



# 2013 CONFERENCE KIT



at Marina Shores

159 Shingley Drive Airlie Beach QLD 4802

Tel: 07 4964 1500 • Fax: 07 4948 0478

Email: [stay@marinashores.com.au](mailto:stay@marinashores.com.au) • Web: [www.athotelgroup.com](http://www.athotelgroup.com)

at **Hotel**  
GROUP

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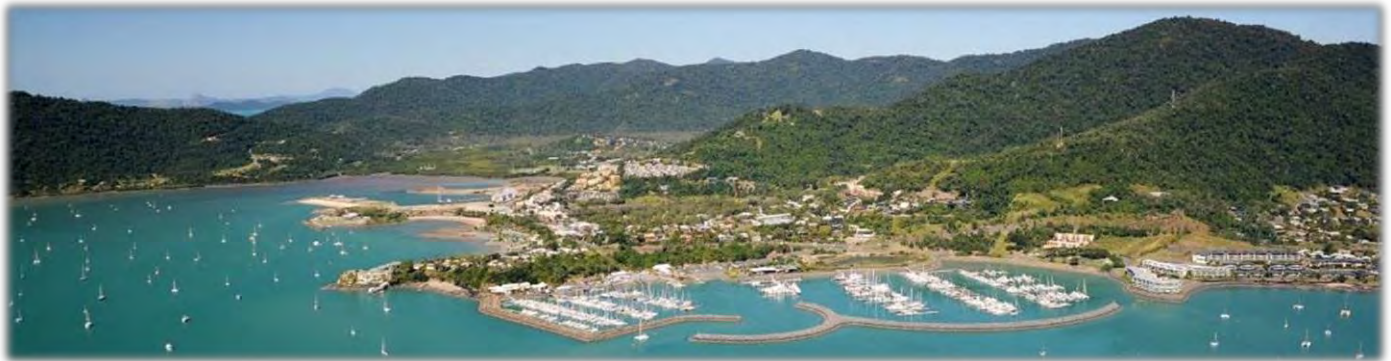


Photo courtesy of Whitsunday Marketing and Development

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## Location & Hotel Highlights

### at Marina Shores

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#### Where are we?

Airlie Beach, the heart of the magical Whitsundays. Our stunning medium sized conference and meeting venue is located on the edge of Pioneer Bay, Airlie Beach on the Whitsunday Coast. With three daily flights from Brisbane to Whitsunday Coast Airport and connecting flights from all capital cities, now has never been a better time to meet in the Whitsundays.

at Marina Shores is situated overlooking Abel Point Marina and the remarkable turquoise water of the Coral Sea ensuring your delegates find the perfect balance in mixing business with pleasure.

#### Why choose us?

at Marina Shores is a perfect spot for small to medium sized conferences. Boasting a large, modern, relaxed conference room which opens onto a large paved garden area. With a versatile choice of room configurations at Marina Shores presents itself as a resort focused on driving business results. Our penthouse apartments and Sunset viewing area are perfect for afternoon cocktails, breakout areas and small conference groups boasting magnificent views over Pioneer Bay and the Coral Sea.

Being on the doorstep to the Whitsunday Islands there is a plethora of team building activities to choose from to turn your conference into an event to remember.

#### Room to Relax...

Delegates will then relax after a productive day in the resort's comfortable and spacious luxury self-contained apartments with private balconies overlooking the lush tropical gardens or ocean.

at Marina Shores Resort Apartments has thirty 1, 2 and 3 bedroom apartments sleeping from 2 to 6 people. Our top level encompasses our penthouses sleeping up to 4 people each.



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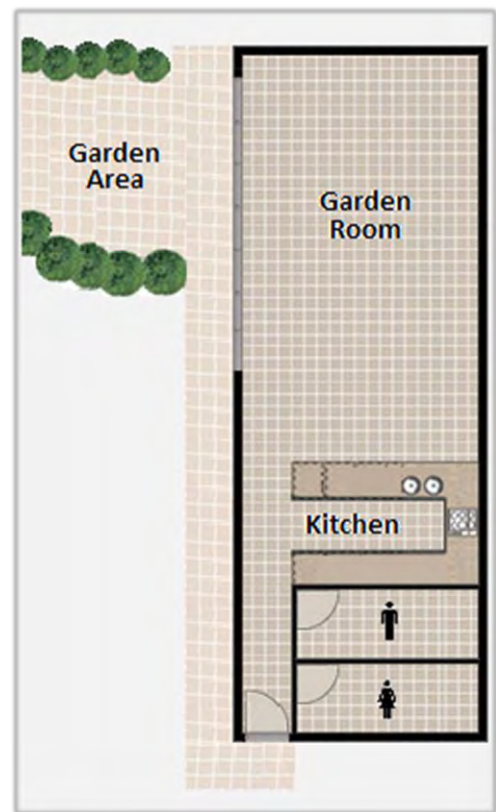
## Room Hire & Capacity

Function Room	Full Day (5 hours or more)	Half Day (Less than 5 hours)
Garden Room & Outside Garden Area	\$300	\$200
Gardens & Sunset Viewing Platform	\$200	\$150
Penthouse	\$400	\$150

Garden Room & Outside Garden Area – Our fully air-conditioned conference/function room is centrally located within the resort with an outlook into our gardens. The room is equipped to comfortably accommodate up to 50 people and contains a kitchen/amenities section for catering purposes.

Gardens & Sunset Viewing Platform – Perfect for evening drinks and canapés.

Penthouse – Perfect for a boardroom meeting, afternoon drinks or breakout rooms with a view.



Penthouse



Gardens & Sunset Viewing Platform



Garden Room

Function Room	Theatre	Classroom	U Shape	Boardroom	Cocktail	Banquet	Area
Garden Room							45m <sup>2</sup>
Outside Garden Area	50	30	24	20	60	40	31m <sup>2</sup>
Gardens & Sunset Viewing Platform	-	-	-	-	80	-	31m <sup>2</sup>
Penthouse	-	-	-	10	50	-	50m <sup>2</sup>



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## Day Delegate Packages

### COMPLIMENTARY DAY DELEGATE PACKAGE\*

When 10 or more accommodation rooms are booked.  
Browse through our accommodation options on page 8.



#### Full Day Delegate Package | FREE \*

Inclusions:

- Room Hire and Equipment**  
 Conference room hire from 8am to 5pm, note pads, pens, table water and mints  
 Whiteboard & markers, lectern
- Arrival Tea & Coffee**  
 Tea & coffee available on arrival
- Morning Tea**  
 Tea & coffee, mini Danish pastries and chocolate cake
- Lunch**  
 Working lunch of assorted sandwiches & wraps, seasonal fruit platter  
 Served with a buffet of apple, orange and pineapple juices
- Afternoon Tea**  
 Tea & coffee, scones with jam & cream and a savoury platter of dips, crackers, kabana & tasty cheese



#### No Accommodation Required?

**Full Day Delegate Package** | \$49 per delegate

**Half Day Delegate Package** | \$42 per delegate

Day Delegate Packages are based on a minimum of 10 attendees. If numbers fall below this, a room hire charge is applicable.

\*Complimentary Day Delegate Packages are provided for the number of guests staying at the hotel when more than 10 rooms are booked.



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## Catering Options

### Go Gourmet | + \$7 per person

Enjoy everything that's included in the Day Delegate Package plus our **Nespresso Buffet** with your choice of **Gourmet Rolls & Wraps** or try something different with our **Antipasto Platter** for lunch

#### Gourmet Rolls & Wraps Fillings (choose three)

- Pastrami, dill pickle and chive cream cheese on rye
- Turkey, cranberry and brie points
- Roast beef, horseradish and cress damper rolls
- Classic BLT on ciabatta
- Crunchy Asian salad baguettes
- Swiss cheese, chives and red onion jam Turkish breads
- Roasted vegetable and rocket pesto focaccia
- Leg ham and French mustard tiger rolls
- Chicken, guacamole and Mexican salsa wraps
- Traditional Egg mayonnaise and ice berg lettuce
- Soft shell crab and preserved lemon mayo soft baps
- Roast pork, mango chutney and watercress crusty rolls
- Prawn, cucumber and chervil remoulade crust free points
- Chicken, avocado and verjuice dressed baby spinach baguettes
- Smoked salmon, horseradish and dill whipped cream cheese bagel
- Sundried tomato pesto, black Jack cheddar and watercress on multigrain

OR

#### Antipasto Platter

Italian salami, mortadella, chorizo, marinated calamari, grilled vegetables, assorted dips, cheddar and feta cheese, marinated olives, sundried tomatoes and garlic mushrooms. All served with a selection of crusty bread.

Gluten free breads available. Rolls, breads and fillings can be swapped and changed upon request.

### Additional Catering Options

- Working Breakfast | \$15 per person  
Assorted ham + cheese croissants, croissants with assorted jams, savoury quiches and Danish pastries
- Morning Tea\* | \$12 per person  
Mini Danish pastries and chocolate cake
- Working Lunch\* | \$20 per person  
Assorted sandwiches & wraps
- Afternoon Tea\* | \$12 per person  
Scones with jam & cream and a savoury platter of dips, crackers, kabana & tasty cheese
- Fruit Platter\* or Cheese Platter | \$9 per person
- Juice Buffet\* | \$4.50 per person  
Buffet of apple, orange and pineapple juices
- Soft Drink Buffet | \$4.50 per person  
Buffet of Coke, Sprite and Fanta soft drinks
- Nespresso Buffet | \$4.50 per person  
Buffet of Volluto & Vivalto Lungo Nespresso coffee

\*Included in the Day Delegate Packages, optional as part of room only hire.

## Audio Visual

### Audio Visual & Equipment

- Whiteboard & Markers\* | \$20 per day
- Flip Chart with Markers & Pad | \$35 per day
- Wireless Internet | contact us for options
- Television & DVD Player | \$100 per day

\*Included in the Day Delegate Packages, optional as part of room only hire.



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## Evening Canapés



Our sunset viewing platform and gardens provides the perfect location for evening drinks and canapés after a day of conferencing. Enjoy your choice of canapés served over a couple of hours served by our friendly staff.

**Half hour Canapés** | \$15 per person (choose three)

**One hour Canapés** | \$26 per person (choose five)

**Two hour Canapés** | \$49 per person (choose ten)

### Canapé Menu

- Moroccan meatballs served with spicy salsa
- Mixed sushi
- Steamed dim sums
- Mini gourmet pies
- Onion & blue cheese tarts
- Mini quiche
- Crispy vegetarian spring rolls
- Peking duck rolled pancakes
- Satay chicken skewers
- Lamb kebabs with minted yoghurt
- Chilli prawn skewers
- Char grilled scallops served on guacamole
- Bloody Mary Oyster shooters
- Vietnamese spring rolls served with sweet soy sauce
- Traditional Thai fish cakes served with a chilli lime dipping sauce
- Beef & burgundy tartlets topped with a creamy potato, sour cream and chive mash
- Stuffed crumbed mushrooms served with garlic aioli
- Zucchini fritters with smoked salmon
- Mini fillet mignon on skewers with hollandaise
- Mini Hot Dogs with ketchup & American Mustard
- Mini fish & chips
- Fruit skewers

The menu is indicative only and we are happy to customise them to suit your needs. Please specify any special dietary requirements as we will adapt the menu to incorporate these requirements.

### Beverage Packages

**One hour** | \$22 per person

**Two hour** | \$32 per person

**Three hour** | \$42 per person

Beverage packages include house wine, beer and soft drink.



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## Accommodation at Marina Shores



### at Marina Shores Apartments Services & Facilities

- |                      |                   |                     |                  |                      |
|----------------------|-------------------|---------------------|------------------|----------------------|
| 24 Hr Guest Services | Outdoor Pool      | Undercover Parking  | In Room Massage  | Airport Shuttle      |
| Luggage Storage      | Lift/Elevator     | Cots Available      | Hairdryer        | Non-Smoking Rooms    |
| iPod Docks           | LCD TV            | Foxtel & Fox Sports | Air Conditioning | Iron & Ironing Board |
| Washing Machine      | Dryer             | Internet Access     | Mini Bar         | Private Balconies    |
| Weekly Housekeeping  | Seaside Boardwalk | Sunset Viewing      | Vending Machines |                      |



**1 Bedroom Spa Apartment** | Garden or Water View 5 star stunning design with vogue interior & large balcony with BBQ. Fully self-contained apartment with full kitchen, lounge, dining, laundry and ensuite bathroom with spa bath. 1 Queen Bed, 2 persons.

**2 Bedroom 2 Bathroom Spa Apartment** | Garden or Water View 5 star stunning design with vogue interior & large balcony with BBQ. Fully self-contained apartment with full kitchen, lounge, dining, laundry and ensuite bathroom with spa bath. 2 Queen Beds, 4 persons.

**3 Bedroom 2 Bathroom Spa Apartment** | Water View 5 star stunning design & vogue interior & large balcony with BBQ. Fully self-contained apartment with full kitchen, lounge, dining, laundry and ensuite bathroom with spa bath. 2 Queen & 2 Single Beds, 6 persons.

**2 Bedroom 2 Bathroom Spa Penthouse** | Top Floor Water View 5 star stunning design with vogue interior, large balcony and rooftop terrace with BBQ. Fully self-contained split level penthouse with full kitchen, lounge, dining, laundry and ensuite bathroom with spa bath. 2 Queen Beds, 4 persons.

enjoy *peter manivsey* luxury amenities in all of our apartments



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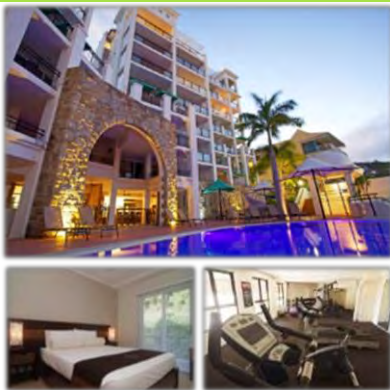


## Accommodation at Hotel Group



at Hotel Group offer the very finest locations coupled with extraordinary hospitality, our properties offer a unique difference for the discerning traveller

### at Blue Horizon Resort



- 200m to Port of Airlie
- Ocean Views
- WiFi Available
- Heated Pool & Spa
- Large Gymnasium
- BBQ Facilities
- 1,2 & 3 Bedroom Apartments
- 3 & 4 Bedroom Penthouses
- Conference Facilities

### at Waterfront Whitsunday Retreat



- Adults Only Retreat
- 50 inch HD Plasma TV
- Free WiFi
- Daily Service
- Mini Bar
- Nespresso Coffee
- Personalised Service
- Balcony Spa Suites
- Jacuzzi Penthouse

### at Waters Edge Resort



- 100m to Airlie Beach
- On-site Restaurant
- Ocean Views
- WiFi Available
- iPod Docks
- 24 Hr Guest Services
- Heated Jacuzzi
- Three Outdoor Pools
- 1,2 & 3 Bedroom Apartments

### at Whitsunday Vista Resort



- 200m to Port of Airlie
- On-site Restaurant
- Ocean Views
- WiFi Available
- iPod Docks
- 24 Hr Guest Services
- Outdoor Pool
- Heated Jacuzzi
- Suites & Apartments

For larger conference groups, we have a variety of accommodation providers within our group offering conference rates. We offer a complimentary transfer between hotels for conference delegates.



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## Team Building

The magical Whitsundays is surrounded by pristine waters with vast range of tours and activities. As it is important to mix business with pleasure our team can organise team building tours throughout the Whitsundays.

Just a few of the options available are:

### **Ecojet Safari** | [www.ecojetsafari.com.au](http://www.ecojetsafari.com.au)

Operating two jet ski tours daily from Airlie Beach. Montes Reef Resort is the island you can drive to! Drive your own jet ski within the Great Barrier Reef Marine Park - a World Heritage Area. Navigate the untamed mangrove everglades, and experience the pristine, sandy island beaches. Observe marine wildlife in their natural habitat up close and personal! With only small groups, our fully qualified skippers and eco crew will deliver a personalised service all the way. You will be talking about this magical jet ski tour for years to come! Eco Jet Safari is passionate about helping to protect and conserve this unique and amazing environment.

### **Ocean Rafting** | [www.oceanrafting.com.au](http://www.oceanrafting.com.au)

Each Ocean Rafting experience includes an exhilarating ride to world famous Whitehaven Beach, pristine snorkelling reefs and guided Whitsunday Island National Parks walks, all in one day! Ocean Rafting's semi rigid inflatable vessels are super-fast allowing you to experience a fun ride, adventure and education amongst the natural beauty of the Whitsundays. With direct access to the stunning and iconic Hill Inlet beach and special snorkel sites at Hook Island and Border Island ensure a memorable underwater experience. Ocean Rafting visits the Wild Side of the Whitsunday Islands, the uninhabited islands with beautiful natural scenery brimming with marine, bird and animal life.

### **Half Day Whitehaven Beach** | [www.cruisewhitsundays.com.au](http://www.cruisewhitsundays.com.au)

Board Cruise Whitsunday's Whitehaven vessel for the scenic cruise to this magnificent beach. The waters of Solway Passage lead us to the world famous Whitehaven Beach, a definite 'must see' in the Whitsundays. The crystal clear aqua waters and pristine white silica sand stretch for over seven kilometres along Whitsunday Island, the largest of the 74 islands in the Whitsundays. It is Mother Nature at her best - the most photographed beach in Australia and named "Queensland's Most Beautiful Beach". Wander along the beach to your own secluded stretch, laze on the beach or cool off in the azure waters.

### **The Great Barrier Reef** | [www.cruisewhitsundays.com.au](http://www.cruisewhitsundays.com.au)

The Great Barrier Reef is truly one of the great wonders of the natural world and a must-see for any visitor to the region. Formed millions of years ago, this colourful living reef continues to grow and flourish just off the coast from the Whitsundays. Hundreds of different types of fish and hard and soft coral thrive in the sheltered lagoon. There are numerous ways to explore the reef, from the underwater viewing chamber, to the semi-submersible submarines, or snorkelling like a fish beneath the sea! The pontoons are adjacent to coral walls, the length of which you can explore. The prolific fish life will surprise and delight you - especially the giant groper!



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## Terms & Conditions / Booking Form

### CONFIRMATION & DEPOSIT

Confirmation of a booking must be made in writing with signed Terms & Conditions within ten business days of the original booking. A 20% deposit is required within ten business days, after which time and in the absence of a deposit, the Hotel reserves the right to release space for potential resale. Email confirmation constitutes acceptance of the event and the terms & conditions as outlined in this proposal.

### PAYMENT

Balance of payment is due three days before arrival unless a credit facility has been established prior to the function. All approved credit arrangements must be paid within seven working days after the function.

Please note that a 3% surcharge applies to all Credit Card payments. No surcharge applies for direct deposit, EFTPOS or cash payments.

### POSTPONEMENT

We allow one reschedule of events at no charge. Should catering costs increase, this cost will be passed onto the client. Any changes of date after this will incur the relevant cancellation charges.

### CANCELLATION OF EVENT

If notice of cancellation is received within the following time frames, the respective cancellation fees will apply:

Notification 90+ days: the deposit will be held for next confirmed event (must be within 6 months)

Notification 90 days or less: booking fee non refundable

Notification 30 days or less: 1<sup>st</sup> night of all accommodation rooms OR 50% of the estimated cost (whichever is greater)

Notification 48 hours or less: 100% of the estimated cost, including all accommodation rooms.

### FINAL DETAILS

To ensure your requirements are met it is necessary to receive a guaranteed number of guests attending the event seven days prior to arrival. The Hotel will charge in accordance with this number or final head count (whichever is greater). If final numbers are not confirmed, the hotel will take the highest estimated number as the guaranteed figure. We require seven days' notice of the menu selection and notice of any special dietary requirements.

### COMMENCEMENT AND VACATING OF ROOMS

The client agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event that the event should go beyond agreed finishing times we reserve the right to charge whatever additional costs are reasonably incurred.

### DISPLAYS AND SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel.

### CONSUMPTION

Food and beverages are not to be brought into the function room for consumption at the function by the client or any of the client's guests, invitees or persons attending the function. We practice Responsible Service of Alcohol at all times and reserve the right to refuse service of alcohol to any person.

### DAMAGE

Clients are financially responsible for any damage sustained to the Hotel by the client, client's guest, invitees or other persons attending the function, whether in the room reserved or any part of the Hotel. This can include however is not limited to extra cleaning charges, cost to repair damaged furniture, etc. Unreturned or lost conference keys are charged at \$200 per key.



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**INSURANCE**

Whilst the staff of the Hotel will take every care with the security and protection of property and guests, we will not accept any responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during or after the function. It is the client’s responsibility to take out insurance for all items belonging to them for the period those items are in the Hotel.

**FORCE MAJEURE**

Where matters beyond the reasonable control of at Marina Shores prevents at Marina Shores from fulfilling its obligations under this contract, the client agrees to release at Marina Shores from any liability or loss incidental or consequential to such matters.

**COMPLIANCE**

It is understood that the client will conduct their function in an orderly manner in full compliance with the Hotel Management and all applicable laws. This will include, however not be limited to: maintaining reasonable noise levels, adhering to the OH&S regulations of QLD, etc.

**ACCEPTANCE BY THE CLIENT**

Name of Company/Function

\_\_\_\_\_

Signature of Authorised Person

at Marina Shores Representative

\_\_\_\_\_

\_\_\_\_\_

Name

Date

Name

Date

\_\_\_\_\_

\_\_\_\_\_



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