



LINCOLN DOWNS RESORT  
BATEMANS BAY

# UNIQUE LAKESIDE CONFERENCES & EVENTS

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# WELCOME

## Customised Planning for Professional Lakeside Meetings

Welcome to Lincoln Downs Resort, where contemporary facilities and thoughtful service create the ideal environment for a successful meeting or conference. Our experienced Events Manager and attentive team bring a can-do approach grounded in precision and care, ensuring every detail is handled seamlessly so you can focus on what truly matters.

Enhancing your experience is our elegant four-star accommodation, paired with the acclaimed Briars Restaurant and a talented catering team serving up Batemans Bay's finest fare. Guests enjoy complimentary Wi-Fi, free parking, a fully licensed bar and leisure facilities including a swimming pool and tennis court.

Conveniently located near Batemans Bay town centre and Surfside Beach, Lincoln Downs Resort strikes the perfect balance between business functionality and relaxed coastal charm, setting the stage for events that are both productive and memorable.



# EVENT SPACES

## Designed for Focus & Flow

Whether you're planning a conference, corporate retreat, team workshop, product launch, or private celebration, Lincoln Downs offers a range of flexible venues to suit your needs.

From bright indoor rooms to covered outdoor areas, each space can be tailored for presentations, breakouts, or social gatherings — all set in a peaceful, distraction-free location.

Room	Max Capacity*
Lakeview Room	70
Glass Room	30
Boardroom	12

*\*Please note listed capacities are intended as a guide only. Actual capacities may vary depending on your specific requirements and room availability.*





# LAKEVIEW ROOM

The Lincoln Downs Lakeview Room is Perfect for Conferences, Launches & Presentations.

## Capacity\*

Banquet 70 • U-shape 30 • Classroom 30 • Cabaret 60  
• Cocktail 70 • Boardroom 30 • Theatre 70

## Venue Hire

Full Day: \$450 | Half Day: \$250

### Includes:

- Room set-up
- WiFi
- Speaker with cordless microphone
- Data projector with screen included
- Access to a covered deck area, perfect for breakout sessions.

*\*Please note listed capacities are intended as a guide only. Actual capacities may vary depending on your specific requirements and room availability.*







# GLASS ROOM

Perfect for Smaller Events, Our Glassroom Provides the Perfect Intimate Yet Spacious Feel.

## Capacity\*

Classroom 12 • Cocktail 30 • Boardroom 20 •  
Theatre 25 • Banquet 20

## Venue Hire

Full Day: \$300 | Half Day: \$180

### Includes:

- Room set-up
- WiFi
- Speaker with cordless microphone
- Data projector with screen included
- Access to a covered deck area, perfect for breakout sessions.

*\*Please note listed capacities are intended as a guide only. Actual capacities may vary depending on your specific requirements and room availability.*



# BOARD ROOM

The Lincoln Downs Boardroom is Perfect for Executive Meetings & Group Meetings.

For your convenience, catering can be served inside the room.

## Capacity

12 Boardroom

## Venue Hire

Full Day: \$180 | Half Day: \$120

### Includes:

- Complimentary WiFi
- Speaker with cordless microphone
- Data projector with screen for your event.







# FULL DAY PACKAGE

Comprehensive Package  
Designed for Seamless Events

Full Day — \$75 PP

Minimum 15 delegates

Includes:

- Complimentary Room Hire
- Tea and Coffee Station
- Morning Tea: Chef's Selection
- Lunch: Selection of Sandwiches, Hot Items & Salads\*
- Afternoon Tea: Chef's Selection
- Note Pads
- Pens
- Chilled Water
- Mints

*\*Lunch is subject to dietary requirements.*



# HALF DAY PACKAGE

Tailored Package for Efficient,  
Impactful Conferences

Half Day — \$69 PP

Minimum 15 pax

Includes:

- Complimentary Room Hire
- Tea and Coffee Station
- Morning Tea or Afternoon Tea: Chef's Selection
- Lunch: Selection of Sandwiches, Hot Items and Salads\*
- Note Pads
- Pens
- Chilled Water
- Mints

*\*Lunch is subject to dietary requirements. Minimum 15 delegates are required to book a package.*





# DINING

Delicious Catering Options to  
Keep Your Delegates Refreshed  
Throughout the Day

Tea & Coffee Station — \$5.5 PP

Self-service Tea & Coffee

Breaks — \$13.50 PP

Morning & afternoon tea served inside the room  
or in breakout space.

Chef's Selection

Lunch\* — \$34 PP

Delight in a selection of gourmet sandwiches, chefs  
selection hot dish & house specialty salad

*\*Lunch is subject to dietary requirements.*





# ACCOMMODATION

Exclusive accommodation options for delegates.

Conference & event accommodation rates are available from \$138 per night. A unique booking code will be provided to ensure delegates receive the best available rate.

## Superior Queen Room

Configured with one queen bed & one single bed, with garden views.

## Executive Queen Room

Configured with one queen bed and magnificent views of the lake.

## Executive King Spa Room

Configured with one king bed, lounge, dining and shower over spa bath.

## 2 Bedroom Spa Suite

Configured with one queen bed and two single beds.

## 2 Bedroom Family Suite

Configured with one queen bed and two single beds.





# TERMS & CONDITIONS

At the time of booking, you must provide an estimated number of attendees. This number will be considered your minimum guest count for catering purposes and will be used to plan food and beverage services accordingly.

## BOOKING CONFIRMATION

- All event bookings are considered provisional until a signed contract/acceptance of booking form and deposit payment is received.
- This includes a signed credit card authorisation form.

## PAYMENT TERMS

- **Deposit:** A deposit of 25% of the total estimated cost or \$1,000 (whichever is greater) is required to confirm the booking (includes any room blocks).
- **Interim Payment:** 25% of the estimated total is due 90 days prior to the event (includes any room blocks).
- **Interim Payment:** 30% of the estimated total is due 60 days prior to the event (includes any room blocks).
- **Final Payment:** The remaining balance is due 30 days before the event date.
- **Additional Charges:** Any additional charges incurred within 14 days of the event (e.g., extra guests, extended hours) will be required to be paid 10 days prior to arrival or will be charged to the credit card attached on file prior to your arrival (day prior).

## CANCELLATION POLICY

- **More than 90 days before the event:** Full refund of any payments made, excluding a non-refundable \$1,000 administration fee.
- **89–60 days before the event:** 25% of the total estimated cost will be charged.
- **59 – 30 days before the event:** 50% of the total estimated cost will be charged.
- **Less than 30 days before the event:** 100% of the total estimated cost will be charged.
- All cancellations must be submitted in writing

## POSTPONEMENT CLAUSE

The Hotel understands that you may need to change the date of your Wedding. The Hotel will attempt to be flexible with any changes of date where space is available. Provided the Hotel is advised 60 days prior to the Event, 20% of the deposit will be retained by the Hotel as a cancellation fee and the remaining deposit will be allocated to the new wedding. Postponement is only valid for 6 months from the original date and a new date will need to be provided upon postponement. The Hotel will only accept one postponement per wedding. Cancellation terms will apply outside the 6-month period. Please be aware that all weddings postponed are subject to new packages, prices and conditions - a new agreement will apply.

## CHARGES FOR REDUCED CATERING NUMBERS

- At 60-45 days prior to the event, a reduction in numbers is permitted without penalty.
- At 44-30 days prior to the event, the hotels allow a further 20% reduction in numbers without penalty.
- At 29 – 15 days prior to the event, the hotel allows another 10% reduction in numbers only.
- Any reduction in excess of this may be penalised.
- At 14 days and under, any reduction in excess of 10% may be treated in the same manner as cancellations (clause 6) and charged accordingly unless special arrangements have been agreed in advance.

## DISPLAYS / SIGNAGE

No items are to be attached, pinned, nailed, screwed, stapled or glued to the wall, door or other surfaces of any area in the Hotel premises. Signage in the Hotel public areas are to be kept to a minimum and must be approved in advance by the Hotel Management.

## ACCOMMODATION ATTRITION

- **More than 121 days:** 25% of room held may be cancelled without penalty. Each room booking cancelled in excess of 25% will be subject to a cancellation fee equal to 10% of the contract rate. All cancellations must be received in writing and must be reconfirmed by the Hotel.
- **120 –91 days:** Up to 25% of rooms held may be cancelled without penalty. Each room booking cancelled in excess of 25% will be subject to a cancellation fee equal to 10% of the contract rate. All cancellations must be received in writing and must be reconfirmed by the Hotel.
- **90 – 61 days:** Up to 20% of rooms may be cancelled without penalty. For the remainder, a fee equal to 25% of the contracted accommodation charges must be paid by the Client on all cancelled room nights. All cancellations must be received in writing and must be reconfirmed by the Hotel.
- **60 – 31 days:** Up to 15% of rooms may be cancelled without penalty. Each room booking cancelled in excess of 15% will be subject to a cancellation fee equal to 50% of the contracted accommodation charges and must be paid by the Client on all cancelled room nights. All cancellations must be received in writing and must be re-confirmed by the Hotel. Rooming list required at 60 days
- **30 days or Less:** Each room night cancelled will be subject to a cancellation charge equal to the full accommodation component (100%). Any additional rooms will be on a request basis at the best available rate, subject to availability. All cancellations must be received in writing and must be re-confirmed by the Hotel. Final rooming list required at 30 days.
- **NO SHOWS “No Shows”** will be subject to a minimum charge of one night’s room charge, to a maximum of all room nights booked, at the contracted rate for the entire stay.

## SURCHARGES

Events held on a Sunday or public holiday will incur a surcharge. If the event extends past midnight or continues beyond the agreed finishing time, an additional surcharge may apply. Please consult with the Hotel’s Event & Catering Coordinator for specific surcharge rates and conditions.

## FINAL NUMBERS

Final confirmed numbers for your event must be provided to your event coordinator 14 days prior to the function date. With approval from your Event Coordinator, minor increases to confirmed numbers (up to 5%) may be accommodated up to seven (7) business days in advance of the function. Increased numbers will be charged to the final account. Minimum spend may apply for this event. If minimum spend falls below the minimum level a surcharge will apply.

Final payment representing the total cost less the deposit/s is due as per the payment terms via direct debit, credit card, or by making a cash payment. Additional charges are to be settled prior to arrival, please make appropriate arrangements for settlement of account and advise details prior to arrival.

## OVERNIGHT HOLD / BUMP IN

Once we have confirmed dates, Bump-in is as per the noted times in the schedule. If the Client requires access earlier than the above stated timings, they must contact the Hotel as soon as possible. Earlier access is subject to availability and may incur additional costs (i.e. access time to be confirmed, dependent of the use of this room by another client). All equipment must be packed down and stored (our staff will assist) at the finishing time mentioned above.

## BUMP OUT

The Hotel is permitted to reset, clear or set up during bump out times of the Event. Other clients are allowed to enter the function spaces during this time with permission from the Hotel’s event operations staff

## SOCIAL MEDIA

By signing the agreement, 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.

## FORCE MAJEURE

Each party will not be in breach of this Agreement and will not have any liability to the other party whatsoever in respect of the Event if it is prevented from complying with any of its obligations under this Agreement (other than payment obligations) by reason of Force Majeure. If the Force Majeure prevents or materially restricts the Hotel from hosting or conducting the Event then either party may cancel the Event. Upon such cancellation the parties may, acting reasonably and in good faith, discuss and negotiate to postpone the date(s) of the Event. If the parties (acting reasonably and in good faith) fail to reach any agreement on the postponement of the Event, either party has the right to immediately terminate this Agreement and the Hotel will refund any deposits paid by the Client, provided that neither party is entitled to any further claim or compensation whatsoever against the other party. Such termination is without prejudice to either party’s rights in respect of any antecedent breach or matter.

"Force Majeure" means any act, event or circumstance beyond the reasonable control of a party including, without limitation, casualties, war, rebellion, revolution, blockades, riots, insurrection, strikes, lockouts, labour or industrial problems, civil unrest, embargoes, domestic or international disturbance, acts of terrorism, outbreak of disease, virus, pandemics or epidemics, world and/or regional health threats, loss or substantial reduction in major airline services, governmental actions or delays, fire, hurricanes, earthquakes, storms, floods, other natural catastrophes or severe weather conditions or acts of God, travel or health advisories, orders or recommendations issued by any relevant government authorities or international bodies or agencies, or damage or destruction of the Hotel.

## LIABILITY

To the extent permitted by law (and without limiting the Australian and New Zealand Consumer Law or Consumer Guarantees), each party:

- a. excludes all warranties (other than expressly set out in this Agreement);
- b.excludes liability for any indirect or consequential loss or damage including loss of profits and loss of revenue; and
- c.limits their liability to any one or more of the following:
  - I.In relation to goods, replacing or repairing the goods or supplying an equivalent item, or paying the costs or replacing, repairing or hiring an equivalent item; or
  - II.In relation to services, the resupply of the services or payment of the cost of having the services re-supplied.

If the Hotel has reasonable grounds to believe that the wedding is or is likely to cause (i) significant disruption to Hotel operations (ii) damage to Hotel property, equipment or goods, or (iii) harm or damage to the Hotel’s security or reputation, due to the wrongful actions or misconduct of the Client or its contractors or, guests, the Hotel reserves the right to cancel the wedding immediately without any further liability to the Client. The Hotel will use all reasonable endeavours to resolve the matter with the Client’s representative before cancelling the wedding.

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 manager. In paying the booking deposit these terms and conditions are binding upon the client.





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