



BALLINA · BYRON
ISLANDER RESORT
RELAX · DINE · EVENTS

CORPORATE EVENT PACKAGES

All-inclusive conference and event
experiences designed for
Effortless, Enjoyable gatherings.





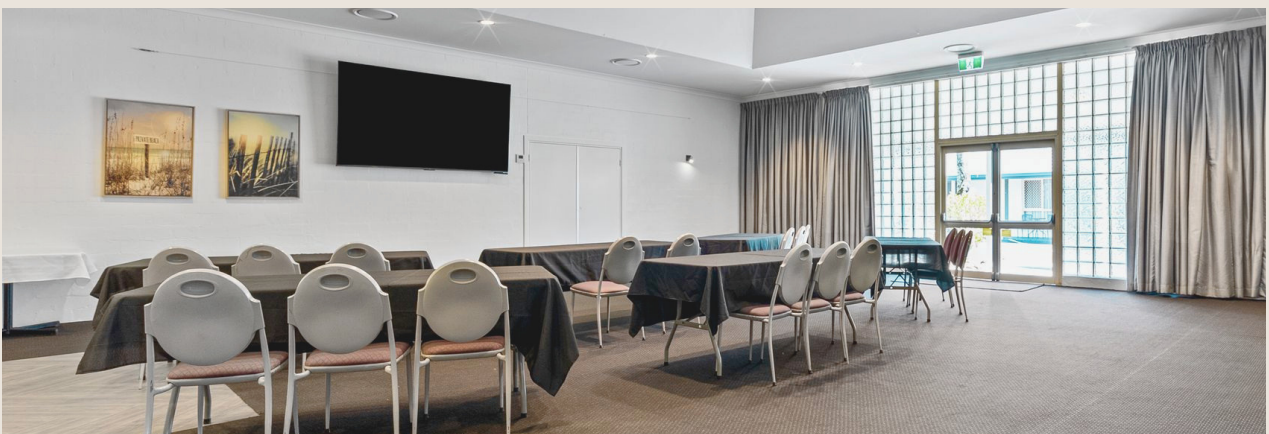
1 From corporate functions to wedding ceremonies

2 All included dining experience with local ingredients

3 40 stylish rooms for multi-day events

4 15 Minutes from the airport and pristine beaches

5 High-speed WiFi, AV equipment, and on-site support



EXCELLENCE IN EVERY DETAIL

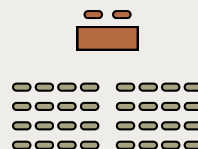
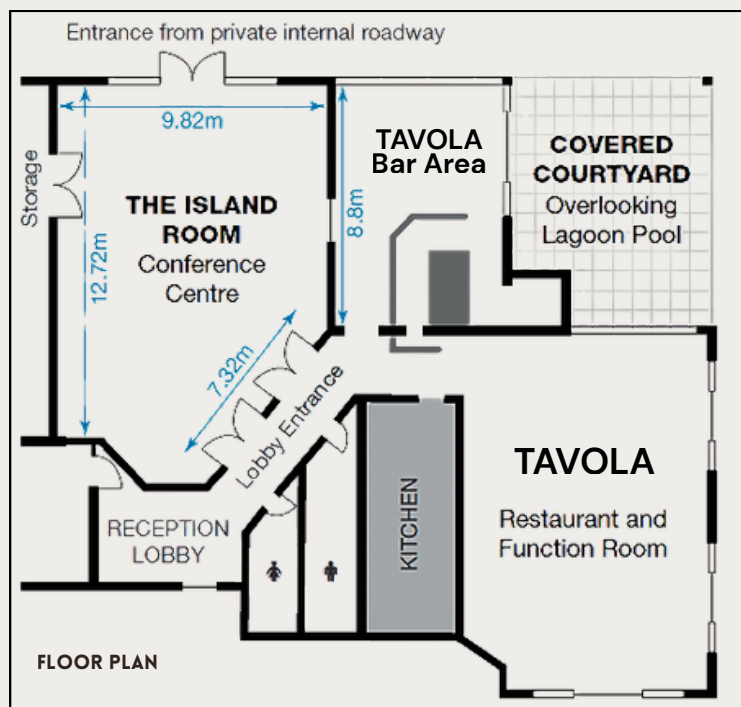
OUR SPACE

The Island Room is more than a conference space. It's a flexible venue designed to bring your event together. With natural light, soundproofing and adaptable layouts for up to **120 guests**, it offers a comfortable setting for meetings, conferences, workshops and social events.

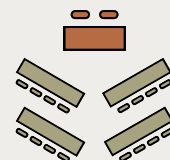
With direct access to the **Tavola Restaurant Bar** and **covered courtyard**, all of which can also be used as **additional event spaces**, your event flows effortlessly from formal sessions to relaxed dining or social gatherings.

EVENT LAYOUT OPTIONS

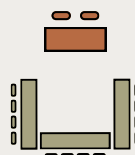
We help you design your event



THEATRE (100)



HERRINGBONE (90)



U-SHAPE (50)



BOARDROOM (30)



CABARET (90)



COCKTAIL (120)

LUNCH FEAST

HALF DAY VENUE HIRE

\$77.50 pp

MINIMUM 20 PEOPLE

Arrival

TEA & COFFEE
SKEWER FRUIT & BISCUITS TABLE

Morning/ Afternoon Tea

CHOICE OF ONE
FRESHLY BAKED MUFFINS + DANISHES,
OR SCONES WITH JAM & CREAM + BROWNIES

Lunch

MIXED SELECTION OF SANDWICHES OR WRAPS
(FILLING CHOICE: ROAST CHICKEN/BEEF, HAM, EGG)
- VEGETARIAN AND VEGAN OPTIONS AVAILABLE
JUICE AND SOFT DRINK

Add-On

ADDITIONAL MORNING OR AFTERNOON TEA - \$22.50 PP
EXTEND TO FULL DAY VENUE HIRE - \$200

Inclusions

VENUE HIRE, PRESENTATION SCREEN OR PROJECTOR
WITH HDMI CONNECTIVITY, WHITEBOARD OR
FLIPCHART WITH MARKERS, MICROPHONES, DATA
PROJECTOR, TABLE SETUP AND ONSITE SUPPORT

FINGER FOOD

HALF DAY VENUE HIRE

\$48 pp

MINIMUM 20 PEOPLE

Arrival

TEA & COFFEE
SKEWER FRUIT & BISCUITS TABLE

Morning/ Afternoon Tea

CHOICE OF ONE
FRESHLY BAKED MUFFINS + DANISHES,
OR SCONES WITH JAM & CREAM + BROWNIES

Add-On

ADDITIONAL MORNING OR AFTERNOON TEA - \$22.50 PP
EXTEND TO FULL DAY VENUE HIRE - \$200

Inclusions

VENUE HIRE, PRESENTATION SCREEN OR PROJECTOR
WITH HDMI CONNECTIVITY, WHITEBOARD OR
FLIPCHART WITH MARKERS, MICROPHONES, DATA
PROJECTOR, TABLE SETUP AND ONSITE SUPPORT

STANDARD

HALF DAY VENUE HIRE

\$37.50_{pp}

MINIMUM 20 PEOPLE

Arrival

TEA & COFFEE
SKEWER FRUIT & BISCUITS TABLE

Add-On

EXTEND TO FULL DAY VENUE HIRE - \$200
SEE OTHER PACKAGES FOR UPGRADES

Inclusions

VENUE HIRE, PRESENTATION SCREEN OR PROJECTOR
WITH HDMI CONNECTIVITY, WHITEBOARD OR
FLIPCHART WITH MARKERS, MICROPHONES, DATA
PROJECTOR, TABLE SETUP AND ONSITE SUPPORT

ROOM HIRE ONLY

\$400 half day

\$600 full day

Arrival

TEA & COFFEE

Inclusions

VENUE HIRE, PRESENTATION SCREEN OR PROJECTOR
WITH HDMI CONNECTIVITY, WHITEBOARD OR
FLIPCHART WITH MARKERS, MICROPHONES, DATA
PROJECTOR, TABLE SETUP AND ONSITE SUPPORT

\$98_{pp}

MINIMUM 20 PEOPLE

Arrival

TEA & COFFEE
SKEWER FRUIT & BISCUITS TABLE

Morning/ Afternoon Tea

CHOICE OF ONE
FRESHLY BAKED MUFFINS + DANISHES,
OR SCONES WITH JAM & CREAM + BROWNIES

Lunch/Dinner

CHOICE OF 2 COURSE MEAL,
OR 3 COUSE MEAL SELECTION

Drinks Package

STANDARD: 2 HOURS - \$48 PP
PREMIUM: 2 HOURS -\$58 PP
ADDITIONAL HOURS ADD \$10 PP

Inclusions

VENUE HIRE, PRESENTATION SCREEN OR PROJECTOR
WITH HDMI CONNECTIVITY, WHITEBOARD OR
FLIPCHART WITH MARKERS, MICROPHONES, DATA
PROJECTOR, TABLE SETUP AND ONSITE SUPPORT

MENU

Tavola
Italian & Modern Australian

Entrée

ROASTED PUMPKIN SALAD
SALT & PEEPER CALAMARI - (DF)
GARLIC PRAWN SKEWERS - (DF)
DUCK SPRING ROLLS - (DF OPTION)
CLASSIC TOMATO AND BASIL BRUSCHETTA - (DF OPTION)

Main

SLOW COOKED LAMB PIE
NORWEGIAN ATLANTIC SALMON
GARLIC PRAWN & AVOCADO SALD
BEER BATTERED FLATHEAD FILLETS AND CHIPS
GRILLED CHICKEN BREAST TOPPED WITH AVOCADO,
DRIZZLED AND HOLLANDAISE - (GF, DF OPTION)

Dessert

LEMON MERINGUE TARTLET
CHOCOLATE LAVA CAKE WITH ICE-CREAM
APPLE STRUDEL WITH CREAM OR ICE-CREAM
HAWAIIAN BANANA SPRING ROLL WITH CARAMEL SAUCE
FRESH FRUIT SALAD WITH CREAM OR ICE-CREAM - (DF OPTION)

DF - Dairy-Free | GF - Gluten-Free

DRINK PACKAGE

Standard

TWO HOURS - \$48 PP
ADDITIONAL HOURS - \$10 PP / HOUR

INCLUDES
A CHOICE OF BEER
RIVANI PROSECCO
SEE SAW 'ORGANIC' CHARDONNAY
HOLM OAK PROTÉGÉ PINOT NOIR

JUICE
SOFT DRINK
SPARKLING WATER

Premium

TWO HOURS - \$68 PP
ADDITIONAL HOURS - \$10 PP / HOUR

INCLUDES
TWO CHOICE OF BEERS
RIVANI PROSECCO
HOLM OAK CHARDONNAY
JULES TAYLOR SAUVIGNON BLANC
THE WILLOWS VINEYARD CABERNET

JUICE
SOFT DRINK
SPARKLING WATER

Non-Alcoholic

2 HOURS - \$18 PP

JUICE
SOFT DRINK
SPARKLING WATER
A CHOICE OF NON-ALCOHOLIC BEER

OFFICE USE ONLY

Booking Confirmed by:
Booking Reference No.
Date:



BALLINA · BYRON
ISLANDER RESORT
RELAX · DINE · EVENTS

BOOKING FORM

CLIENT DETAILS

Event Name / Company: _____

Contact Name: _____

Mobile: _____ Email: _____

Address: _____

EVENT DETAILS

Type of Event: _____

Event Date: _____

Start time: _____ Finished Time: _____

Access Time (if required): _____

Function Space: _____

Estimated Guests: _____

PACKAGE SELECTION

Lunch Feast	Half Day	Full Day	
Finger Food	Half Day	Full Day	
Standard	Half Day	Full Day	
Room Hire Only	Half Day	Full Day	
Dine in Style	Standard	Premium	
Add-Ons	Morning tea	Afternoon tea	Lunch/Dinner

BERAGE ARRANGEMENT

Drink Package	Standard	Premium	Additional Hours
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Bar Tab: \$ _____

Cash Bar (Guest pay own)

ACCOMMODATION (OPTIONAL)

Number of Rooms Required:

Guests to book individually Group booking required

By Signing below, I confirm that I have read and accept the Term & Conditions and confirm this booking.

Client Name _____ Date _____

How did you hear about us? TV Press Social media Friends Google Other event here

TERM & CONDITIONS

BOOKING & DEPOSIT

A signed booking form and 50% deposit are required to confirm your event.

- Tentative bookings will be held for 7 days only.
- Deposits are refundable if cancelled more than 30 days prior to the event date.

PAYMENT TERMS

Final payment is required 7 days prior to the event.

- Any additional charges (bar tab, damages, extra services) will be invoiced after the event and payable within 7 days.

FINAL NUMBERS & DETAILS

- Final guest numbers must be confirmed 7 days prior to the event.
- This number will be the minimum number charged.
- All event details including catering, beverages and run sheet must be finalised at this time.
- Any changes must be provided in writing via email.

CATERING & BEVERAGES

- All catering and beverages must be provided by the venue unless otherwise approved.
- Dietary requirements must be submitted at least 5 days prior.
- The venue operates under RSA laws and reserves the right to refuse service.

ACCOMODATION

Accommodation may be booked in conjunction with events.

- Accommodation reservations are subject to availability at the time of booking.
 - Group bookings may require a rooming list prior to arrival.
 - Unconfirmed rooms may be released back to general availability.
- Standard accommodation check-in and cancellation policies apply unless otherwise agreed in writing.

TERM & CONDITIONS

PUBLIC HOLIDAY SURCHARGE

A surcharge may apply to events held on public holidays or peak periods.

This will be confirmed at the time of booking.

CANCELLATION POLICY

All cancellations must be provided in writing via email.

The following charges apply:

CANCELLATION PERIOD	FEE
More than 30 days prior	Full refund of deposit
14 - 30 days prior	50% of estimated event cost
7 - 14 days prior	75% of estimated event cost
Less than 7 days prior	100% of estimated event cost

Where possible, the venue may offer date transfers, subject to availability.

FORCE MAJEURE

The venue will not be liable for cancellation or disruption caused by events beyond reasonable control including natural disasters, government restrictions, power outages or other unforeseen circumstances.

In such cases the venue will work with the client to reschedule the event where possible.

OUTDOOR EVENTS

Outdoor ceremonies or functions are subject to weather conditions. A wet weather backup option will be arranged with the venue. Final decisions will be made on the day in consultation with the client.

DAMAGE & CLEANING

The client is responsible for any damage caused by guests or suppliers.

- The venue reserves the right to refuse entry or service to any guest behaving in a disruptive or unsafe manner.