

Best Western Ballina Island Motor Inn



Conference & Function Pack

Meetings, conferences, seminars, workshops, trade shows, special events, parties any function can be arranged using the facilities of the Ballina Island. Facilities include the Island Room, the Garden Restaurant, the Poolside Courtyard, and the Jabiru Bar and Lounge. Our Conference packages are flexible and designed to suit your every need. With Tea and Coffee on arrival, yummy morning tea, fresh and healthy lunch options and tempting afternoon tea our packages are flexible & designed to suit your every need.

Function Facilities

1. The Island Room (Purpose-built conference room) \$150.00 per day

Ground floor, air conditioned, with flexible furniture arrangements and entry options. The Island Room measures 12.5 meters X 9.5 meters, with an established capacity of:

| | |
|-----------------|-----|
| Theatre Style | 110 |
| Classroom Style | 60 |
| U-Shape | 30 |

This room will comfortably accommodate a sit-down dinner for 90 persons, a theatre-style seminar for over 100, workshops for 15 to 50 persons, Board Meetings for 6 to 45 persons, wedding receptions for 80+ guests, and cocktail parties for 60+ persons.

It is a highly flexible facility with the following equipment:

Flip Chart
White Board
Lectern
Screen
TV/Video
Slide projector
Data Projector (\$60.00)
Electronic whiteboard
Microphone on stand
Overhead Projector
CD player

2. The Garden Restaurant

The Garden Restaurant, either all or part, can be reconfigured for seminar/conference and or parties. A/V equipment can be used in the restaurant. Discuss your special requirements with the function staff.

3. The Garden Courtyard

This area is undercover and provides a pleasant outdoor environment for conference lunches or workshop discussion groups. It is equipped with a BBQ, and can host groups for informal meals and parties.

4. The Jabiru Bar

As well as directly supporting function activities, the lounge area of the Jabiru Bar provides an ideal space for morning tea/coffee service. It has seating for 10, and is often used as a break-out room for conferences.

Catering Options

Tea, Coffee & Infusions **\$3.00 per person**

Continuous Tea & Coffee **\$6.00 per person**

Morning and Afternoon Tea

Biscuits \$2.50 per person

Scones, Muffins, Cakes \$4.50 per person

Fruit Platter \$5.50 per person

Tea, Coffee & Biscuits \$4.95 per person

Scones, Muffins, Cakes, Tea & Coffee \$6.95 per person

Fruit Platter & Tea, Coffee \$8.50 per person

Carafes of Juice & Soft Drink \$10.00 each

Lunch Options

OPTION 1

- ❖ Mixed platter of sandwiches on white and whole meal breads
 - ❖ Tropical fruit platter
 - ❖ Freshly brewed coffee with tea selection

Sandwich fillings

Champagne leg ham *w cheese, tomato and seeded mustard*

Seasoned chicken breast *w celery and mayonnaise*

Corned meat *w lettuce, tomato and mango chutney*

Egg and mayonnaise *w chives*

Tuna *w red onion, shallots and tartare*

Shredded cheese *w carrot and slithered almonds*

\$15.00 per person

OPTION 2

- ❖ Gourmet selection on French bread sticks
 - ❖ Tropical Fruit Platter
 - ❖ Freshly brewed coffee and tea selection

Gourmet Fillings

Champagne leg ham, *brie, semi-dried tomatoes, crisp lettuce w lemon and mustard mayonnaise*

Tuna *w shaved cucumber, Spanish onion, sumac, coral lettuce and cherry tomatoes*

Cajun chicken breast *w salad greens, avocado & tomato relish*

Smoked salmon *w baby capers, creamed cheese, baby spinach and capsicum*

Roast lamb rump *w roma tomato, basil leaves & pesto.*

Char grilled bacon *w cos lettuce, shaved parmesan and Caesar dressing*

\$17.50 per person

OPTION 3

- ❖ Cold meat platter w Salad selection
 - ❖ Tropical Fruit Platter
 - ❖ Oven baked bread rolls
- ❖ Freshly brewed coffee and tea selection

Meats

Champagne leg ham *w seeded mustard*
Seasoned chicken breast *w sweet chilli mayonnaise*
Shaved corn silverside *w mango chutney*
Roast lamb rump *w basil pesto*

Salads

Tossed salad of coral lettuce, baby spinach, red onion, capsicum, bean shoots and a champagne vinegar dressing.
Caesar salad of baby cos, garlic croutons, crispy bacon shaved parmesan and Caesar dressing
Greek salad of mixed lettuce, kalamatta olives, feta cheese, cherry tomato, cucumber, red onion, basil leaves and balsamic dressing.
Chat potatoes with shallots, cumin and yoghurt dressing.

\$19.50 per person

Hot Food Lunch Extra's

Assorted beef pies *w tomato sauce*
Cocktail sausage rolls *w tomato relish*
Crumbed whiting fillets *w tartare and lemon*
Spinach and Feta Pastries *w sweet chilli sauce*
Vegetarian spring rolls *w sweet soy sauce*
Assorted quiches

Any three choices \$4.50 per person

BEST WESTERN BALLINA ISLAND MOTOR INN

BOOKING CONFIRMATION

COMPANY NAME _____

DATE(S) REQUIRED _____

FUNCTION ORGANISER/CONTACT _____

ADDRESS _____

PHONE _____ FAX _____

NUMBER OF GUESTS _____

VENUE (please circle) ISLAND ROOM RESTAURANT

TIME OF ARRIVAL _____

TIME OF DEPARTURE _____

FUNCTION ROOM SET UP (Please circle your requirements)

Theatre Classroom U-Shape Other _____

EQUIPMENT

Flipchart, Whiteboard, Lectern, Overhead projector, Screen, Microphone & stand, Electronic Whiteboard, Slide Projector, TV / Video, CD Player, Data Projector (fee), Power board.

CATERING

Arrival Coffee & Tea:

Morning Tea:

Lunch:

Afternoon Tea:

Juice or Soft drink:

TIME

SELECTION

ACCOMMODATION:

Single Rooms: _____ Double Rooms: _____

Please reserve for us the function room (as discussed) with the specified equipment for the date above. I have read the terms and conditions and agree to abide by them. I understand that this form outlines our basic requirements and that full details will be finalised with the function staff upon receiving this confirmation.

TERMS AND CONDITIONS

1. To secure your reservation, return the signed booking slip and pay any requested deposit.
2. Your reservation will be cancelled without penalty providing 14 days notice. Cancellation within 14 days of the event/function will incur a cancellation fee covering the cost of room hire and any actual outlays.
3. Payment is to be made at the end of the event/function unless other arrangements have been made with Function Staff.
4. A surcharge of 10% on total of account applies on public holidays and Sundays.
5. You are responsible for any damage to property of the Ballina Island Motor Inn or any other damage, loss or injury caused by your employees, agents, contractors or guests.
6. Quoted prices are valid for 6 months unless otherwise specified.

Signed _____ Date _____