



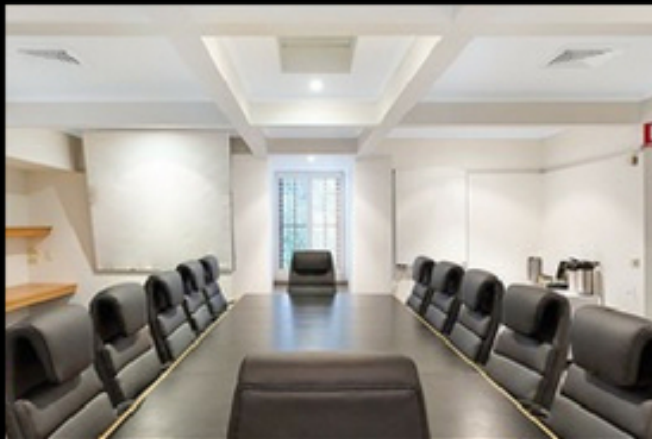
LINCOLN DOWNS RESORT

BATEMANS BAY

CONFERENCE GUIDE



Where the success of your business event is our highest priority



02 4478 9200 / 0456 587 860 / functions@lincolndowns.com.au
www.lincolndowns.com.au



LINCOLN DOWNS RESORT

BATEMANS BAY



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 150 guests in rooms to suit, including the Boardroom, Lakeview Room, Lakeview Dining Room, Briars Restaurant, Gazebo. 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 meeting with you soon.

Kind Regards
Sylvie Siteaud
Functions & Events Manager



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
- Whiteboards and Flipcharts
- Control Booth and Complete Blackout
- Wi-Fi
- Flexibility to cater from 10 to 150 guests
- Full catering including any special dietary requirements

Half Day Conference Package

Inclusive of: (Minimum 12 delegates)

- Use of standard A/V equipment
- Conference room hire (from 8.00 am - 12.00 pm or 1.00 pm - 5.00 pm)

Arrival: Coffee & tea

Morning Tea & Afternoon Tea:

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

Lunch:

Hot item, salad, mixed sandwiches, fruit platter & orange juices

Cost per delegate \$ 49

Full Day Conference Package

Inclusive of: (Minimum 12 delegates)

- Use of standard A/V equipment
- Conference room hire (from 8.00 am - 5.00 pm)

Arrival: Coffee & tea

Morning Tea & Afternoon Tea:

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

Lunch:

Hot item, salad, mixed sandwiches, fruit platter & orange juices

Cost per delegate \$ 59



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Residential Conference Package

Inclusive of:

- Use of standard A/V equipment
- Conference Room Hire -
(from 8.00 am till 5.00 pm)
- 3 Course Dinner

Arrival: Coffee & tea

Morning Tea & Afternoon Tea: Coffee, tea and a selection of sliced cake & homemade muffins

Lunch: Hot item, salad, mixed sandwiches, fruit platter & orange juices

Overnight: room with Full Buffet Breakfast

Twin Share Room per delegate:

Low season : \$ 194

Mid season : \$ 199

High season: \$ 204

Single Room per delegate:

Low season : \$ 249

Mid season : \$ 259

High season: \$ 269





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	\$ 150
Full day	\$ 280
Evening (2 hours)	\$ 100

Lounge/dining (workshop or cocktail):

Half day	\$ 90
Full day	\$ 160
Evening (2 hours)	\$ 70

Boardroom:

Half day	\$ 90
Full Day	\$ 160
Evening (2 hours)	\$ 70



Arrival tea and coffee	\$ 5.50/delegate
Morning tea	\$ 12.50/delegate
Afternoon tea	\$ 12.50/delegate
Lunch	\$ 27.00/delegate



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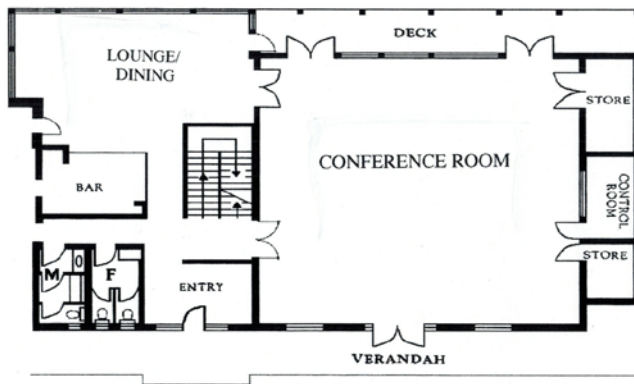
Room Layout

	Area Sqm	Height (metres)	Class Room	Banquets	Cocktail Function
Conference Room	128	3.2	70	90	150
Boardroom	42	2.6	Seating for 12		N/A

Conference Room

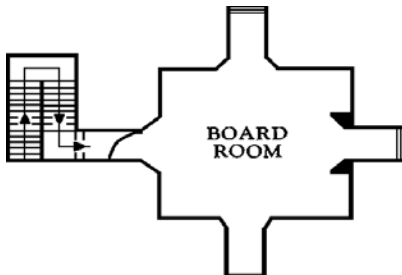
Lake View:

Floor to ceiling windows allowing plenty of natural light and a spectacular view of our lake Access to the cover deck



Board Room (on first floor)

Includes boardroom table and 12 high back chairs. Three opening windows providing a high brightness





LINCOLN DOWNS RESORT

BATEMANS BAY

Booking Form

Enquiry Date :	
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Start Date		Catering	Menu	Number	Time
End Date		DAY 1	Breakfast		
Organiser			Start		
Company			Morning Tea		
Email			Lunch		
Telephone			Afternoon Tea		
			Dinner		
Event Type		DAY 2	Breakfast		
Seating Set-			Start		
Number			Morning Tea		
			Lunch		
			Afternoon Tea		
			Dinner		
		DAY 3	Breakfast		
			Start		
			Morning Tea		
			Lunch		
			Afternoon Tea		
			Dinner		
		DAY 4	Breakfast		
			Start		
			Morning Tea		
			Lunch		
			Afternoon Tea		
			Dinner		



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Accommodation requirements:

	Arrival	Depart
Date		
Room Type		
Date		
Room Type		
Quantity		
Total room nights		

Boardroom requirements:

Item	Quantity
Whiteboard	
Flipchart	
AV Screen	
Data Projector	
Monitor	
Lectern	
Microphone	
Pads	
Pens	

Notes:



LINCOLN DOWNS RESORT
BATEMANS BAY

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 7 working 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. Any changes after this point may incur charges

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 Comfort Inn Lincoln Downs

DEPOSIT

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



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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.

Day or 1/2 Day package:

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 and 7 days prior to the event date:	25% deposit back
Within 7 days prior to the event date:	non-refundable deposit

Residential package:

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

Up to 21 days prior to the event date:	100% refund
14 days prior to the event date:	50% deposit back
14 and 7 days prior to the event date:	100% cost of accommodation 25% cost of conference
Within 7 days prior to the event date:	100 % cost of package

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

Organisers are financially responsible for any damage sustained to The Lincoln Downs Resort Property by the organisers, 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.