



Venue Hire Information

Terms and Conditions



Why choose the CERES Van Raay Centre as your venue?

Situated close to Melbourne's inner city, CERES - Centre for Education and Research in Environmental Strategies – is an award winning, not-for-profit, environment and education centre and urban farm.

Built on a 4.5 hectare decommissioned municipal tip that was once a landfill and wasteland, today CERES is a thriving, vibrant community. Over 300,000 people visit CERES each year and many more connect with us through our innovative program taking sustainable education directly to schools across the State.

The CERES Van Raay Centre is more than just a series of rooms. A combination of environmentally conscious design by renowned architect Gregory Burgess and cutting-edge sustainable building techniques, the venue is sensitively constructed out of low embodied energy materials, with recycled materials used where possible. Other features include passive solar design, landscape design, sustainable transport and various strategies to limit waste and use of water, energy and lighting.

The vision for the CERES Van Raay Centre is that it will be: *A place of action and innovation for sustainability and social justice:*

- Where CERES inspires more people with its optimism and practicality;
- Where diverse communities are empowered to build better lives;
- A forum for dialogue, an incubator of ideas, a hub of creativity;
- A beacon for a new future.

With views across the community Gardens to the Merri Creek and several rooms to choose from, we can house your staff planning meeting, small conference, workshop, meditation group, or private function.

Fees start from as low as \$100 per half day, depending on usage and room set up requirements.



CERES Van Raay Centre

Hire Agreement and General Terms and Conditions

Please read carefully before completing and submitting the booking form.

Location

The CERES Van Raay Centre is situated at the main entrance to the CERES Community Environment Park, on the corner of Stewart and Roberts Streets, East Brunswick, 3057.

Set in a unique and beautiful oasis just 6.6 kilometres from Melbourne's CBD, CERES is easy to reach by Tram 96 or bicycle along the Merri Creek cycle path (MELWAYS REF: Map 30 B7). We encourage the use of sustainable means of transport and CERES provides bicycle racks, showers, lockers and transport maps & timetables.

There is also parking available on site and close by.

Room Rates and Times

Standard booking times are 7 days per week as follows:

Morning	8.30am – 12.30pm	(half day rate)
Afternoon	1.00pm – 5.00pm	(half day rate)
All Day	8.30am – 5.30pm	(all day rate)
Evening	6.00pm – 10.00pm	(evening rate)

Standard booking times and charges apply to all bookings, unless otherwise quoted by the Facility Manager.

Your allocated room will be accessible thirty minutes prior to your start time in order to accommodate your set up requirements. Please note this is also the time allocated for our staff to complete a turnaround between bookings and assist with your room set up where possible.

Any bookings that require access to and use of the facility outside of these times must be agreed prior to booking confirmation by the Facility Manager or their CERES representative, and will incur additional charges.

Standard room rates (Excluding GST)

Half day rate

Rm 1: \$320 | Rm 2: \$112 | Rm 3: \$152 | Rm 4: \$196 | Lower Merri Rm: \$160

Full day rate

Rm 1: \$640 | Rm 2: \$224 | Rm 3: \$304 | Rm 4: \$392 | Lower Merri Rm: \$320

Evening rate

Rm 1: \$340 | Rm 2: \$132 | Rm 3: \$172 | Rm 4: \$216 | Lower Merri Rm: \$180

Please note:

- Combinations of rooms (eg Room 2+3 as one big space) are discounted.
- Some discretionary rates are available for not-for-profit organisations.
- The Lower Merri Room is only half carpeted, but is heated, and has tea & coffee making facilities in the room.

Equipment and Services

Equipment – free of charge

- All our rooms feature a built in whiteboard on the dividing walls, or a portable whiteboard
- Wireless internet access
- Tables and seating provided as per booking agreement
- Tea and Coffee making facilities (hot water, cups, glasses, plates)



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Please note that the kitchenette is made available to for tea and coffee making, and is not a fully functional kitchen. Basic food preparations can be made here, and some plates are available, but we do not provide other catering equipment. Please read the section on "Food and Beverages" for more catering options.

Additional equipment for hire:

Audio Visual equipment and Technical Support is available upon request: \$80+GST per day for Data Projector and Screen Hire.

CERES is a community park, and therefore we ask that you provide your own writing materials.

All rooms and the kitchenette must be left clean and tidy at the end of the day, including washing and drying any dishes, or cleaning fees will apply.

Heating And Cooling

CERES is committed to being as close to carbon neutral as possible, and therefore our meeting rooms are non-air-conditioned and utilise 'Hydronic Heating'. The building has been designed with best practice eco principles and is mostly eco-cooled. Additional fans will be made available on days of extreme heat in order to provide extra comfort.

Food and Beverages

CERES has the privilege of being able to offer you a choice of catering options while you are using our facility, all featuring fresh, local, organic produce. **Please note that all catering bookings require a minimum of 1 week's notice.**

The Merri Table & Bar (Featuring Seven Stars)

The food and drinks we serve in The Merri celebrate the best seasonal, low-mileage produce available in Victoria, and of course from our own organic farm and kitchen garden. Located just a few metres from your allocated room, and with all-day catering packages available, The Merri is a beautiful, sophisticated and convenient space in which to dine.

'Seven Stars' is a food based community enterprise, also located here at CERES. Working from the new Merri Restaurant, under the guidance of the Merri's Chef Manager, the menu reflects the knowledge and history of both Kurdish and Turkish women who participate in Seven Stars.

Information about Seven Stars can be found on the CERES website: www.ceres.org.au/sevenstars. Contact themerri@ceres.org.au or call 9389 0166 for a catering quote and a selection of menus.

CERES Cafe

In addition to these options, for smaller groups the CERES Cafe (located down near the village green), serves up some of the best organic food available in Melbourne. A selection of savoury pastries, vegetarian baguettes, salads, coffee and muffins can be booked via the Cafe Manager at cafemanager@ceres.org.au, 9389 0155 for a catering quote. A sample menu is also available online at www.ceres.org.au/cafe. Please note they are not able to deliver food to the rooms

Use of Kitchenette

In the kitchenette attached to the meeting rooms there are tea and coffee making facilities available. Access to the kitchenette is included in the price of the room hire. Tea, coffee, milk and sugar can be provided for a low cost per head or you may supply your own beverages etc. **We require the kitchenette to be cleaned including washing and drying dishes.**



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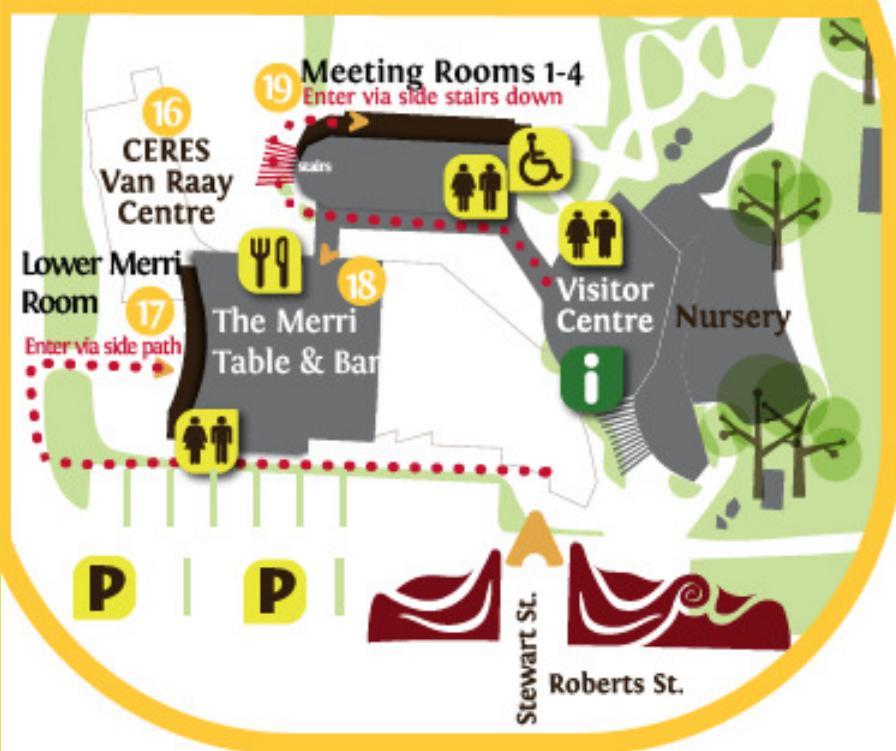
Public Liability Insurance

Room hirers and their guests, customers and participants are not covered by CERES' Public Liability Insurance. Whilst it is not required that your group have liability insurance in order to hire a room, we encourage you to have it in order to cover your own exposures.

Orientation on Arrival

Upon arrival, head to the Visitor Centre located at the Main Gate (Cnr Stewart and Roberts streets). Follow the directional signage from the Visitor Centre area to your allocated room.

CERES Van Raay Centre



Receptionists at the Visitor Centre can assist with orientation and suggest routes for those with special access requirements.

CERES has liaised with Council to provide adequate access to our facilities however please notify the Facility Manager in advance if you have any particular access requirements.

Please note: Viewing of rooms is by appointment only.

Booking Changes and Cancellations

Please note that the Venue Booking Form is required to formally allow us to confirm your booking with your selected requirements, subject to availability.

Once we have received your completed booking form, the following fees for changes and cancellations will apply:

Changes:

\$30 fee if 2 weeks prior to booking date or more, \$50 fee if 1 week prior.
No changes will be accepted within 1 week of the booking date, cancellation fees will apply.
Changes are subject to availability, and only 1 change per booking is permitted.

Cancellations:

More than 2 weeks in advance: A partial refund minus 20% administration charge.
Less than 2 weeks in advance: No refund will be given.

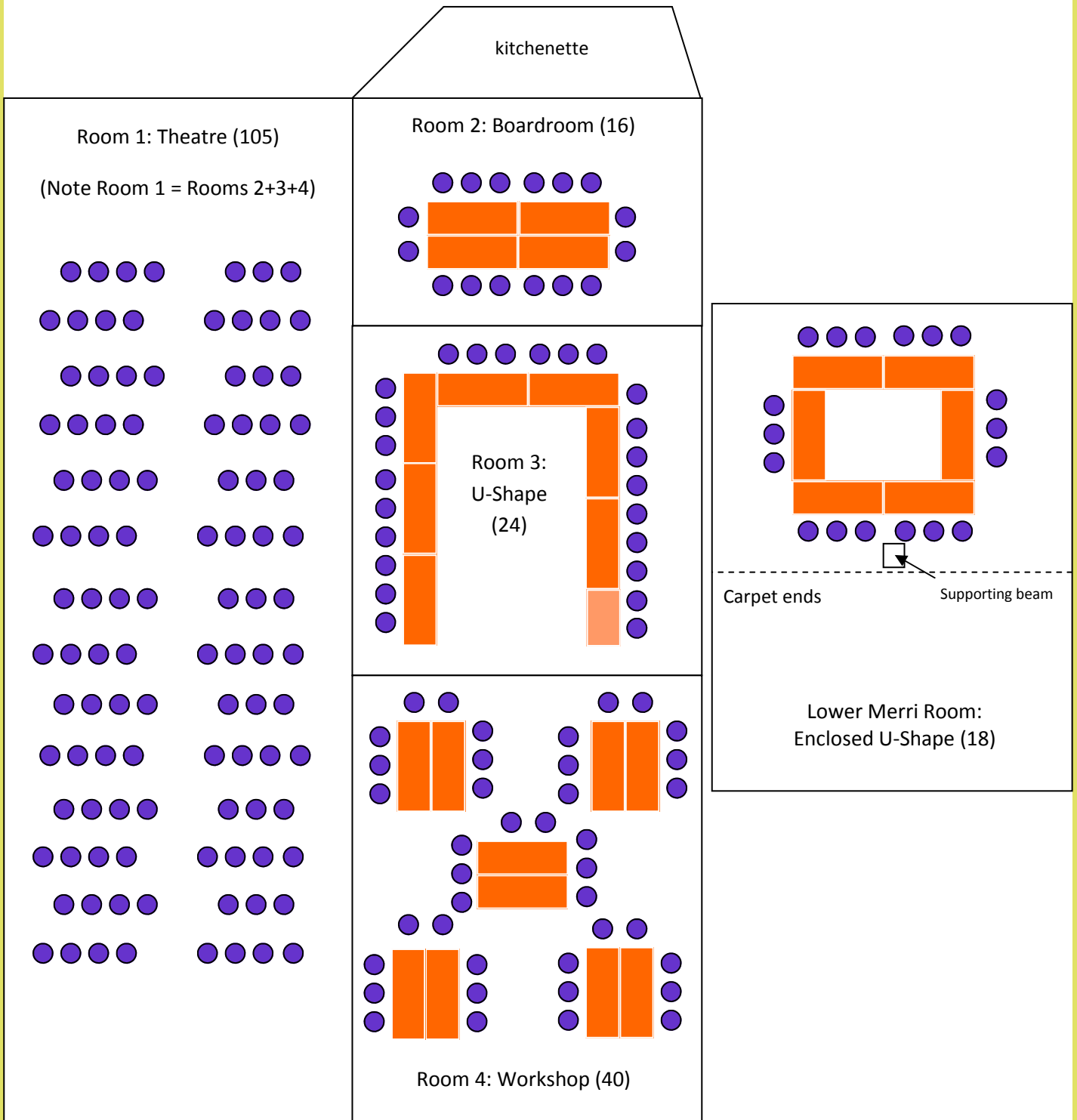


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A few common room layouts

These are some common requests for room set-ups—any combination of these is available. A longer list of layouts is available from the Facility Manager (cerescentre@ceres.org.au), and we will do our best to accommodate any bespoke layouts and guide you in what will work best for the space.



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Elsewhere on site at CERES

We pack a lot into our 10 acres of land. While you are here, make sure you find time to check out some of the following:

Organic Fruit and Veg Market

Each week, in all weather, we sell the best local organic produce harvested from our own market gardens and other small sustainable growers from around Melbourne.

Open Wed, Fri, Sat 9am—2pm

Organic produce shop

Our shop stocks a wide variety of organic, biodynamic and fair trade groceries and bulk goods.

Open Wednesday 9am—2pm

Thursday and Friday 9am—5pm

Saturday 9am—2pm

Permaculture and Bush food Nursery

Planting a beautiful, healthy and productive garden filled with food is one of the most creative and peaceful ways to sustain individual and planetary health.

Open 7 days a week 9am—5pm

CERES Cafe

The perfect place for your morning coffee before the day starts

Open Mon—Friday from 8.30am

Open Sat—Sun from 9am

The Merri Table & Bar

Open daily for functions and catering with lovely views from the veranda.

Open for functions and events

Green Technology hub

The Green Technology team at CERES works to design and install working demonstrations of innovative green technologies. Each project is selected based on the reliability of the technology and the ease with which individuals, communities, industry and government can adopt them

Organic laying chooks

CERES Farm is home to over 260 gregarious Isa brown laying hens, all called Hazel. They are hard working ladies, producing approximately 200 eggs each day.

Multicultural villages

Aboriginal education shelter, Mongolian Ger, Indonesian Village, African Village—great places for practical learning.

Honey Lane Market Garden

See where some of the food you are buying was grown and harvested. That's zero food miles!

Eco House

A leading example of how to retrofit houses to create a low emissions family home. Available to visit on a tour, or general open day on Saturdays.

Community Gardens

There are about 50 community garden plots at CERES which are rented out yearly to those with limited household space for growing. Each gardener is required to adhere to the CERES "No Pesticides On-site" policy and soil fertility is enhanced by the addition of animal manure and compost

Bike Group

At the Bikeshed we help you recycle abandoned/donated bicycles, or help you repair your own. Come down and borrow the tools and learn how to repair and service your bike yourself!

Open Fri, Sat and Sun 11am—5pm

And many more!

Bespoke site tours and activities can also be organised on request.

Contact the Facility Hire Manager:
cerescentre@ceres.org.au

