

Conference Package 2024



The Perfect Location

Waters Edge Port Macquarie offers a unique and relaxing experience. Our central location on the banks of the beautiful Hastings River, just one minute walk to the town centre, is close to breathtaking beaches, shopping, entertainment and tourist outlets.

Our restaurant and conference facilities can accommodate a board meeting for eight delegates, to a corporate cocktail function for 250, with packages to suit all budgets and requirements.

All conference rooms feature air-conditioning, natural lighting and flexible room layouts which combined with our catering packages guarantee a great working environment.

On site facilities include The Edge Restaurant, alfresco seating and terrace area overlooking the swimming pool, jetty and Hastings River with complimentary all day parking.

With a versatile range of accommodation options, conference facilities, an ideal location and an attentive team, Waters Edge Hotel is the perfect venue for your next conference.



Accommodation

Waters Edge Port Macquarie offer 61 guestrooms that are equipped with all the essential amenities to ensure you the utmost ease and luxury.



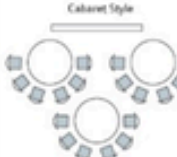
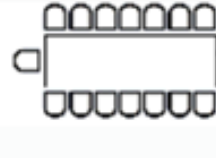
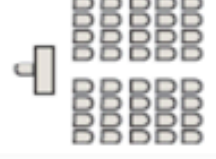
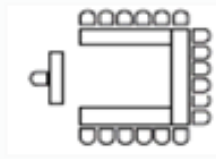
All rooms offer ensuites with a wide range of bathroom amenities, complimentary tea & coffee making facilities, hair dryer, reversed cycle air conditioning and wireless internet. Most rooms have balconies with views of either over the river, canals, or the street to provide a comfortable stay.

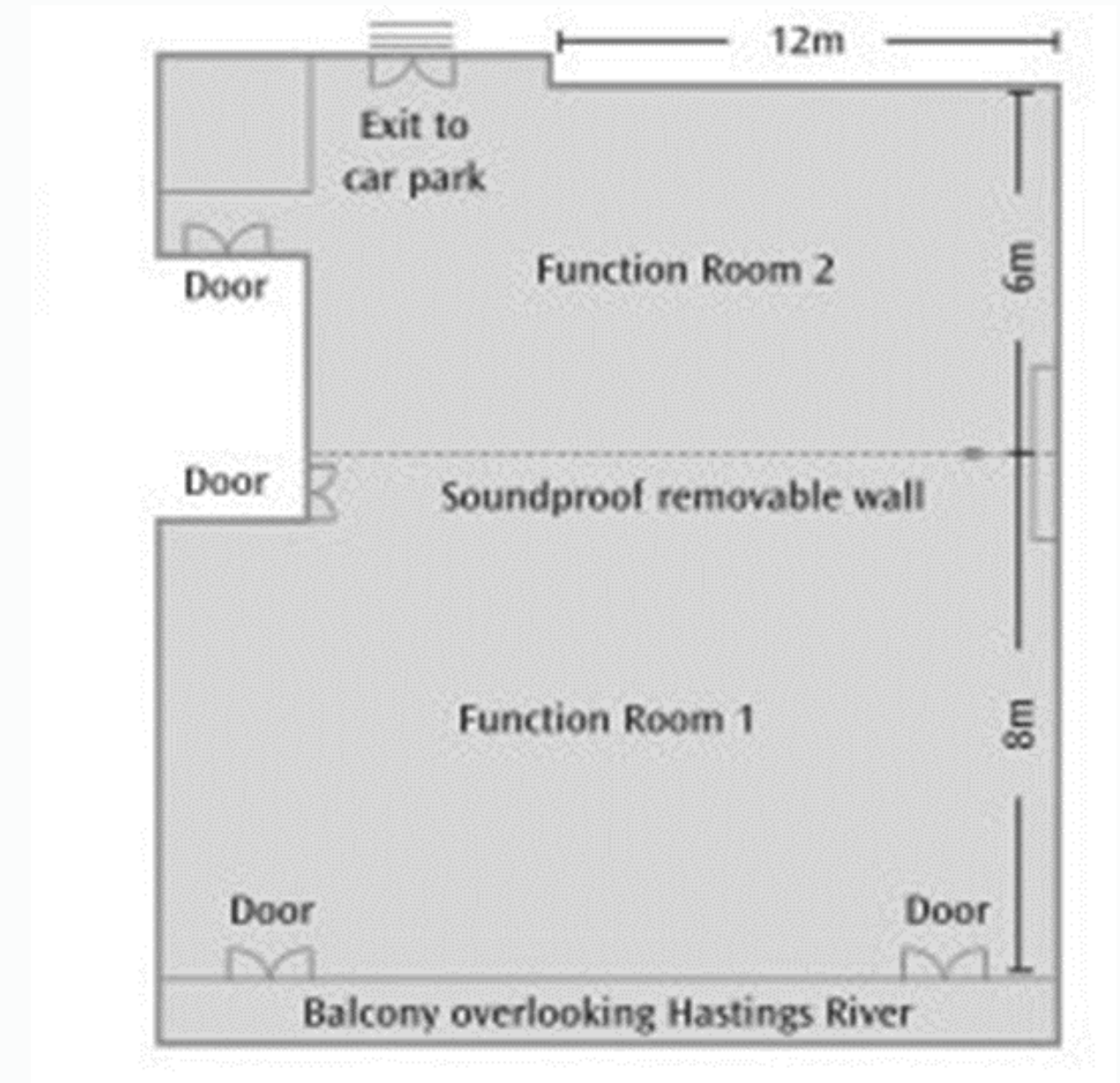
Special conference accommodation packages are available to ensure that your guests will have quality accommodation at an affordable price.

Please enquire about these with our Functions Co-ordinator.



Capacity & Layout

<i>Conference Rooms</i>	<i>Hastings Room 1</i>	<i>Hastings Room 2</i>	<i>Hastings Rooms Combined</i>	<i>On The Edge Terrace</i>	<i>On The Edge Restaurant</i>	<i>The Edge Deck</i>	
Area m2	96	72	168	81	270	100	
Ceiling Height	3m	3m	3m	2.7m	3m	n/a	
Dimensions (w and l)	8m x 12 m	6m x 12m	14m x 12m	4.5m x 18m	15m x 18m	12m x 16m	
<i>Floor Capacity</i>							
Class Room	30	32	70	n/a	80	n/a	
Banquet	n/a	n/a	90	40	130	90	
Cabaret	30	35	70	n/a	120	n/a	
Board Room	45	25	60	30	n/a	n/a	
Theatre	65	70 - 80	130	n/a	220	n/a	
U-Shape	35	28	60	n/a	n/a	n/a	



Day Delegate Packages

Full Day Package - Catering & 4 hour or more room hire \$55.00 per person

Half Day Package - Catering & up to 4 hour room hire \$45.00 per person
(Minimum of 15 Delegates for packages)

All Packages include:

Wireless internet connection
Projector and projection screen
Whiteboard & flipchart
Pens, notepads, mints & water

Full Day package includes:

Continuous Tea and Coffee
Morning & Afternoon Tea
Lunch

Half Day package includes:

Continuous Tea and Coffee
Morning **OR** Afternoon Tea
Lunch



Morning or Afternoon Tea Options

Select one option for each break

Scones with jam and fresh cream
Assorted home made biscuits
Assorted muffins
Banana & cinnamon breads
Chocolate brownies
Apple crumble slice
Fresh fruit
Almond shortbreads

Light Lunch

Select one option

Assorted sandwiches with both meat and vegetarian fillings and hot finger food
Selection of homemade gourmet pizzas
Cold meats & salads served as a buffet
Includes jugs chilled juices

Contact Us

Whatever the purpose of your conference and however many people are involved,
Waters Edge Port Macquarie offers you an unsurpassed service.

Our team is trained to the highest possible industry standards to ensure you receive
a truly memorable conference.

For any further information, please do not hesitate to contact me

Maree Missingham

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