

Meetings  
Functions  
Conferences  
Training

BALLINA BYRON



Islander Resort  
AND CONFERENCE CENTRE

Where it's always  
a pleasure doing business.



## Everything you need to ensure your next business function is a success, in one beautiful tropical location.

Just a short drive from Ballina's sandy beaches and only minutes from the Ballina-Byron Gateway Airport is the multi award-winning Ballina Byron Islander Resort and Conference Centre which offers every luxury and service standard you would expect to find in a quality motel and purpose built, dedicated conference and function centre.

Here you will enjoy free WiFi throughout the entire two acre tropical garden complex, not one but two, 100 plus function rooms along with breakout areas, 40 well appointed, spacious ground floor guest rooms, an à-la-carte restaurant, a wine bar and a covered courtyard overlooking a saltwater lagoon pool and spa.



## We cater for all types of business meetings, functions, conferences and training events.

Whether you are planning a breakfast meeting or morning tea, boardroom lunch, business dinner or something larger like a seminar, training session, networking event, trade presentation or expo, even a week long retreat, award ceremony, cocktail function or Christmas party – whatever you need we have the perfect space,

Our dedicated Conference Coordinator can help you with all your needs to ensure your event is a success. Simply call 02 6686 8866.



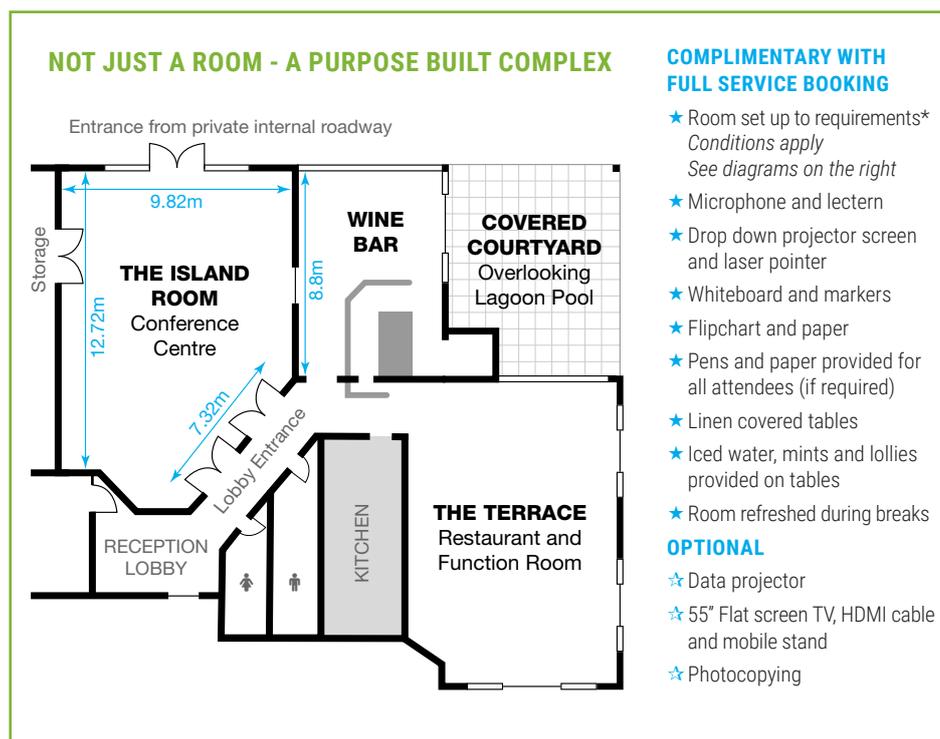
At the Islander Resort  
you're spoilt for choices



## Your business destination venue.

### Key Features.

- ★ Dedicated Conference Coordinator and Event Manager
- ★ Large Purpose-built conference room and function room with flexible seating layouts
- ★ Choice of optional breakout spaces - including tables in our tropical garden
- ★ Natural Light / Airconditioning / Soundproofing
- ★ Complimentary equipment provided with full service booking
- ★ Registration area outside room
- ★ Reception meet and greet
- ★ Complimentary WiFi throughout the entire complex and grounds
- ★ Free on-site parking
- ★ Quiet, peaceful, spacious location set amongst two acres of tropical gardens



### The Island Room - purpose built conference and function centre.

Our purpose-built conference room is centrally located on the ground floor within the main resort complex and has multiple entry areas. The Island Room measures 12.5m x 9.5m, has flexible seating options and layouts to accommodate up to 100 people seated.

*If booking the Island Room for the duration of your conference you will also have use of the adjacent Bambino Wine Bar and the covered outdoor Courtyard for breakouts.*

### The Terrace.

Restaurant at night Function Room by day. A large versatile, sound proof space that can seat up to 100 people in a variety of layouts for meetings, presentations and dinners as required.

### The Terrace Wine Bar.

With a seating capacity up to 25 our wine bar is ideal for breakouts, small informal meetings and presentations. The bar has a direct entrance to The Island Room conference centre.

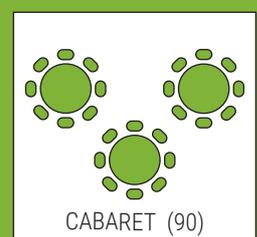
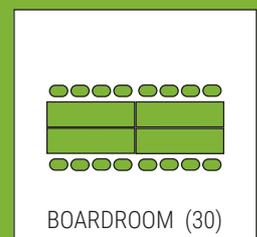
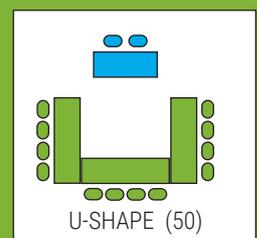
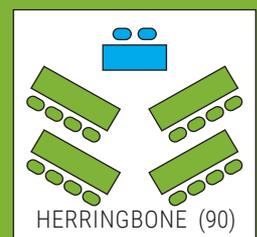
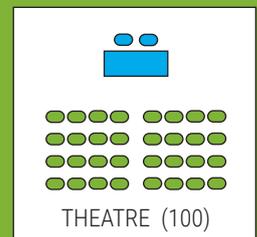
### The Courtyard.

An informal covered courtyard area overlooking the lagoon pool is ideal for functions of up to 60 seated or 90 cocktail style and is perfect for gourmet BBQ service options.

### Tropical Garden Lawn.

A lush open air lawn setting surrounded by tropical gardens that can cater for groups of up to 120. (An option of erecting a marquee is available on request.)

FLEXIBLE SPACES  
ALLOW YOU TO  
CHOOSE THE  
ROOM SET UP  
THAT WORKS BEST  
FOR YOUR EVENT





## We also offer three levels of accommodation along with group discounts and 'Before & After' stay packages.

The Islander Resort provides 40 onsite rooms in a range of accommodation levels to suit senior level management as well as the more budget conscious delegates.

All our rooms include ensuites, toiletries, towels and linen, coffee and tea facilities, microwave, flat screen TV with free movies, free WiFi, bar fridge, toaster, telephone, hair dryer, iron and ironing-board and desk, Executive Queen and Premium rooms include sofas and dining tables, while Premium rooms also have the added luxury of private outdoor seating, king beds, coffee machines, gourmet teas and late checkout.

*Please call to discuss 'Before & After' accommodation packages.*

## When it comes to food our choices won't disappoint.

At the Islander Resort we offer a range of catering and dining options from canapés and finger food to the more formal individually plated, pre-order and alternate serve meals to Cocktail parties, full à-la-carte dining or a gourmet BBQ. The choice is yours. Our chefs will even create a menu just for you and your group.

All our menus are based around using the freshest local and seasonal food available and include vegetarian, dairy and gluten free dishes.

We have three dedicated eating areas, The Terrace Restaurant, The Terrace Wine Bar and the Courtyard or we can set up a special dining experience in our Islander Function Room or in our Tropical Garden, all of which can be themed and configured to suit your event.

*See our Group Lunch & Dinner, Conference or Gourmet Barbeque Packages brochures on our website for more information.*

## Add a team building activity to your conference.

Explore the many options available to enhance the conference experience for your delegates by speaking with our Team Building Specialist on 02 6686 8866.

Be tempted by the unique experience of foot golf, skirmish, kite-surfing, kayaking, surf fishing, paddle boarding, surfing on a long board or hiking in our hinterland. We can also organise spa and massage sessions for your delegates or fitness/yoga sessions to start the day.

## Special Offer for first time users!

**Receive complimentary use of our AV Equipment** when you book a full day, full service conference or event at the Islander Resort.

– AV Equipment includes whiteboard, data projector and TV with HDMI cable.

**Call 02 6686 8866 or email [events@TheIslanderResort.com.au](mailto:events@TheIslanderResort.com.au)**



# MEETINGS, FUNCTIONS, CONFERENCES & TRAINING BOOKING FORM

As we offer a full catering service, **food and drink not purchased at our venue cannot be consumed on-site** unless prior arrangements have been made. Bottled water, soft drink, coffee and snacks are available from reception all day. Please note a \$200 deposit is required for all bookings.

## VENUE HIRE

Includes use of Grounds and Courtyard subject to availability.

- Half Day Morning 8.00am – 12.00pm @ \$200<sup>00</sup>
- Half Day Afternoon 1.00pm – 5.00pm @ \$200<sup>00</sup>
- Half Day Evening 6.00pm – 10.00pm @ \$200<sup>00</sup>
- Full Day 8.00am – 5.00pm @ \$380<sup>00</sup>

## Conference Room Set Up

Please select your required room set up.

- Boardroom – up to 30 people
- Herringbone – up to 90 people
- Cabaret – up to 90 people
- U-Shape – up to 50 people
- Theatre – up to 100 people
- Cocktail – up to 120 people

## Equipment Included In Your Venue Hire

Please select equipment you require.

- Flipchart
- Lectern
- Whiteboard
- Projector Screen
- Cordless Microphone
- External Speaker

## Option Extras:

- Data Projector – \$65<sup>00</sup> per day
- TV & HDMI cable – \$65<sup>00</sup> per day

A Setup/Breakdown fee of \$35<sup>00</sup> per hour is payable for events of over 20 delegates. Time needed is dependent on your requirements. Please call for a quote.

**CATERING** please select if you require catering or not for your event.

- Yes, I require catering.** Please indicate your preferred selections under Catering Options in the column opposite.
- No, I do not require catering.** I understand that food and drink not purchased at this venue cannot be consumed anywhere on-site.

## CATERING OPTIONS – for 10 or more people

For groups less than 10 please discuss options with our Event Manager.

- MT** **Morning Tea:** Time required \_\_\_\_\_
- L** **Lunch:** Time required \_\_\_\_\_
- AT** **Afternoon Tea:** Time required \_\_\_\_\_

Please select from the following items: (Minimum 10 serves per item)

- MT**  **L**  **AT** Fruit skewers – \$4<sup>50</sup> pp
- MT**  **L**  **AT** Home made biscuits – \$4<sup>50</sup> pp
- MT**  **L**  **AT** Muffins – \$6<sup>50</sup> pp
- MT**  **L**  **AT** Danishes – \$5<sup>50</sup> pp
- MT**  **L**  **AT** Scones, jam & cream – \$7<sup>50</sup> pp
- MT**  **L**  **AT** Hummus & vegetable plate – \$7<sup>50</sup> pp
- MT**  **L**  **AT** Assorted sandwiches – \$10<sup>50</sup> pp
- MT**  **L**  **AT** Assorted classic wraps – \$10<sup>50</sup> pp
- MT**  **L**  **AT** Assorted meat & salad rolls – \$13<sup>50</sup> pp
- MT**  **L**  **AT** Hot zucchini slice – \$9<sup>50</sup> pp
- MT**  **L**  **AT** Hot panini triangles – \$9<sup>50</sup> pp
- MT**  **L**  **AT** Hot mini quiche lorraine – \$9<sup>50</sup> pp
- MT**  **L**  **AT** Hot savouries – \$18<sup>50</sup> pp

**Beverages:** – complimentary chilled water

- MT**  **L**  **AT** Assorted cans of soft drink – \$4<sup>50</sup> each
- MT**  **L**  **AT** Assorted bottles of fruit juice – \$5<sup>50</sup> each
- MT**  **L**  **AT** Gourmet tea and filtered coffee – \$3<sup>50</sup> pp
- All Day** Gourmet tea and filtered coffee – \$10<sup>50</sup> pp

Formal sit down lunch options are available on request

With prior notice we can cater for gluten free, dairy free and vegetarian guests.

## CONFERENCE PACKAGES\*

See our our Conference Packages brochure for menus and full details.

- Breakfast Meeting Package – 2hrs**  
minimum 20 people – \$29<sup>50</sup> pp
- Sandwich Safari Package – Full Day**  
minimum 20 people – \$45<sup>50</sup> pp
- Delightful Deli Package – Full Day**  
minimum 20 people – \$50<sup>50</sup> pp

**PREMIUM LUNCH AND DINNER PACKAGES\*** – min 20 people.

See our Premium Lunch & Dinner Packages brochure for menus.

**Pre-selected meals or alternate serve** – choose one option only.

- 2 Entrée + 2 Main – \$45<sup>50</sup> pp
- 2 Main + 2 Dessert – \$45<sup>50</sup> pp
- 2 Entrée + 2 Main + 2 Dessert – \$55<sup>50</sup> pp
- Chef's Selection of canapés + 2 Main + 2 Dessert – \$55<sup>50</sup> pp

**GOURMET BBQ PACKAGES\*** – minimum 20 people

We supply a selection of condiments, dressings, pickles, homemade salads and salsas and an assortment of crusty freshly baked rolls.

See our our Gourmet BBQ Packages brochure for menus and full details.

- BYO meat** – \$28<sup>00</sup> pp
- Meat Supplied** – \$48<sup>00</sup> pp

**COCKTAIL FUNCTION PACKAGES\*** – min 50 people.

See Cocktail Party Packages brochure for menus and drink packages.

**Social Cocktail Event:**  2hrs: \$42<sup>50</sup> pp

**Dinner Cocktail Event:**  2hrs: \$57<sup>50</sup> pp

Chef's selection of canapés with food and bar service.

<sup>†</sup>Add additional bar service time (up to 3 hours extra) for the cost of staff only - 1 waitstaff required for every 20 people or part thereof.

Add optional bar service:  2hrs +1hr<sup>†</sup>  2hrs +2hr<sup>†</sup>  2hrs +3hr<sup>†</sup>

**À-LA-CARTE DINNER PACKAGE\*** – For groups of 10-20 people. For smaller groups please contact our Events Manager to discuss options.

## The Terrace Restaurant

Pre-selected from our seasonal à-la-carte menu

See the Terrace Restaurant menu on our website for indicative menu.

**\* Venue hire is included in these packages.**

Package prices are stand alone and cannot be modified or used in conjunction with any other offers. If extra time is required please contact us to discuss your needs.

**For more information contact our Events Manager on 02 6686 8866.**

Note: One extra serving staff is required for every 20 extra guests or part thereof @ \$40.00 per hour. There is a 15% surcharge on Sundays and public holidays.

# MEETINGS, FUNCTIONS, CONFERENCES & TRAINING BOOKING FORM

## GROUP ACCOMMODATION

Minimum 20 guests – please select desired options.

### Rooms Required

STANDARD TWIN SHARE – \$97.<sup>50</sup> pp

No. Required \_\_\_\_\_

Single supplement – \$77.<sup>50</sup> pp

No. Required \_\_\_\_\_

### Group Breakfast Options

Full Continental – \$17.<sup>50</sup> pp

No. Required \_\_\_\_\_

Full Cooked Buffet – \$20.<sup>00</sup> pp

Number Required \_\_\_\_\_

Full Continental Plus Full Cooked Buffet – \$27.<sup>50</sup> pp

No. Required \_\_\_\_\_

### Group Dinner Options

 Please select one option only

See Group Dinner menu for selection choices.

2 Course Pre-selected Dinner – \$45.<sup>50</sup> pp

No. Required \_\_\_\_\_

3 Course Pre-selected Dinner – \$55.<sup>50</sup> pp

No. Required \_\_\_\_\_

## INDIVIDUAL ACCOMMODATION

Discounted rates are available for all guests attending an event. Please discuss your needs with our Events Manager, call 02 6686 8866.

**Premium King Room** No. Required \_\_\_\_\_

One King Bed and ensuite.

**Premium Queen Spa Room** No. Required \_\_\_\_\_

One Queen Bed with Spa and separate ensuite.

**Premium Family Spa Suite** No. Required \_\_\_\_\_

One Queen Bed with spa, Two Single Beds and ensuite.

**Executive Queen Rooms** No. Required \_\_\_\_\_

One Queen Bed and ensuite.

**Executive Twin Rooms** No. Required \_\_\_\_\_

One Queen Bed and One Single Bed and ensuite.

**Executive Family Suite** No. Required \_\_\_\_\_

One Queen Bed and 2 Single Beds + Sofa bed and ensuite.

For every 10 fully paid rooms utilised per night an 11th room will be provided complimentary for the tour organiser or coach driver/escort – up to a maximum of 2 complimentary rooms per group.

For specific room details please see our website.

Prices are based on Twin Share accommodation, Standard room rate – and excludes peak and shoulder periods.  
Please check website or call for peak (Christmas & Easter) and shoulder (School holidays) rates and dates.

## YOUR DETAILS

Company Name:

Contact Name:

Phone:

Email:

Number of Delegates:

Arrival Date:

Time:

Departure Date:

Time:



To discuss your needs and prepare a package to suit your group please contact our Events Manager on 02 6686 8866  
1 Ronan Place Ballina NSW2478 | 02 6686 8866 | events@TheIslanderResort.com.au | BallinaByronIslanderResort.com.au



\*T&C apply. Prices were correct at time of publishing, but are subject to change due to market variations and should be considered as a guide only. Please check prices at time of booking. Please note: One extra serving staff is required for every 20 extra guests or part thereof at \$40.<sup>00</sup> per hour. There is a 15% surcharge on Sundays and public holidays.  
Published 9 April 2024. Images are for illustrative purposes only.

