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CONFERENCEING  
FUNCTIONS  
EVENTS

2026



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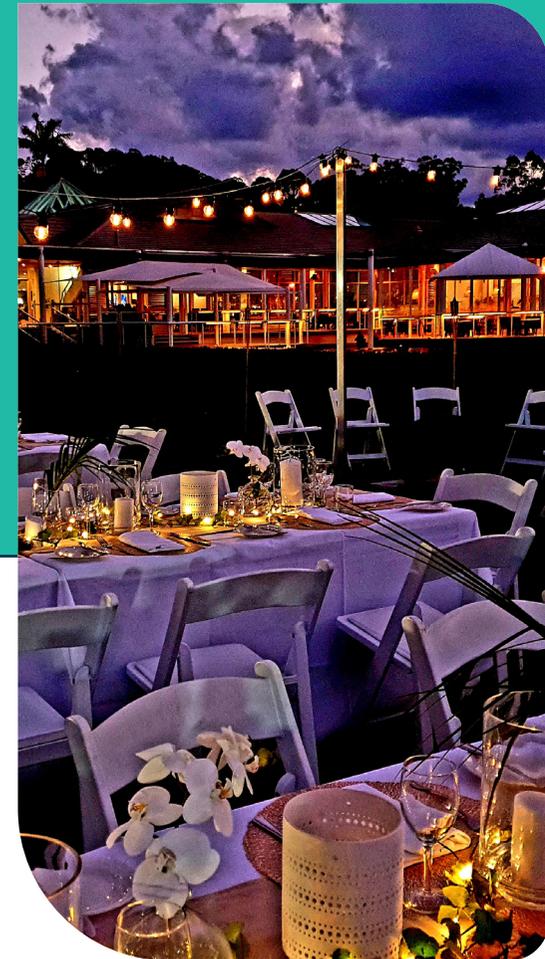
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CONFERENCING

FUNCTIONS

EVENTS

YOUR  
AWARD  
WINNING  
PARTNER



**GOLD**

**Business Event  
Venue of the Year**

CONFERENCING CENTRE SEATING UP TO 500 | DEDICATED CONFERENCE TEAM  
COMPLIMENTARY WIFI | ONSITE EVENT STYLING & DECOR | VARIETY OF INDOOR &  
OUTDOOR DINING OPTIONS | TRADE / EXHIBITION SPACE | AUDIO VISUAL

Each year Pacific Bay Resort delivers over 500 meetings, conferences, gala dinners, networking exhibitions and tradeshow. Nestled between the Solitary Islands Marine Park and the lush hinterland rainforest of the Coffs Coast, Pacific Bay Resort is the North Coast's most comprehensive conferencing facility and your award-winning partner.

# CONFERENCE PACKAGES

HALF DAY

FULL DAY

- ✓ Arrival freshly brewed coffee, assorted teas and hot chocolate
- ✓ Morning tea served with freshly brewed coffee, assorted teas and hot chocolate
- ✓ Business lunch served in the relaxing atmosphere of Bayside Bar and Grill
- ✓ Afternoon tea served with freshly brewed coffee, assorted teas and hot chocolate
- ✓ Whiteboard, pads and pens
- ✓ Iced water and mints on tables
- ✓ Complimentary WiFi

FROM  
\$ **62.50**  
p/p

FROM  
\$ **65.00**  
p/p

Please note:

Half day packages include EITHER Morning tea OR Afternoon tea

Additional charges are applicable for AV and Venue hire based on client requirements



# MORNING & AFTERNOON TEA MENUS

Please select one of the following items for morning tea and/or one item for afternoon tea. All accompanied by freshly brewed tea and coffee and a selection of fresh whole fruit.

Groups less than 10pax subject to Chef selection.

## SAVOURY SELECTIONS

- Spinach and fetta puffs (v)
- Chef selection of mini quiche (vo)
- Ham and cheese croissants
- Mini sausage rolls
- Crudites with Chef selection of dips (vgo)
- Mini pies
- Savoury scones with tomato relish (v)

## SWEET SELECTIONS

- Orange & almond slice (gf, v, df)
- Banana bread (v)
- Scones with jam & cream (v)
- Greek yoghurt, granola, berry compote (v)
- Assorted muffins (v)
- Salted caramel tartlet with almond praline
- Freshly baked cookies (v)
- Flourless chocolate brownie (gf)

*(Pacific Bay Resort has a team of qualified Chefs that take great care in the preparation of menu items and recognise and cater for specific dietary requirements.)*

V= vegetarian VGO = vegan option VG = vegan GF = gluten free  
GFO = gluten free option VO = vegetarian option DF = dairy free



## EXTRAS

- |  |            |
|--|------------|
| Second morning OR afternoon tea item   | \$5.00 pp  |
| Continuous Coffee & Tea<br>Freshly brewed coffee and a selection of teas                                 | \$10.00 pp |
| Continuous Coffee, Tea & Juices<br>Freshly brewed coffee, a selection of teas<br>& assorted fruit juices | \$13.00 pp |
| Charcuterie Board<br>Cured meats, pickled vegetables, cheese,<br>crostini, beetroot relish (gfo)         |            |
| Small Board (Serves up to 10 guests)   | \$100.00   |
| Large Board (Serves up to 15 guests)   | \$150.00   |
| Extra Large Board (Serves up to 30 guests)   | \$250.00   |

# CONFERENCE LUNCH MENUS

## 1 HOT BUFFET (Choice of 2 dishes {Served with dinner rolls. Pasta served with garlic bread}) MIN 20pax

- Mediterranean lemon garlic chicken with rice (gf)
- Chickpea and vegetable curry with rice, poppadums (v,vg,gf,df)
- Teriyaki chicken thigh fillets with rice
- Beef Lasagne
- Bolognese with penne or linguini (gfo)
- Chicken Alfredo with penne (gfo)
- Napoli with penne or linguine (v,gfo)
- Chicken Korma, basmati rice and pappadums (gf)
- Beef Bourguignon with polenta
- Creamy mushroom, basil, cherry tomato with penne or linguine
- Moroccan lamb & sweet potato casserole served with cous cous
- Bayside fried rice, chilli plum pork, snake beans, wombok, toasted nuts, house kimchi (gf,df)
- Honey soy beef fillet, black sesame, enoki mushroom, corriander, brocolini, singapore noodles (df)
- Lemongrass chicken thigh, chilli jam, thai basil, cashews, egg noodles (df)
- Chilli and garlic tofu, bok choy, tamarind, spring onions, fried rice, fried eshalot (gf,df,v,vg)

## 2 PLOUGHMAN'S LUNCH

- Chefs' selection of 3 cold cuts and 2 cheeses, pickled vegetables, damper rolls (gfo)

## 3 FRESHLY MADE WRAPS & BAGUETTES (Choice of 2 fillings) MAX 100pax

- Reuben, corned beef, sauerkraut, swiss cheese, russian dressing
- Roast beef horseradish, onion jam, mixed leaf salad
- Chicken Caesar wrap, bacon, parmesan, cos lettuce, Caesar dressing
- Ham, honey mustard, cheese, tomato
- Halloumi, baby spinach, roast red pepper, hommus

## 4 MEDITERRANEAN LUNCH

- Falafel, hummus, baba ganoush, haloumi, tabouleh, flatbread (vegetarian option)
- Lamb souvlaki (vegetarian option without lamb)

## 5 QUICHE & SALAD (Choose 1)

- Local ham, fetta, sundried tomato and basil
- Dorriego potato, chorizo, Manchego cheese (gf)
- Roast pumpkin, goats cheese and caramelised onion
- Local mushroom, spinach and ricotta



## 6 PULLED BEEF BURGER BAR

- Brioche bun, pulled BBQ beef, sliced tasty cheese, caramelised onion, shredded lettuce, vine ripened tomato slices, Beetroot slices, Assortment of condiments and relishes

All meals served with dinner rolls and your choice of two salads:

- Caesar salad
- Greek salad (gf)
- Pasta salad (v)
- Potato and Bacon salad (gf)
- Slaw (gf, df, v)
- Tossed garden salad (v,vg,gf,df)
- Beetroot, rocket, quinoa, fetta (g,f,v)
- Maple roasted pumpkin, baby spinach, almond (gf, df, v, vg)



# AUDIO VISUAL

- ✓ DEDICATED CONFERENCE CENTRE WIFI
- ✓ DROP DOWN LARGE FORMAT SCREENS, INTEGRATED PROJECTORS
- ✓ 78 INCH SMART TV'S - WIRELESS CONECTIVITY
- ✓ INTEGRATED AUDIO THROUGHOUT
- ✓ CAPABILITY FOR VIRTUAL MEETINGS & EVENTS
- ✓ SPECIALIST AV PARTNER AVAILABLE FOR BESPOKE EVENTS

Please note: Additional costs apply for AV

Screen, Audio, Data Projector, Lectern	Large room: \$300
	Small room: \$150
Roaming Mic	\$55ea

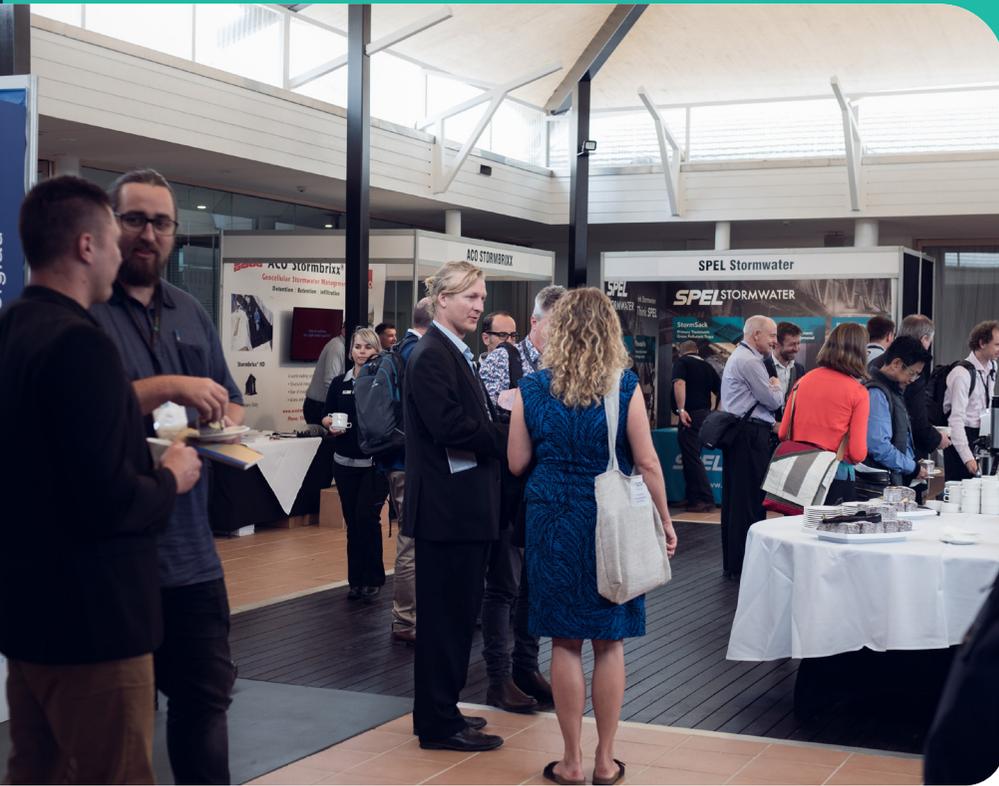


# THEMING & STYLING

- ✓ CHAIRS, HI-DRY BARS, TABLES & TABLE COVERING OPTIONS
- ✓ TRADESHOW SCREENING & DIVIDERS
- ✓ RANGE OF MODERN & STYLISH TABLE DECOR
- ✓ FESTOON LIGHTING, CANDLES
- ✓ RED CARPET
- ✓ LOCAL STYLING PARTNER ALSO AVAILABLE ON REQUEST
- ✓ POPUP BAR & DANCE FLOOR

Please note: Additional costs apply for theming & styling

# THE ISLAND COURTYARD



Discover our refreshed Island Courtyard space, the centrepiece of our conference centre. This 180m<sup>2</sup> space lends itself to a variety of uses. The ideal space for a morning or afternoon tea break, a brilliant tradeshow floor space, or a sponsor and partner activation.

Speak to our conference and events team about bringing this incredible space to life for your event! Discover our range of styling elements including seating, table settings, lighting, coffee cart and more.

Why not plan an intimate networking function using our private bar area.



50 - 200



180m<sup>2</sup>



NETWORKING /  
TRADE FLOOR



# THE BAYSIDE GREEN

Located in the middle of our tropical resort is the Bayside Green. Framed by the resort lagoon and draped in tropical surrounds the Bayside Green boasts views to the Coffs Coast hinterland and is a versatile space that is perfect for networking, outdoor dining, gala events and break-outs.



With a selection of outdoor furniture, picnic decor and styling elements on offer, the Bayside Green comes alive year-round. Enjoy a firepit experience during the cooler months or create your own unique alfresco welcome event with bubbles and canapes on the lawn.



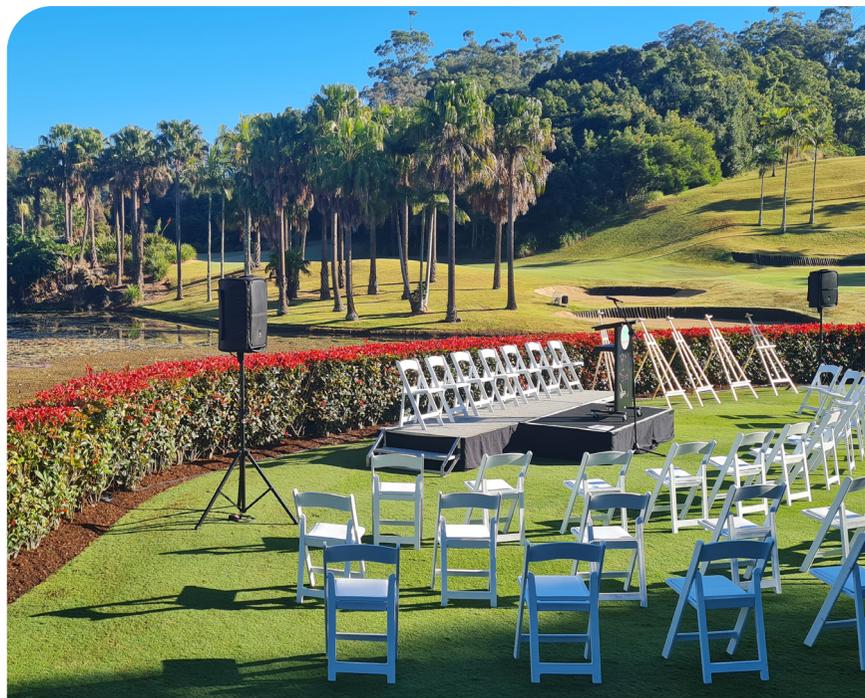
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400m2



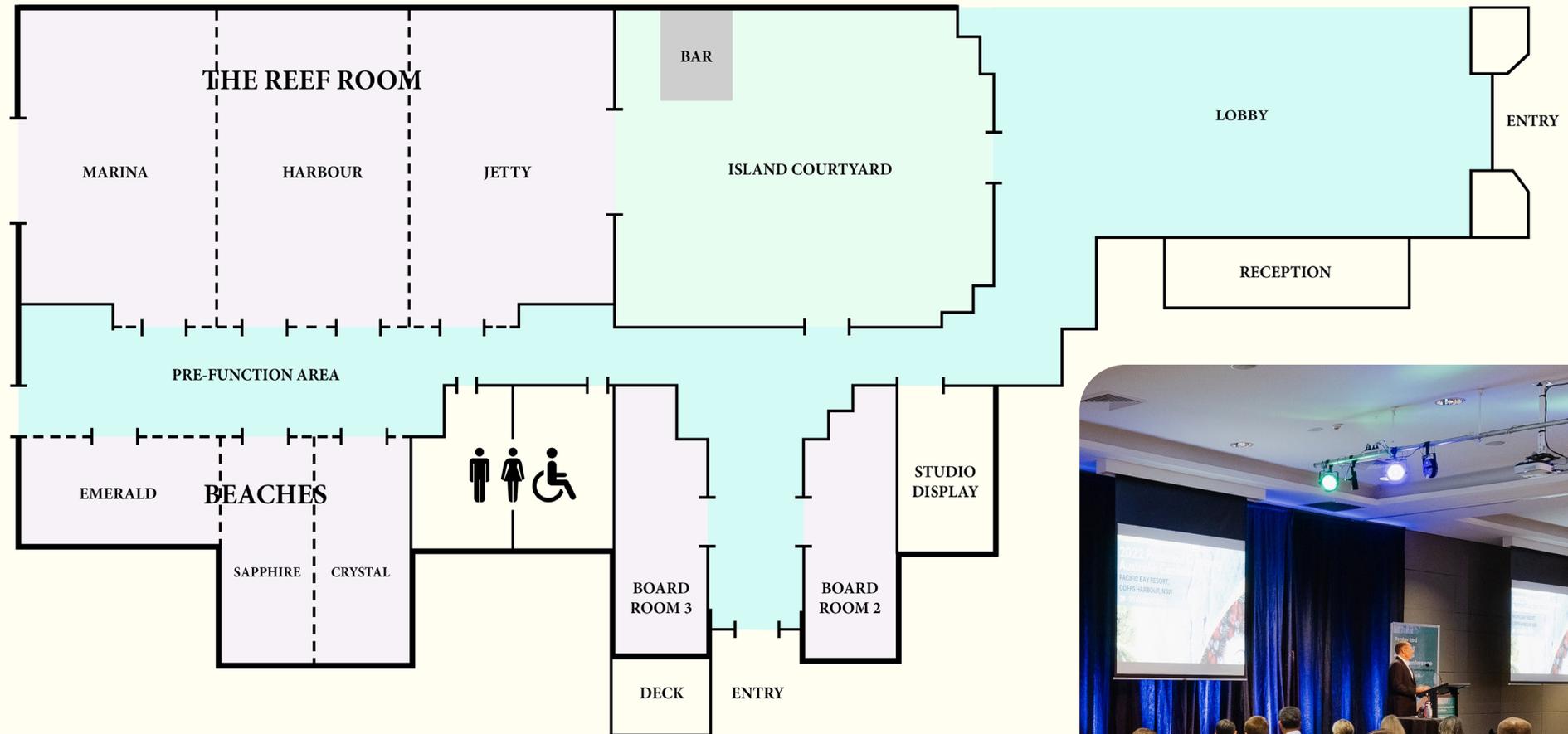
WELCOME /  
CANAPES / GALA  
EVENTS



# CONFERENCE CENTRE

ROOM NAME	CEILING HEIGHT (m)	FLOOR AREA (m2)	THEATRE	CLASSROOM	CABARET	BOARD-ROOM	U-SHAPE	BANQUET	COCKTAIL
MARINA	4.6	125	130	50	64	30	35	80	165
HARBOUR	4.6	130	150	50	64	30	35	80	165
JETTY	4.6	125	130	50	64	30	35	80	165
REEF ROOM	4.6	380	420	150	216			270	500
EMERALD	3.0	50	40	20	24	20	20	30	40
SAPPHIRE	3.0	50	40	20	24	20	20	30	40
CRYSTAL	3.0	50	40	20	24	20	20	30	40
BEACHES BREAKOUT	3.0	150	120	60	88	40	40	110	160
CHARLESWORTH		620	650		400			480	800
BOARDROOM 2	3.0	55	40	20	24	20	20	30	40
BOARDROOM 3	3.0	55	40	20	24	20	20	30	40
ISLAND COURTYARD		180			80			100	300

# CONFERENCE CENTRE FLOOR PLAN



Note: The Charlesworth room is the combination of the Reef room, pre-function areas, Crystal, Sapphire and Emerald rooms with all partition walls removed.



# ACCOMMODATION

Pacific Bay Resort offers a range of accommodation options spread across our two main towers and terraces, both just a short stroll from our conference centre.

Our well appointed modern rooms are ideally suited for conference delegates.

Most rooms offer a view across the tropical resort and lagoons. Guests enjoy free WiFi and modern amenities with our One and Two bedroom apartments featuring self-contained accommodation including full kitchen, some with laundry facilities.

- ✓ FREE WIFI
- ✓ AIR-CONDITIONING
- ✓ COMFORTABLE BEDS (KING OR 2 KING SINGLES)
- ✓ ACCESS TO GYM & SAUNA
- ✓ STROLL TO CONFERENCE CENTRE & RESTAURANT
- ✓ WALK TO RESORT & LAP POOLS
- ✓ OUTDOOR SETTING
- ✓ BEACH ACCESS

Images, full descriptions and room inclusions can be found at:

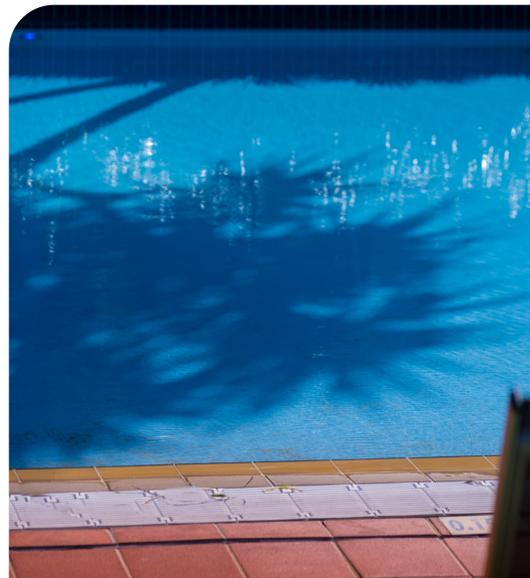
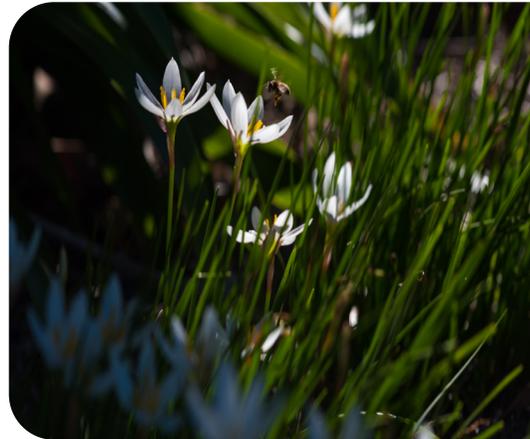
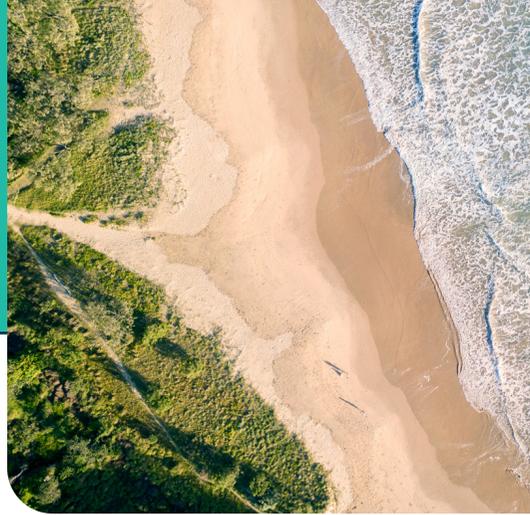
[www.pacificbayresort.com.au/accommodation](http://www.pacificbayresort.com.au/accommodation)

Discounted Bed and Breakfast rates for groups and events are available through your Conference Organiser.

12. (POA - subject to availability)



# A FULLY INTEGRATED RESORT EXPERIENCE



- ✓ TRANQUILITY DAY SPA & RETREAT
- ✓ 3 FLOODLIT TENNIS COURTS
- ✓ ON-SITE GYM & SAUNA
- ✓ 1 BASKETBALL COURT
- ✓ 3 SWIMMING POOLS INCLUDING 25m LAP POOL
- ✓ PAR 3 GOLF COURSE
- ✓ CONFERENCE CENTRE
- ✓ ACCOMMODATION
- ✓ COMPLIMENTARY WIFI
- ✓ ON-SITE RESTAURANT
- ✓ COMPLIMENTARY ON-SITE PARKING
- ✓ DIRECT BEACH ACCESS
- ✓ WALK TO SURFING BEACHES

# SUGGESTED ITINERARY

## DAY 1

WELCOME EVENT  
BUBBLES & FIREPIT  
EXPERIENCE ON THE  
BAYSIDE GREEN

## DAY 2

YOGA ON THE BAYSIDE  
GREEN  
KEYNOTE  
CONFERENCE SESSION 1  
MORNING TEA  
BREAKOUT SESSION  
LUNCH ON THE DECK  
CONFERENCE SESSION 2  
GALA DINNER

## DAY 3

CONFERENCE SESSION 3  
SOLITARY ISLANDS  
AQUARIUM TOUR  
CONFERENCE SESSION 4  
LUNCH ON THE DECK  
CLOSING NOTE



# RECOMMENDED EXPERIENCES

## ON THE WATER



PACIFIC EXPLORER  
[whalewatchexperience.com.au](http://whalewatchexperience.com.au)

C-CHANGE ADVENTURES  
[cchangeadventures.com.au](http://cchangeadventures.com.au)

JETTY DIVE  
[jettydive.com.au](http://jettydive.com.au)

## HINTERLAND



COFFS HARBOUR  
TRIKE TOURS  
[coffsharbourtriketours.com.au](http://coffsharbourtriketours.com.au)

## FOR THE FOODIES



CRITTERS DISTILLERY  
[crittersdistillery.com.au](http://crittersdistillery.com.au)  
ARTISAN CHEESE &  
COOKING SCHOOL  
[artisancheeseschool.com.au](http://artisancheeseschool.com.au)

## ECO MOMENTS



COFFS COAST REGIONAL  
BOTANIC GARDENS  
[coffsbotanicgarden.com.au](http://coffsbotanicgarden.com.au)

WAJAANA YAAM  
ADVENTURE TOURS  
[wajaanayaam.com.au](http://wajaanayaam.com.au)

## THRILLS



TREETOPS ADVENTURE  
[treetopsadventure.com.au](http://treetopsadventure.com.au)

COFFS SKYDIVE  
[coffsskydivers.com.au](http://coffsskydivers.com.au)



# BESPOKE EXPERIENCES LOCAL FLAVOURS

## LOCAL GIN TASTING EXPERIENCE

Experience the robust botanical flavour of a local favourite, Emerald Island Gin. Incorporate a tasting experience and add a little spice to your event! Minimum numbers required - enquire with our team.



## GIINGAN GUMBAYNGGIRR CULTURAL EXPERIENCE

Immerse yourself in Gumbaynggirr culture as you experience magnificent Niigi Niigi (Sealy Lookout) and dive deep into local language, story and song. Located just 15 minutes from our door, this is an award winning and not for profit regional experience.

## PLAY AUSTRALIA'S MOST BEAUTIFUL GOLF COURSE

Nestled at the foot of the Great Dividing Range, 10 minutes south of Coffs Harbour, Bonville is known as Australia's most beautiful golf course and is also owned and run by our group of resorts. Transfers, golf and clinics with Bonville's head teaching professional can be arranged. A bucket list experience for the avid golfer!



# YOU'RE IN GOOD COMPANY

For over 30 years, our team of dedicated conference and events staff have designed and delivered outstanding opportunities for organisations from across Australia. Pacific Bay Resort remains the conference and event destination of choice for major sporting bodies, government departments, health, agriculture, banking and other industry. Our ability to create and collaborate with your team will exceed your expectations.





PACIFIC BAY  
*Resort*

ENQUIRE TODAY

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[www.pacificbayresort.com.au](http://www.pacificbayresort.com.au)