

COUNTRY COMFORT PORT MACQUARIE
CONFERENCES & EVENTS





CONFERENCES & EVENTS

INFORMATION PACKAGE

Country Comfort Port Macquarie offers a unique relaxing experience. We are located on the banks of the beautiful Hastings River just one minute walk to town centre, close to breathtaking beaches and tourist outlets. Our 61 rooms offer superior accommodation and most feature a private balcony on which to sit and take in the views of this tropical Paradise.

- In room modem access
- Wireless internet hot spots
- Free Austar with movies
- Modern decor and of course a comfy bed
- Large swimming pool and hot spa
- Laundry facilities
- Ice machine
- Tour desk
- Alfresco seating overlooking the pool
- BBQ facilities overlooking the river
- Quiet jetty and river access.

Our conference facilities can accommodate from 8 to 250+ delegates comfortably. Our many conference rooms offer balcony access overlooking the river. Free parking is available adjacent to the hotel for delegates. Our signature restaurant "Castaway" is the perfect escape for first class cuisine for your delegates, with indoor and alfresco dining, regional wines and handmade desserts. Castaway is open for breakfast and dinner and also lunch if requested, while the lobby bar opens at 5.00pm to end the day in style.

FACILITIES OVERVIEW

Thank you for your enquiry regarding details of our conference facilities.

We are delighted that you are considering Country Comfort Port Macquarie as a venue for your event. At Country Comfort we are committed to making your conference a success. You will enjoy the natural, friendly welcome of our staff, value for money and overall conference confidence.

I am pleased to provide an outline of our services and facilities to meet your needs.

COUNTRY COMFORT PORT MACQUARIE

Country Comfort Port Macquarie is located on the banks of the Hastings River, just minutes from the town centre, beaches and water activities.

FUNCTION FACILITIES

Our many and varied function rooms can host a variety of events from small meetings to conferences and product launches, accommodating from 8 to 250+ people.

Daily or evening conference room hire

Hastings Room 1	\$180.00
Hastings Room 2	\$150.00
The Hastings Room (1+2)	\$350.00
Castaway Premiere Room	\$400.00
Castaway Terrace	\$130.00
BBQ and Garden Centre	\$200.00
The Executive Suite	\$140.00
Riverbank Marquee Events	Price on arrival

Prices include on-call Personal Assistant and full business centre facilities. Half-Day rates are also available on request.

Equipment

Whiteboards, flipchart, overhead projector and screen, TV, video, microphone and lectern are included in the room hire fee. However, if you require any other equipment we are more than willing to organise the hire at an additional cost. If a data projector is required the cost per day is \$150.

FOOD & BEVERAGE

We offer a range of menus to cater for different tastes and budgets, served in the way that best suits your needs – refreshing break menus, an outdoor BBQ lunch buffet or a 3-course alternate serve dinner, just to name a few.

Our new “All Day Event Catering” has proven the most popular choice. All catering requirements and room hire are included in the cost.

Selections of catering menus are attached. Alternatively we can individually tailor a menu to your liking.

Castaway Bar and Restaurant

Our restaurant is available for breakfast, lunch and dinner, weddings and private functions, catering for up to 250+ guests. The restaurant opens on to a terrace for alfresco dining and flows over to the pool grounds and river bank and can be exclusively hired.

CONFERENCE PACKAGES

We understand that every conference is unique, and are pleased to discuss a tailor-made package designed to suit your individual needs and budget.

ACCOMMODATION

Most of the 61 rooms feature balconies with views over the Hastings River. Special conference bed and breakfast rates are available for all conference delegates:

Standard Room	\$129
Canal View	\$136
Hastings Pool View	\$141
River Room	\$148

(All rates Single/Double/Twin Share)

We would like to thank you for this opportunity to present the Country Comfort Port Macquarie for your upcoming conference.

If you require any additional information please do not hesitate to contact me on (02) 6583 2955 or email functions@countrycomfortpm.com.au

After discussing further details of your conference a full conference quotation will be provided for you.

Kind regards,

Matthew Cone
Food, Beverage & Events Manager

ALL DAY EVENT & CATERING

Includes room hire

On Call Personal Assistant / Secretarial service

All Catering needs

Access to full business centre

Wireless Internet connection

MENU

Mints on tables
Tea, coffee and water station

Morning Tea

A wonderful selection of biscuits and cookies

Lunch

Assorted sandwiches and hot canapés
Served with chilled juice and soft drink

Afternoon Tea

Traditional Australian scones with
jam and fresh whipped cream

\$38 per person

Minimum 10 people

Folders, pens and paper pads are included

CASTAWAY EVENT BREAKFAST

Continental Breakfast - \$15.50

Hot Cooked Breakfast - \$19.50

Deluxe

Fried, poached or scrambled eggs with bacon, sausage, grilled tomato and mushrooms served with toast

Smoked Salmon with Scrambled egg

Served on Turkish bread with avocado.

Eggs Benedict

English muffin topped with shaved ham, two softly poached eggs and hollandaise.

Gourmet Omelettes

Ham, cheese and tomato.
Tomato, cheese and spinach.

Breakfast Rosti Stack

Bacon and fried egg served on a potato rosti stack, topped with a spicy tomato and red onion relish.

Vegetarian Frittata

Sautéed mushrooms, pumpkin and zucchini.

Pecan & Cinnamon Pastry Puff

Served with fresh fruit and natural yoghurt.

All cooked meals include continental buffet

15+ people Full Buffet Breakfast \$19.50pp

REFRESHMENT BREAK SELECTIONS

Morning and afternoon teas

Freshly brewed tea and coffee
\$3.50 per person

Assorted Biscuits
Variety of biscuits
with freshly brewed tea and coffee
\$6.00 per person

Scones
Traditional homemade scones
with jam and fresh whipped cream
served with freshly brewed tea and coffee
\$6.50 per person

Muffins
Fresh homemade muffins
with freshly brewed tea and coffee
\$6.50 per person

Slices
A selection of decadent slices
with freshly brewed tea and coffee
\$6.50 per person

Chef's Basket
A feast of muffins, scones and slices
with freshly brewed tea and coffee
\$7.50 per person

LUNCH SELECTIONS

For conferences - minimum 10 people

Option 1 - Finger Food Buffet

Assortment of hot finger foods
served with juice and soft drink

Six items per person \$14.50
With fruit platter \$17.00 per person

Option 2 - Working Lunch

Assorted sandwiches and a selection of hot finger foods
served with soft drink and juice

\$17.50 per person

Option 3 - Ladies Lunch

A delicious assortment of closed sandwiches
served with juice and soft drink

1½ sandwiches per person \$14.50
With fruit platter \$17.00 per person

HOT FINGER FOOD

WILL BE CHOSEN FROM THE FOLLOWING (by our chef)

- Crumbed Calamari
- Mini Spring Rolls
- Vegetable samosas
- Sausage rolls
- Assorted mini pies
- Thai beef meatballs
- Marinated chicken wings
- Pizza slice
- Mini Quiche
- Fish Cocktail

CANAPÉS & FINGER FOOD

Minimum 20 people

COLD SELECTION

Rare roast beef with sweet mustard mayo

Mini brushetta

Brie and peppered strawberry encrute

Smoked salmon and capers with dill cream

Tomato, bocconcini and basil

Avocado mousse with julienne pimento

California sushi rolls

HOT SELECTION

Satay chicken skewers

Tempura prawns

Fish cocktails

Party pies

Sausage rolls

Salt and lemon pepper squid

Assorted pizza slices

Barbeque bacon mushroom cups

Choose a minimum of 6 canapés and finger food

\$18.50 per person

CORPORATE BUFFET

\$28.50 per person

Full hot and cold buffet, minimum 30 people

Salads

German potato salad
Garden fresh tossed salad
Rocket, shaved Parmesan and cherry tomato salad
Coleslaw

Hot Food

Carved roast beef
Roasted chicken
Beef goulash
Fried rice
Roasted root vegetables
Dinner rolls
Fish cocktails
Lamb rogan josh

Dessert

Pavlova
Fresh fruit salad
Mud cake

Fully stocked, serviced bar and personal attendant

BARBECUE BUFFET SELECTIONS

Minimum 10 people

\$30 per person

Sirloin steak
Sausages
Satay chicken skewers
Idaho potatoes
Corn on the cob
Caramelized onions
Garden salad
Coleslaw
Pasta salad
Variety of condiments
Dinner rolls
Fresh fruit plate

\$40 per person

Lamb chop
Scotch fillet steak
Grilled fresh fish fillets
Sauté mushrooms and Spanish onion
Char grilled Mediterranean vegetables
Caesar salad
Garden salad
Rocket, feta and cherry tomato
Seeded mustard potato salad
Dinner Rolls
Variety of condiments
Fresh fruit plate
Assorted cheese platter

SET MENU - ALTERNATE SERVICE

Minimum 20 people

2 Course: \$30 per person

3 Course: \$40 per person

Please choose 2 dishes from each course to be served alternately
Served with a freshly baked dinner roll

ENTRÉE

Butternut Pumpkin Soup with Coconut Cream and Coriander

Caesar Salad with Crisp Cos, Croutons Bacon and Shaved Parmesan

Risotto of Mushroom, Thyme and Pecorino

Warm Grilled Chicken, Sun dried Tomato and Avocado Salad
with Lemon Myrtle Dressing

Seafood Chowder with Garlic Croutons

Greek Salad with Feta, Olives, Tomato, Cucumber and Spanish onion

Spinach & Ricotta Cannelloni with Rich Napolitano Sauce

Salad of Roast Sweet Potato, Baby Spinach, Pear and
Grilled Halloumi Cheese

Barramundi Fish Cakes with Herb Salad and Lime Aioli

Vine Ripened Tomatoes, Bocconcini Cheese and Rocket Salad

Smoked Salmon Bruschetta with Capers, Red Onion,
Dill Cream and Rocket

MAINS

Served with Freshly Steamed Vegetables

Seared Atlantic Salmon Fillet on Sautéed Baby Boy Choy with Oyster sauce
and Steamed Jasmine Rice

Pan Fried Chicken Breast on Sweet Potato and Leek Mash
with Sauté Smokey Bacon and Button Mushrooms

Oven Baked Snapper Fillet on Herb Chat Potatoes and Baby Spinach
with a Lemon Parsley Butter Sauce

Char Grilled Sirloin of Beef on Crisp Hand cut Potato Wedges and
Green Beans with a Béarnaise Sauce

Scotch Fillet Steak on Garlic Mash Potato, Wild Mushroom Compote and
a Red Wine Jus

Oven Roasted Chicken Breast on a Sundried Tomato Cream Linguini
with Pesto & Parmesan

Rogan Josh Braised Lamb Shank on Potato Puree with Tomato Sauce

Grilled Pork Cutlet on Creamed Potato, Braised Red Cabbage and
Port Wine Jus

Filo Pastry Vegetable Strudel on Mild Spiced Cous Cous
with Minted Yoghurt

Mediterranean Vegetable Frittata with Basil Oil and Salad Greens

Grilled Nile Perch on Saffron & Cashew Rice Pilaf with
Tomato and Red Pepper Sauce

DESSERTS

Castaway Pavlova with Fresh Cream and Fruit

Pecan Pie with Caramel Fudge Sauce

Hot Apple Pie & Vanilla Bean Ice Cream

Rich Chocolate Mud Cake & Chocolate Sauce

Citrus Tart with Brandy Snap

Very Sticky Date Pudding & Butterscotch Sauce

Mango Cheesecake with Mango Couli

Cream Filled Profiteroles with Chocolate Sauce

Flourless Orange & Almond Cake

New York Baked Vanilla Cheesecake

Beverage packages are also available

Specially designed for your needs

FUNCTION RUN SHEET

Country Comfort - Port Macquarie

Please fill out or tick the appropriate information below

Date:

Company:		Welcome Board	
Contact:		Reference#	
Address:		Room Hire	
Phone:		Equipment Hire	
Mobile:		Catering Fee	
Fax:		Beverages	
Email:		Accommodation	
Deposit:		Miscellaneous	
Charge to:			
Payment Method		Total Cost	

Room Requirements

Function Room		Arrival Time	
Floor Plan		Departure Time	
		People	
Complimentary:		Optional Extras	Please list
White Board			
Screen			
O.H.P			
Flipchart & Paper			
Notepad & Pens			
Markers			
Power boards			
Phone line			
Internet access			
Microphone & Lectern			

Catering Requirements

Time to Dine		Vegetarian	
Dietary request		Allergies	

Menu

Please sign and return with the terms and conditions

Signature.....Date.....

TERMS AND CONDITIONS

1. Confirmation: In writing, must be received within 7 days of the original reservation, together with a 33% deposit of the total conference costs. If this confirmation and deposit is not received within the specified time, the hotel reserves the right to cancel the booking and allocate the venue to another client.
2. Account: The account less the deposit is to be paid on departure on the day of the conference by Credit Card, Cash or Company Cheque unless Credit exists with the hotel.
3. Guaranteed Numbers: A guaranteed number of guests "not being below 10 guests" is required in writing by 12 noon, 5 working days prior to the event and this will act as the minimum amount to be charged.
4. Cancellations: In the event of the function being cancelled within six (6) weeks of the event, a refund of the deposit will be subject to the venue being re-sold. Any cancellation within one month of the event will result in the deposit being forfeited or a cancellation charge of 33% of the total estimated cost of the booking, whichever is greater.
5. Responsibilities: The organiser agrees to ensure that:
 - No dangerous goods are brought to the venue.
 - No display materials or decorations are erected without the prior written approval of the Hotel Manager.
 - All relevant laws and by-laws are complied with.
 - The function commences and concludes at the agreed scheduled times and that guests and attendees conduct themselves in an orderly manner in full compliance with the Hotel Management directions.
 - Appropriate insurance coverage has been obtained for the organisers liability for loss, damage or personal injury. The hotel will not accept responsibility for any damage, loss or injury before, during or after the event. Organisers should arrange their own appropriate security. The organiser is responsible for any damage or loss to the Hotel caused by or contributed to by any of the attendees of the function.
 - No food or beverage will be brought into the venue for consumption without the prior written permission from the Hotel Manager.
6. Substitute Room: The hotel reserves the right to substitute another room for the function in the event that the original room booked should become unavailable or inappropriate in the Hotel's opinion. The organiser will be advised as far in advance as possible.
7. Prices: Prices and conditions are subject to change without notice.

Please book and hold space for conference noting any changes as required on the Event Order, as per this correspondence.

BILLING INSTRUCTIONS: All accounts are to be settled at time of departure unless prior arrangements have been made and unpaid accounts are the responsibility of the organiser.

PAYMENT METHOD: Cash / Company Charge (Supply details) / Credit Card

I _____ Being duly authorised to act on behalf of

_____ Agree to be bound by this agreement

Company Name: _____ Signature: _____

Company Billing
Address: _____

CREDIT CARD DETAILS:

Date: ____ / ____ / ____ Contact Name: _____

A signed copy of these Terms and Conditions should be returned by fax to 02 6583 7398 as confirmation of all your conferencing details.