

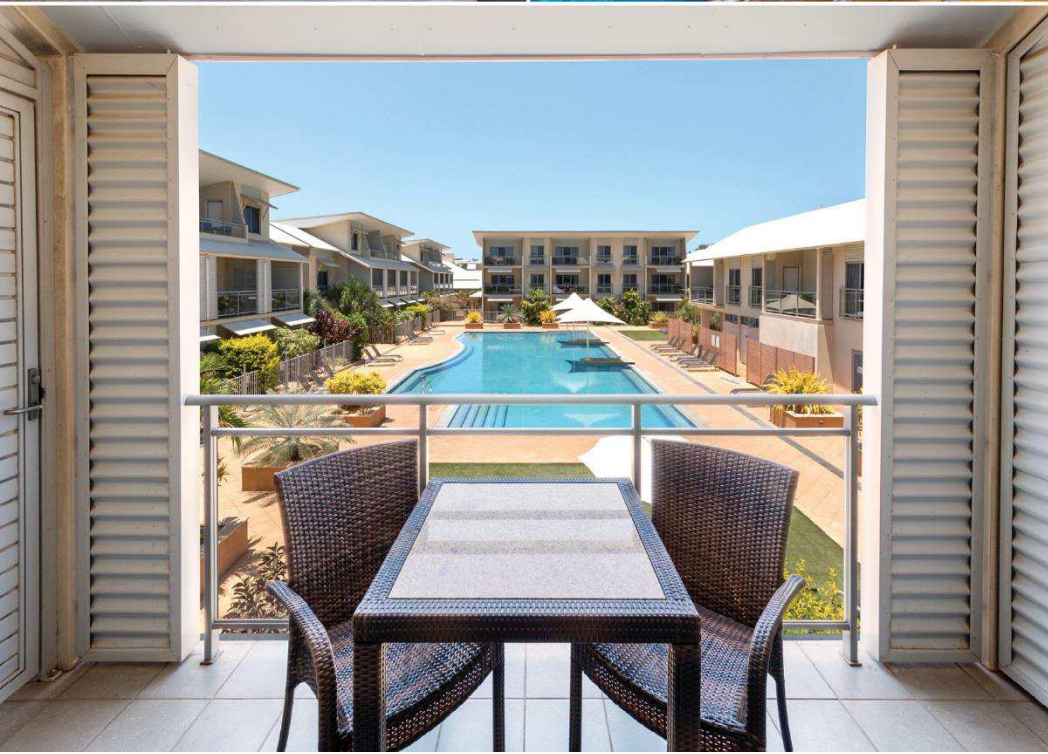
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# Conferencing & Events

## Broome











## Welcome to Oaks Broome

### **The newest apartment style accommodation with brand new Meeting & Conference facilities.**

At Oaks Hotels & Resorts, we know it's the quality of our properties, our attention to detail and friendly hospitality with "rates for the real world" that is the difference to the success of your conference or event.

At Oaks Broome we combine this with the ability to create intimate meeting space, larger conferences and events by the pool.

Set on the picturesque Roebuck Bay, Oaks Broome is set in extensive landscaped gardens creating a tropical oasis. Located a short stroll away to the main beaches and the Broome shopping area.

The Resort offers contemporary and well-appointed rooms and apartments. The sparkling swimming pools and the superb 1861

Restaurant which overlooks the central pool, add to the ambience of this tropical paradise.

Oaks Broome has been superbly designed to provide luxurious accommodation which will appeal to the most discerning leisure or business traveller wishing to enjoy cosmopolitan living in a captivating region.

Just a short drive to Cable Beach and many of Broome's most famous attractions, Oaks Broome will be the perfect base from which to explore all that this spectacular region has to offer.



# Oaks Broome

Perfect for Meetings, Dining, Special Events, Functions and Conferences

## Standard Equipment

Included in Package

- ✓ Whiteboard and Accessories
- ✓ Flip Chart and paper
- ✓ Guest parking facilities
- ✓ Lectern

## Room Types

All room types contain free Foxtel, reverse-cycle air conditioning, LCD TV, Wifi system, hairdryer, iron & ironing boards

- ✓ Hotel Suite: King bed or 2 singles, reverse cycle air conditioning, tea and coffee making facilities, toaster, ensuite shower & toilet
- ✓ Studio Room: King bed or 2 singles, tea and coffee making facilities, microwave oven, cook top, dishwasher, toaster, ensuite shower & toilet
- ✓ 1 Bedroom Apartment: King Bed, spa bath with separate shower, reverse-cycle air conditioning, full kitchen facilities.
- ✓ 2 Bedroom Apartment: 2 Bed Dual Key apartments comprise of a 1 Bed Apartment and a Hotel room with a King split bed, air conditioning, full kitchen & laundry and a balcony

## Additional Equipment

Available for Hire

- ✓ Speaker Phone
- ✓ Staging
- ✓ TV, Video & DVD facilities
- ✓ Radio Microphone
- ✓ Recording Equipment
- ✓ Display Panels
- ✓ Data Projector
- ✓ Overhead Projector & Screen
- ✓ Electronic Whiteboard
- ✓ Broadband

## Tours & Activities

We can offer assistance with the following pre/post conferencing activities

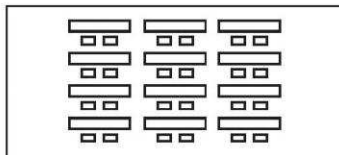
- ✓ Willie Creek Pearl Farm Tour
- ✓ Jet Ski Hire
- ✓ "Fly Cruise" Jet prop seaplane
- ✓ Cable Beach Camel Tours – along Cable Beach
- ✓ Scenic Hovercraft Tours – Broome sunset from a remote beach landing
- ✓ Willie Pearl Lugger Cruise
- ✓ Crocodile, Cable Beach Sunset and Broome Brewery Tours
- ✓ Geike Gorge Aboriginal Adventure
- ✓ Aboriginal Cultural guided Tours & Walks of Broome



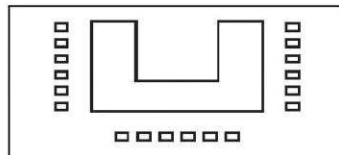


# Oaks Broome

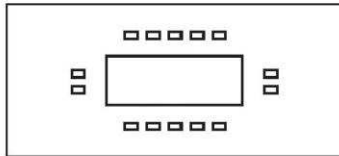
Venue	Classroom	U Shape	Boardroom	Theatre	Cocktail	Banquet
Keshi Room	30	25	30	60	80	60
Baroque Room	45	35	45	90	150	80
1861 Restaurant	-	-	-	-	200	150



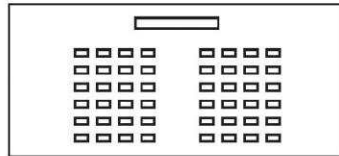
Classroom



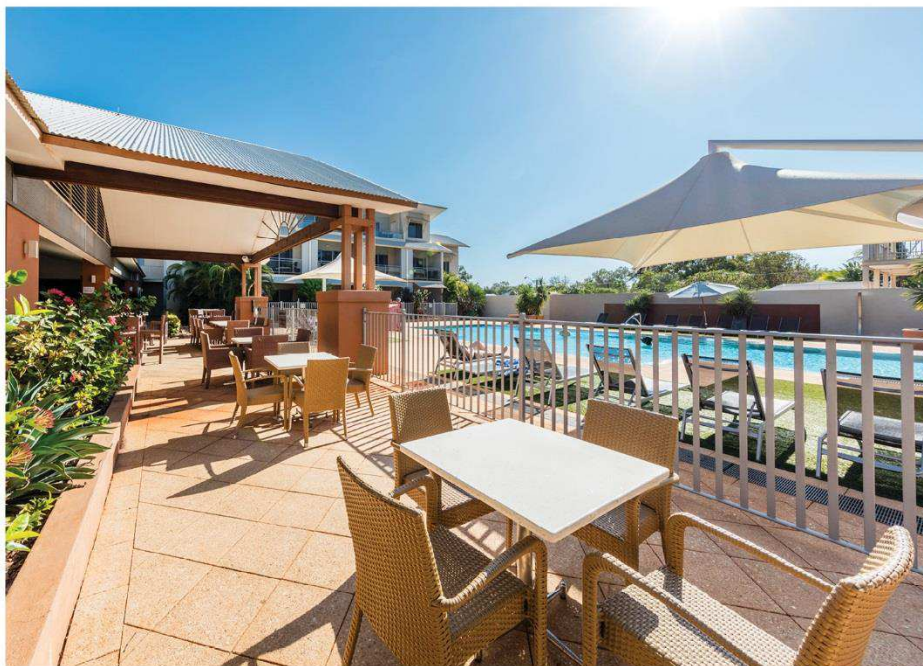
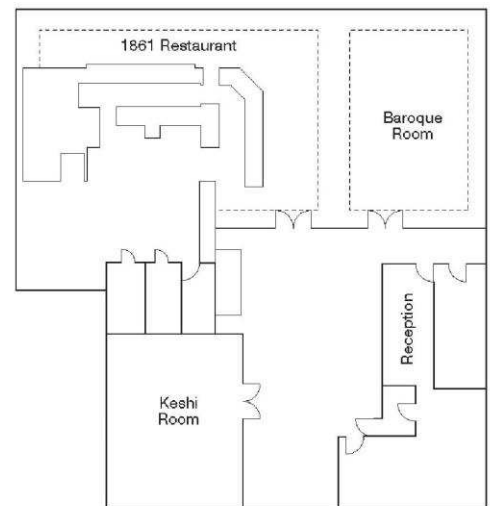
U Shape



Boardroom



Theatre





## Room & Conference Hire

### Room Hire

- ✓ Keshi Room - \$500 per day \$350 per ½ day
  - ✓ Baroque - \$700 per day \$550 per ½ day
  - ✓ 1861 Restaurant - \$1500 per day \$1100 per ½ day
- \*\*Half Day rate applies to a maximum of 4 hours use

### Conference Hire

- ✓ Whiteboard, Screen, Lectern, Flipchart - Complimentary
- ✓ Electronic Whiteboard \$180
- ✓ Data Projector \$170
- ✓ TV \$80
- ✓ DVD/Video \$55
- ✓ Wireless Internet \$55 Multi User (Limit 1 GB Download)

## Daily Delegate Package

### Daily Delegate Rate \$75 p/p to include below (min 20 delegates)

- ✓ Room Hire
- ✓ Morning Tea
- ✓ Lunch – Menu Option 1
- ✓ Afternoon Tea
- ✓ Screen
- ✓ Standard Whiteboard
- ✓ Lectern
- ✓ Pads, pens & iced water



## Terms and Conditions

**CONFIRMATION.** Confirmation of the booking by the client must be made in writing within 7 days of the tentative reservation. Otherwise the property reserves the right to cancel the booking and allocate the venue to another client.

**SECURITY DEPOSIT** A minimum deposit of \$1,500.00 must be made at the time of confirmation to secure the venue and / or any accommodation booked.

### PAYMENT POLICY

- Deposit paid as per above
- 28 days prior to the event a payment of 80% is to be made for the proposed final numbers covering food, accommodation and conference packages.
- Any "on consumption" beverage based costs, will require a payment of \$21.00 per person to be included in the 28 day payment based on proposed final numbers
- Remaining 20% of the account to be settled 72 hours prior to the event or on the day of the event coinciding with final numbers.

**30 DAY REVIEW (Final accommodation requirements)** Thirty days prior to your arrival, final room requirements are to be confirmed to reservations. Should your accommodation requirements reduce by more than 10% thirty (30) days prior to your event, a charge equal to one night's accommodation will apply to each room cancelled. Any reduction in accommodation requirements within 30 days of your event will incur a 100% cancellation penalty.

**15 DAY REVIEW** A guaranteed minimum number of guests for catering and accommodation purposes who are attending the event are required fifteen working days prior to the event and the charges will be rendered accordingly. It is the responsibility of the client to contact The Oaks Resort regarding final numbers. Should a guaranteed number not be received, the initial quoted expected attendance will be taken as final.

**CANCELLATION POLICY** All functions cancelled at least 6 months prior to the function will be reimbursed in full. Functions cancelled less than 6 months prior will lose their deposit. Cancellations within 30 days of the function will incur a 50% surcharge on previously calculated expenditure of food and accommodation. Cancellations within 7 days will incur a 100% cancellation fee.

**PAYMENT** Total payments will be paid at the conclusion of the event unless prior arrangements have been made with management. All approved credit arrangements require full payment within 7 days of the function.

**GUARANTEE OF PAYMENT** The client signatory agrees with the Oaks Resort Broome to be personally liable to pay all monies payable pursuant to this agreement.

**CHECK IN AVAILABLE** from 2.00pm. Earlier check-ins are subject to availability

**CHECK OUT** 10.00am on date of departure.

**CURFEW TIMES** Noise levels for outdoor functions must be reduced at 8.00pm and must cease at 10.00pm

**PRICES** All prices are current at time of quotation and are subject to revision prior to signing the contract. Furthermore, all prices quoted are inclusive of a GST.

**ROOM RENTAL CHARGE** Meeting room rental charges are dependant on the time period required, the number of guests in attendance and the overall catering requirements.

**COMMENCEMENT AND VACATING OF ROOMS** The client agrees to begin the function and vacate the designated meeting space at the scheduled times agreed upon. In the event that a meeting should go beyond the agreed finishing time and if the following client is inconvenienced, the Oaks Resort Broome reserves the right to charge whatever costs are reasonably incurred to ensure the smooth operation of that meeting/event.

**DISPLAYS AND SIGNAGE** Nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface or part of the building. Any signage in the properties public areas must be approved by Oaks Resort Broome prior to the event.

**DAMAGES** Clients are financially responsible for any damage sustained to the Oaks Resort Broome and its contents and property owned or in the care or custody of the property by the client, client's guests, invitees or other persons attending the event.

**RESPONSIBILITY** Oaks Resort Broome will not accept any responsibility for damages or loss of merchandise left in the property or meeting area prior to, during or after the event. Clients should arrange their own insurance and/or security. All clients' goods must be removed from the properties premises no more than 24 hours after the event.

**CLIENT RESPONSIBILITY** By accepting the terms, conditions and agreements; the client acknowledges and warrants that it has informed all relevant persons involved in the event/function of the Oaks Resort Broome's terms and conditions.

**LAWS/REGULATIONS** At no time will the Client commit any act or permit its employees, agents or invitees to commit any act that is illegal, noisome, and of offensive or is in breach of the properties rules.

**ENTIRE AGREEMENT** Subject to amendments as specified in any subsequent Meeting Event Order form signed by both parties, the Meeting event order and these terms and conditions constitute the entire agreement of the parties and supersede all prior discussions, negotiations and agreements in relation to the event/function.

**Company Details**

Name: .....  
Position: .....  
Date of Event: .....  
Company: .....  
Address: .....  
.....  
Credit Card Type: .....  
Card Number: .....  
Expiry Date: .....  
Signature: .....

**Credit Application**

Company Name: ..... ABN   
Postal Address: ..... Public Company   
..... Private Company   
Phone: ..... Fax: ..... Partnership   
Email: ..... Sole Trader   
Accounts Contact: ..... Phone: .....

**I/we hereby**

- 1. Agree to settle, unless otherwise specified on the invoice, within 14 days of the date of the invoice.
- 2. Agree that in the event of default by the application in accordance with the clause above hereof all debt recovery costs, including legal costs on a solicitor/own client basis and disbursements shall be deemed to be part of the indebtedness of the applicant.
- 3. Certify that I am authorised to sign the credit application.

By (Print Name): .....  
Signed for and on behalf of: .....  
Title: ..... Phone: .....  
Signature: .....

**Credit Card Authorisation Details**

Name of Credit Card: ..... Card Type: .....  
Credit Card Number: ..... Expiry Date: .....  
Amount: ..... Signature: .....