

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.





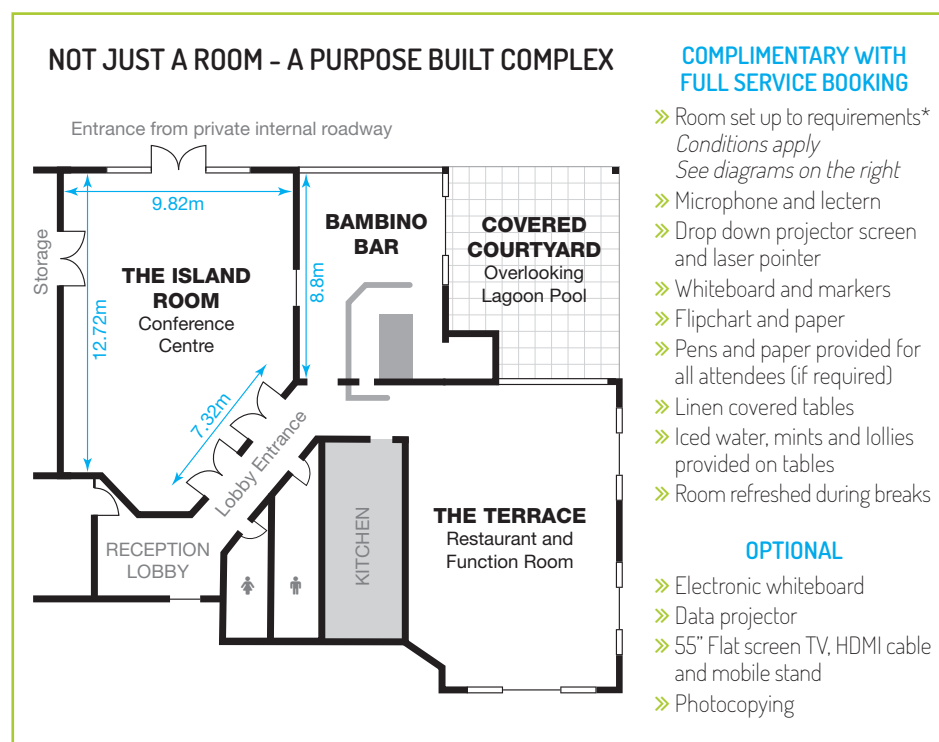
At the Islander Resort  
you're spoilt for choices



## 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 Bambino 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.

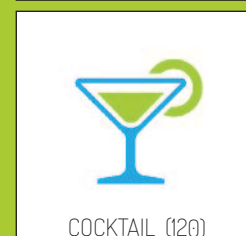
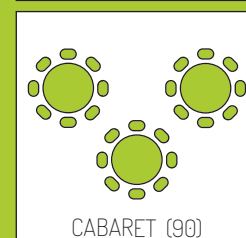
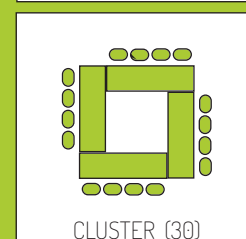
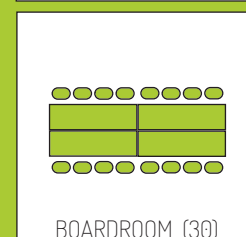
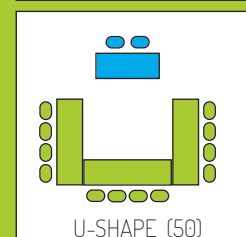
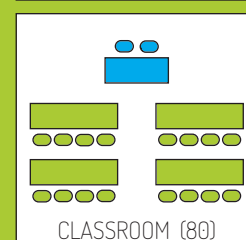
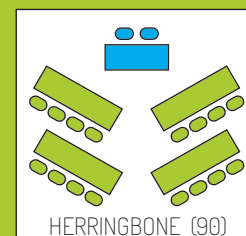
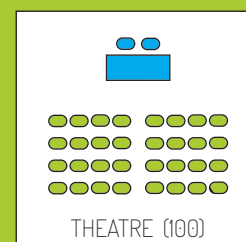
### The Courtyard.

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







## 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, 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 buffet style feasting tables, or the more formal, individually plated, pre-order and alternate serve meals to full à-la-carte menus and gourmet BBQs. 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 Bambino 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 & Dining Packages or Catering & Dining Brochure for menu ideas.*

## 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

Book a full day, full service conference or event at the Islander Resort and receive complimentary use of our AV Equipment (includes Electronic 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 must be consumed off-site unless prior arrangements have been made. Bottled water, soft drink, expresso coffee and snacks are available from reception all day. With prior notice our chef will cater for Gluten Free, Dairy Free and Vegetarian guests.

## VENUE HIRE COSTS

Includes use of Grounds and Courtyard subject to availability.

- ☐ Morning 8.00am-12.00pm @ \$100\*
- ☐ Afternoon 1.00pm-5.00pm @ \$100\*
- ☐ All Day 8.00am -5.00pm @ \$160\*
- ☐ Evening 6.00pm-10.00pm @ \$100\*

\* Venue hire costs are calculated based on total time of venue usage; including use of Grounds and Courtyard. A 'Room only' surcharge of \$50 per half day or \$100 per full day will apply unless a food and beverage order to an equivalent value has been placed.

## CONFERENCE ROOM SET UP

Please select your required room set up.

- ☐ Theatre - up to 100 people
- ☐ Herringbone - up to 90 people
- ☐ Classroom - up to 80 people
- ☐ U-Shape - up to 50 people
- ☐ Boardroom - up to 30 people
- ☐ Cluster - up to 30 people
- ☐ Cabaret - up to 90 people
- ☐ Cocktail - up to 120 people

## EQUIPMENT INCLUDED IN YOUR VENUE HIRE

Please select equipment you require.

- ☐ Flipchart
- ☐ Projector Screen
- ☐ Lectern
- ☐ Cordless Microphone
- ☐ Microphone & Stand
- ☐ Whiteboard

### Option Extras

- ☐ Electronic Whiteboard - \$65per day
- ☐ Data Projector - \$65per day
- ☐ TV & HDMI cable - \$65per day

**NOTE:** A Setup/Breakdown fee of \$25 per hour is payable for events of over 20 delegates. Time needed is dependent on your requirements. Please call for a quote.

## ADDITIONAL INFORMAL MEETING OPTIONS

Available from 8.00am - 5.00pm on an hourly rate.

Please call the Events Manager to discuss your requirements.

- ☐ Bar - up to 25 people
- ☐ Covered Courtyard up to 90 people
- ☐ Tropical Garden Lawn up to 120 people
- ☐ Restaurant up to 100 people

## CATERING OPTIONS - for groups of ten or more

For smaller groups please discuss with our Event Manager.

- ☐ Arrival Tea & Coffee - \$3.<sup>00</sup>pp
- ☐ Continuous Tea & Coffee - \$6.<sup>00</sup>pp

### Morning Tea: Time Required \_\_\_\_\_

- ☐ Biscuits - \$3.<sup>00</sup>pp
- ☐ Muffins/Cakes - \$5.<sup>00</sup>pp
- ☐ Scones, jam & Cream - \$6.<sup>50</sup>pp
- ☐ Fruit Platter - \$35.<sup>00</sup>ea
- ☐ Hummus & vegetable platter - \$45.<sup>00</sup>ea
- ☐ Jugs of Soft Drink - \$7.<sup>00</sup>ea Qty required \_\_\_\_\_
- ☐ Jugs of Juice - \$8.<sup>50</sup>ea Qty required \_\_\_\_\_

### Lunch: Time Required \_\_\_\_\_

- ☐ Hot Savouries \$6.<sup>50</sup> pp
- ☐ Assorted Sandwiches (6 points) \$7.<sup>50</sup>pp
- ☐ Assorted Classic Wraps (1 wrap) \$8.<sup>50</sup>pp
- ☐ Cold Meat Platter w/Salad selection & Bread Rolls \$14.<sup>50</sup>pp
- ☐ Fruit Platter \$35.<sup>00</sup>ea
- ☐ Hummus & vegetable platter - \$45.<sup>00</sup>ea
- ☐ Jugs of Soft Drink \$7.<sup>00</sup>ea Qty required \_\_\_\_\_
- ☐ Jugs of Juice \$8.<sup>50</sup>ea Qty required \_\_\_\_\_

• Formal sit down lunch options available on request.

### Afternoon Tea: Time Required \_\_\_\_\_

- ☐ Biscuits \$3.<sup>00</sup>pp
- ☐ Muffins/Cakes \$5.<sup>00</sup>pp
- ☐ Scones \$6.<sup>50</sup>pp
- ☐ Fruit Platter \$35.<sup>00</sup>ea
- ☐ Hummus & vegetable platter - \$45.<sup>00</sup>ea
- ☐ Jugs of Soft Drink \$7.<sup>00</sup>ea Qty required \_\_\_\_\_
- ☐ Jugs of Juice \$8.<sup>50</sup>ea Qty required \_\_\_\_\_

## EXTENDED CATERING OPTIONS

### Pre-Dinner

- ☐ Canapé Selection

### Sit down Dinner

- ☐ Feasting Table; Buffet style - minimum of 40
- ☐ Gourmet BBQ in Courtyard - minimum of 40

## SPECIAL GROUP LUNCH OR DINNER OPTIONS

See our Group Lunch & Dinner brochure on our website for menu selections.

For groups OVER 20 people - Select one option

- ☐ Pre-selected or ☐ Alternate Serve
  - ☐ 2 Entrée + 2 Main ☐ 2 Main + 2 Dessert
  - ☐ 2 Entrée + 2 Main + 2 Dessert

For groups LESS THAN 20 people

- ☐ Pre-selected from our À-la-carte menu

# MEETINGS, FUNCTIONS, CONFERENCES & TRAINING BOOKING FORM

## GROUP ACCOMMODATION

Minimum 20 guests - please select desired options.

### Rooms Required

☐ STANDARD TWIN SHARE - \$75<sup>00</sup>pp

No: Required \_\_\_\_\_

☐ Single supplement - \$65<sup>00</sup>pp

No: Required \_\_\_\_\_

### Breakfast Options

☐ Full Continental - \$12<sup>00</sup>pp

No: Required \_\_\_\_\_

☐ Full Cooked Buffet - \$17<sup>50</sup>pp

No: Required \_\_\_\_\_

☐ Full Continental Plus Full Cooked Buffet - \$25<sup>00</sup>pp

No: Required \_\_\_\_\_

### Dinner Options

 Please select one option only

☐ 2 Course Pre-selected Dinner - \$32<sup>50</sup>pp

No: Required \_\_\_\_\_

☐ 3 Course Pre-selected Dinner - \$42<sup>50</sup>pp

No: Required \_\_\_\_\_

## INDIVIDUAL ACCOMMODATION REQUIREMENTS

**RATES:** 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 and ensuite.*

For specific room details please see our website.

Prices are based on Standard Twin Share (1 Queen bed, 1 Single bed.)

There is a 10% surcharge on Sundays and 15% on public holidays and peak periods including 19 December to 9 January.

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

## YOUR DETAILS

Company Name:

Contact Name:

Phone:  Email:

No. of Delegates:

Arrival Date:  Time:  Departure Date:  Time:



BALLINA BYRON  
**Islander Resort**  
AND CONFERENCE CENTRE

To discuss your needs and prepare a package to suit your event please contact our Events Manager on 02 6686 8866.

1 Ronan Place Ballina NSW 247 | 02 6686 8866 | [events@TheIslanderResort.com.au](mailto:events@TheIslanderResort.com.au) | [BallinaByronIslanderResort.com.au](http://BallinaByronIslanderResort.com.au) 

\*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. Published August 2018.  
Images used in this brochure are for illustrative purposes only.