provides landfill and recycling bins. **It is the responsibility of the hirer to tidy and pick up all waste on the day of their booking.**

**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.
- A (paid) CERES staff member may be required to be in attendance for those wishing to hold an event with a fire after 6pm.
- The CERES Fire Agreement terms & conditions must be signed by the hirer prior to booking.