

CONFERENCE *Guide*



LINCOLN DOWNS RESORT
BATEMANS BAY

Where the success of your event is our highest priority



Lincoln Downs Resort Batemans Bay is the ideal venue for your Batemans Bay business event or executive retreat.

Our function rooms offer a charming country ambience, and abundant natural light while overlooking our private lake. Flexibility to cater from 10 to 120 guests in rooms to suit, including the Boardroom, Lakeview Room, Glassroom, Briars Restaurant. Lincoln Downs Resort has the facilities, venue and experienced staff to ensure your event is a success.

We understand that attention to detail is vital for your business event; as well as clear and effective communication with the conference organizer to ensure the success of your event.

Not only does Lincoln Downs Resort provide a professional ambience and background for conferences / meetings / functions, the value-for-money is also exceptional.

Our conference facility is equipped with AV technology, free WiFi and parking. Our aim is to exceed your expectations, therefore any special and extraordinary requests, are most welcome.

We look forward to welcoming you to Lincoln Downs Resort.

Conference Package Rates

We offer the following indicative Conference Packages to assist you in the planning of your Conference at Lincoln Downs

We can facilitate your requirements (includes special dietary requirements). Please contact us to discuss variations and alternatives. The Conference rooms include:

AV Equipped Rooms with Data Projector and screen | Whiteboards and Flipcharts
Control Booth and Complete Blackout | Wi-Fi – Speaker with cordless microphone
Flexibility to cater from 10 to 120 guests | Full catering including any special dietary requirements

Half Day Conference Package | \$59 per delegate

INCLUSIVE OF

(Minimum 12 delegates for Boardroom & Glassroom, minimum 30 delegates for the Lakeview Function Room)
Use of standard AV equipment | Free Wifi | Conference room hire (from 8am - 12pm or 1pm - 5pm)

Arrival: Coffee & tea

Morning Tea or Afternoon Tea:

Coffee, tea and a selection of sliced cake & homemade muffins, fruits platter

Lunch

A selection of mixed gourmet sandwiches, hot item & a salad

* Surcharges apply to Sunday and public holiday bookings

Full Day Conference Package | \$69 per delegate

INCLUSIVE OF

(Minimum 12 delegates for Boardroom & Glassroom, minimum 30 delegates for the Lakeview Function Room)
Use of standard AV equipment | Free Wifi | Conference room hire (from 8am - 5pm)

Arrival: Coffee & tea

Morning Tea & Afternoon Tea:

Coffee, tea and a selection of sliced cake & homemade muffins, fruits platter

Lunch:

A selection of mixed gourmet sandwiches, hot item & a salad

Photocopy facilities: 30c per page



Create your own package

If your requirements differ from those listed in our conferences packages, you can create your own. Select the room and catering required:

LAKEVIEW ROOM

Half Day \$180 | Full Day \$300 | Evening (2 Hours) \$120

CLASSROOM

Half Day \$120 | Full Day \$180 | Evening (2 Hours) \$90

BOARDROOM

Half Day \$120 | Full Day \$180 | Evening (2 Hours) \$90

All day Tea & Coffee \$5.50 per delegate | Hot Plated Breakfast \$22.00 per delegate

Morning Tea \$13.50 per delegate | Afternoon Tea \$13.50 per delegate

Lunch \$28.00 per delegate | Dinner (2 course set menu) \$55 per delegate

Dinner (3 course set menu) \$65 per delegate

Accommodation

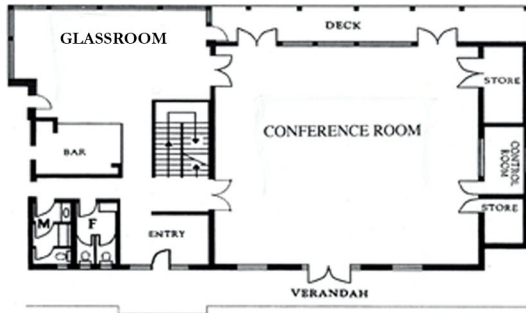
Superior Queen Room: Sleeps 3 Guests | Executive Queen Room: Sleeps 2 Guests
Executive King Spa Room: Sleeps 2 Guests | 2 Bedroom Spa Suite: Sleeps 4 Guests
2 Bedroom Family Suite: Sleeps 4 Guests *(All prices upon request)*

LAKEVIEW CONFERENCE ROOM

Floor to ceiling windows allowing plenty of natural light and a spectacular view of our lake.

Access to the covered deck | Area 128m² | Height 3.2m

AVAILABLE SETUP STYLES: Classroom = 30 pax | Banquets = 90 pax | Cocktail = 120 pax
Theatre = 100 | Boardroom = 30 pax | U-Shape = 30 pax | Cabaret = 54 pax

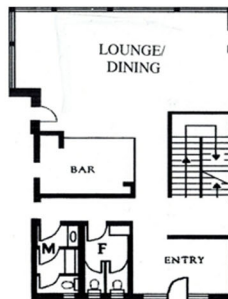


GLASSROOM

Floor to ceiling windows surrounding the room directly overlooking our private lake.

Access to the covered deck | Area 55.32m² | Height 2.2m

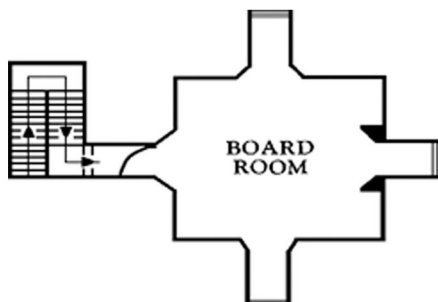
AVAILABLE SETUP STYLES: Classroom = 12 | Banquets = 20 pax | Cocktail = 35 pax
Theatre = 25 | Boardroom = 20



BOARD ROOM (First Floor)

Includes boardroom table and 12 high back chairs. Three opening windows providing lots of light.

Area = 42m² | Height = 2.6m | **SETUP STYLE:** Boardroom (only) = 12 pax



ROOM SET UP OPTIONS: *Theatre, Classroom, Boardroom, Cabaret, Banquet, Cocktail, U-Shape*

CONFERENCE INQUIRY & BOOKING SHEET

Today's Date Site Inspection: Yes / No Date

Company/Organisation

Contact Name

Company Address

Phone Mobile

Email

Function TypeNumber of People Attending

Proposed Date Time: Set-UpStart Finish.....

Function Room: Lakeview Room Boardroom Glass Room

Room Hire: Half Day Full Day Evening

Room Setup: Classroom | Boardroom | Theatre | Cabaret | U-Shape | Square | Cocktail

Audio Visual Requirements: Whiteboard Data Projector Screen Flip Chart

Conference Package: Half Day Full Day Residential Number of Rooms

Conference Lunch: Yes / No

Create Your Own: Breakfast Arrival Tea & Coffee

Morning Tea Lunch Dinner

Timing: Breakfast @ Tea & Coffee @

Morning Tea @ Lunch @ Dinner @

**Please confirm numbers and special dietary requirements if applicable 14 days prior to date for catering purposes*

Additional Information

ACCOMMODATION REQUIREMENTS

Date Arrival Time Departure Time

Room Type

Date Arrival Time Departure Time

Room Type

Quantity Total Room Nights

Additional Information

TERMS & CONDITIONS

CONFIRMATION

Confirmation of a booking is by written acceptance by management, as set out in the Function / Conference Booking Form, as signed and accepted by your organizer.

FINAL ATTENDANCE

A guaranteed number of guests attending the function / conference are required 14 days prior. Charges will be rendered accordingly.

FINAL INFORMATION

All information such as proposed timetable, room set-up, special menus and miscellaneous equipment required to be forwarded no later than 7 days prior to the event.

FUNCTION CHARGES

All function costing is current at the time of quotation and subject to revision prior to acceptance of the Function / Conference Booking Form.

CONSUMPTION

No food or beverage of any kind will be permitted to be brought into the Function / Conference Centre for consumption.

FUNCTION SURCHARGE

A surcharge of \$4.00 per person is applicable on Public Holidays, and \$2.00 per person on Sundays. Any event continuing past the hour of midnight shall incur a surcharge of \$140.00 per hour or part thereof.

LIABILITY

If the management of Lincoln Downs Resort have reason to believe that the function will affect the smooth running of the business, its security or reputation, it reserves the right to cancel the function without liability.

BASIS OF AGREEMENT

Performance of this agreement is contingent on the ability of Lincoln Downs Resort.

DEPOSIT

A minimum of \$500 or 25% (whichever the greater) of the estimated cost is required upon your confirmation of a booking.

CANCELLATION

In the event of a function / conference being cancelled following confirmation, the organizer shall upon request of management forward the following cancellation fee as applicable.

Cancellation charges prior to the event date will be applied as detailed below:

Up to 21 days prior to the event date: 100% refund

21 to 14 days prior to the event date: 50% deposit back

14 days or less prior to the event date: Non-refundable, full fees apply.

COVID CANCELLATION

If government regulations/restrictions related to COVID-19 restrict or prohibit the event from proceeding, your payment will move forward as a credit for future events.

Notice required: At least 24 hours prior to your event date.

PAYMENT

Balance of account to be paid in full within 14 days of function, unless prior arrangements have been made with management. A late payment surcharge of 2.5% (two and a half percent) per month, or part thereof, is applicable on all late payments.

RESPONSIBILITY

Organizers are financially responsible for any damage sustained to The Lincoln Downs Resort Property by the organizer, guests, invitees or persons attending the event, prior to, during or after the event. Confetti etc. will incur additional cleaning fee.

INSURANCE

The Lincoln Downs Resort will take all necessary care but accepts no responsibility for damage or loss of merchandise left on premises prior to, during or after the event. Organizers should arrange own insurance.

CREDIT CARD GUARANTEE

Along with the deposit, a signed copy of our terms and conditions/agreement, a credit card guarantee will also be required to confirm the booking. Should there be any damage incurred, excessive cleaning or deviation from the agreed terms and conditions, then additional fees may be charged.

SOCIAL MEDIA

By signing below, the client gives consent for Lincoln Downs Resort and TARHF PTY LTD Mandala Hospitality group to distribute any photos from the event for social media advertising and marketing purposes.

Please read these terms and conditions carefully, if you do not understand any of the terms and conditions or have any questions please discuss them with our function's manager. In paying the booking deposit these terms and conditions are binding upon the client.