



PACIFIC BAY
Resort

CONFERENCE & EVENTS



WELCOME

Situated absolute beachfront on the beautiful Charlesworth Bay and surrounded by 40 hectares of subtropical gardens. Pacific Bay Resort is the jewel of the Coffs Coast.

Located halfway between Sydney & Brisbane, Coffs Harbour boasts the largest regional airport in New South Wales with flights daily from Sydney, Melbourne and Brisbane.

Pacific Bay Resort combines a range of accommodation options, leisure facilities, extensive conferencing facilities and the Bayside Bar and Grill. Our professional events team are on hand to ensure a smooth running, stress free and successful event.

We are pleased to provide you with the resources included in this kit to assist you in planning your next event.

A stylized, handwritten signature in black ink that reads "Castleman". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

KAREN CASTLEMAN
SALES MANAGER
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WWW.PACIFICBAYRESORT.COM.AU

CONFERENCE FACILITIES

Dedicated conference centre

Specialist conference team

Bayside Bar and Grill

Charlesworth Ballroom

Variety of indoor/outdoor dining options

Area for trade/exhibition

LEISURE FACILITIES

Tranquility Day Spa and Retreat

3 floodlit tennis courts

1 basketball court

3 Swimming pools including 25 m lap pool & pool bar (seasonal)

9 hole par 3 golf course

Located minutes from heritage rainforest

Walk to surfing beaches

Minutes to shopping centre and tourist attractions

Short drive to offsite dining hubs





STANDARD CONFERENCE DAY PACKAGE

From \$43.50 per person (minimum 25 delegates)

- Plenary room hire
- Morning coffee break served with freshly brewed coffee and assorted teas
- Business lunch served in our relaxing atmosphere of Bayside Bar and Grill
- Afternoon coffee break served with freshly brewed coffee and assorted teas
- Whiteboard, flipchart, screen, pads, and pens
- Iced water and mints on tables, replenished at each break

STANDARD CONFERENCE HALF DAY PACKAGE

From \$35.50 per person (minimum 25 delegates)

- Plenary Room Hire
- Morning **OR** afternoon coffee break served with freshly brewed coffee and assorted teas
- Business lunch served in our relaxing atmosphere of Bayside Bar and Grill
- Whiteboard, flipchart, screen, pads, and pens
- Iced water and mints on tables replenished at each break



OPTIONAL EXTRAS

- Bayside Bar and Grill buffet lunch additional \$5.00 per person
- Arrival freshly brewed coffee and assorted teas \$4.50 per person
- Bowls of whole fruit \$3.50 per person

CONFERENCE MENUS

MORNING & AFTERNOON TEA MENU

FRESHLY BREWED COFFEE & TEA
(With your choice of one of the following)

- Freshly baked cookies
- Lamingtons
- Freshly baked scones with jams and cream
- Assorted Danish pastries
- Seasonal fruit platter
- Freshly baked muffins

Extras

Continuous Coffee & Tea **10.00 pp**
Freshly brewed coffee and a selection of teas

Continuous Coffee, Tea & Juices **13.00 pp**
Freshly brewed coffee, a selection of teas & assorted fruit juices



CONFERENCE DAY LUNCH PACKAGE MENU 1

FRESHLY MADE WRAPS (choice of 2 fillings)

- Salad with mixed leaf lettuce, carrot, beetroot, tomato, cheese and aioli
- Ham with honey mustard and salad
- Tandoori chicken with minted yoghurt, cucumber and mixed leaf lettuce
- Roast beef with horseradish and salad
- Smoked salmon with spanish onion, dill crème fraîche, rocket and capers

Served with...

Cheese and seasonal fruit platter
Fruit juice and soft drinks

CONFERENCE DAY LUNCH PACKAGE MENU 2

FRITTATA AND SALAD (Choice of one Frittata)

- Fetta, sundried tomato, pancetta and basil frittata
- Enoki mushroom, spinach and blue cheese frittata

Served with...

Basket of mixed bread rolls
Leafy greens with honey balsamic dressing
Pasta salad
Seasonal fruit platter
Fruit juice and soft drink

CONFERENCE DAY LUNCH PACKAGE MENU 3

VIETNAMESE RICE PAPER ROLLS (choice of 2 fillings)

- Vegetarian with mushroom, glass noodles, bean sprouts, carrot and mint
- Pulled pork with glass noodles, bean sprouts, carrot and mint
- Marinated prawn with glass noodles, bean sprouts, carrot and mint
- Braised duck with glass noodles, bean sprouts, carrot and mint

Served with...

Leafy greens with honey balsamic dressing
Pasta salad
Seasonal fruit platter
Fruit juice and soft drink

CONFERENCE DAY LUNCH PACKAGE MENU 4





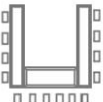
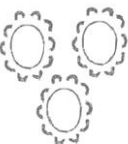

LASAGNE & SALAD BAR

- Traditional Italian Style Lasagne
- Choice of salads – chefs selection

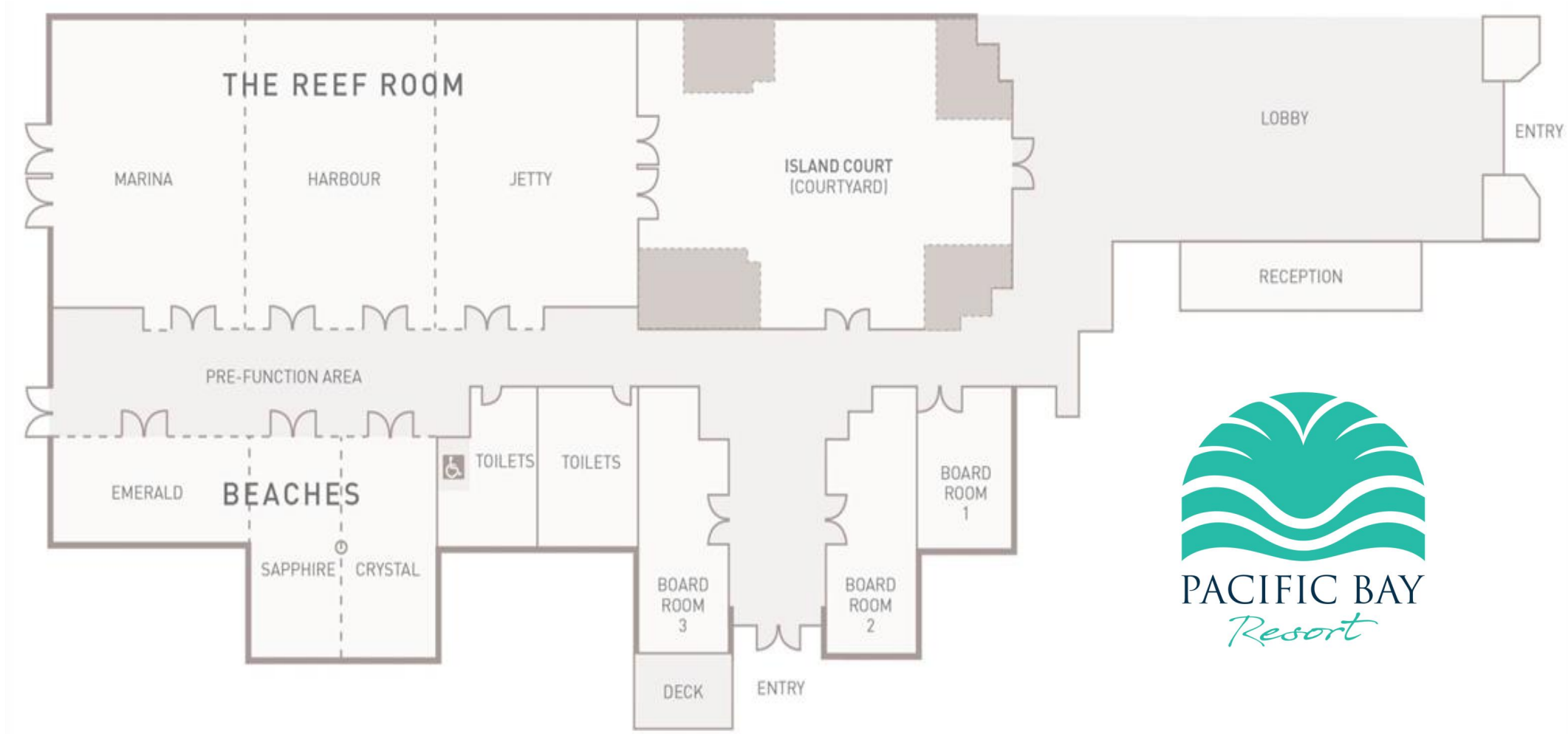
Bread basket

Seasonal sliced fruit.

CONFERENCE ROOM CAPABILITIES

Room Name	Ceiling Height (m)	Floor Area (m ²)	Theatre	Classroom	Cabaret	Boardroom	U-Shape	Banquet	Cocktail
									
Marina	4.6	125	150	60	64	20	35	80	165
Harbour	4.6	130	150	60	64	20	35	80	165
Jetty	4.6	125	150	60	64	20	35	80	165
Reef Room	4.6	380	500	180	216	-	-	270	550
Emerald	3.0	50	50	20	24	20	20	30	50
Sapphire	3.0	50	50	20	24	20	20	30	50
Crystal	3.0	50	50	20	24	20	20	30	50
Beaches Breakout	3.0	150	150	50	72	20	30	100	200
Charlesworth Room	-	620	800	-	440	-	-	550	1000
Boardroom 1	3.0	40	30	16	16	16	16	20	35
Boardroom 2	3.0	55	50	20	24	20	20	30	50
Boardroom 3	3.0	55	50	20	24	20	20	30	50
Island Courtyard	-	180	-	-	-	-	-	100	150

CONFERENCE FACILITIES FLOORPLAN



Note: The Charlesworth Room is the combination of the Reef Room, Pre-Function Area, Crystal, Sapphire and Emerald Rooms, with all partition walls removed.



AUDIO VISUAL

Our in-house audio visual supplier PAVE provide you with the most advanced technology, along with specialist support to ensure your event runs smoothly. The experienced team can tailor the perfect AV package to suit.

- State of the art integrated function room audio visual systems
- Staging and lighting concept and design
- High speed broadband internet
- Computer Aided Design (CAD) room layouts

THEMING & STYLING

Our professional events management team is happy to assist you with ideas to make your next event a memorable one. From unique break out sessions to private functions across a range of resort locations, we have you covered.

Pacific Bay Resort works with a range of specialised local styling companies who can help to bring your event to life.

ACCOMMODATION

Hotel Rooms

Hotel rooms feature private balconies with pleasant views to the lagoon, gardens or nearby mountains. Bedding configuration is one king bed or two singles.

One Bedroom Apartment

The spacious one bedroom apartments feature a bedroom and separate lounge area, laundry and fully equipped kitchen. Bedding configuration is one king bed in the bedroom and a double pull-out sofa bed in the living room.

Dual Key Apartments

The two bedroom apartment is the combination of a Hotel room and the one bedroom apartment with an interconnecting door. This creates a spacious apartment for the entire family with bedding configuration as per above.

Two Bedroom Penthouse

The two bedroom apartments offer stunning views over the resort lagoon, golf course and Pacific Ocean. With luxury in mind they feature two bedrooms, two bathrooms, fully equipped laundry and kitchen. Perfect for entertaining, enjoy the private roof top area with outdoor heated spa and barbeque facility. Bedding configuration is one king bed in the master bedroom and two single beds or one king bed in the second bedroom.

Three Bedroom Apartments

Three bedroom apartments are located on the lagoon front, featuring large balconies, three bathrooms, a fully equipped kitchen and a laundry. Upstairs the master bedroom retreat has an ensuite with a walk in robe and a private balcony.



TEAM BUILDING AND ADD-ONS

There is no better way to rejuvenate tired minds, improve concentration and productivity than by participating in a group activity. Ask us about our range of team building exercises that will have the whole office talking.

Optional extras for your corporate retreat include.

TRANQUILITY DAY SPA
Available for relaxing treatments

PACIFIC BAY RESORT GOLF COURSE
A 9 hole, par 3 golf course that will challenge even the avid golfer

TENNIS
Enjoy our superbly maintained tennis courts

BASKETBALL & SOCCER
All equipment available for hire on site

BEACH
Charlesworth Bay beach is just a lazy 100m walk from your doorstep

RELAX BY THE POOL
Spend time relaxing poolside with a good book

SOLITARY ISLANDS MARINE RESEARCH CENTRE
Experience the amazing array of sealife in this facility located adjacent to the resort



IMPORTANT INFORMATION

SPECIAL DIETARY REQUIREMENTS

Pacific Bay Resort has a team of qualified Chefs that take great care in the preparation of menu items and recognise and cater for specific dietary requirements. Please be aware that some food products may contain products that guests may be allergic to. Please advise and discuss specific dietary requirements with your conference coordinator in advance.

RESPONSIBLE SERVICE OF ALCOHOL

Our Food and Beverage staff all hold current Responsible Serving of Alcohol certificates as required under the NSW Liquor Act. In accordance with the Liquor Act “all licensees, nominees and staff of licensed premises have a responsibility to ensure that the liquor is sold and supplied to patrons in a responsible manner”. It is also an offence “to supply or allow liquor to be sold to or consumed by a person under the age of 18 years, or who is unduly intoxicated”

We appreciate your support in maintaining our Responsible Service of Alcohol obligations.

FOOD SAFETY

All of our kitchen staff have undertaken Safe Food Handling and the team take great pride in holding a HACCP (Hazard Analysis Critical Control Point) certification to ensure that we are always delivering a high quality product whilst complying with the international CODEX principles of HACCP.

EVENT INFORMATION

Conference Delegate Packages are based on a minimum of 25 delegates unless specified otherwise. In the event that your event is less than the specified minimum delegates, a venue hire charge will be applicable.

Set Price menus are based on a minimum of 25 guests. Should your numbers be less than 25 guests, the Hotel reserves the right to alter the menu.

Please see our detailed Terms and Conditions for cancellation policy.

Please enquire for full range of function and conference menus or visit www.pacificbayresort.com.au for more information



PACIFIC BAY
Resort

BAYSIDE

BAR AND GRILL

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