

COMFORT RESORT WATERS EDGE

CONFERENCE PACKAGES
2025



COMFORT RESORT WATERS EDGE



THE VENUE

ELEVATE YOUR NEXT EVENT AT WATERS EDGE PORT MACQUARIE

At Comfort Resort Waters Edge, we pride ourselves on creating seamless, personalised experiences for every guest. Whether you're hosting a small executive meeting or a large-scale corporate event, our professional team will work closely with you to bring your vision to life with ease and precision.

Our flexible event spaces cater to everything from boardroom meetings and team workshops to elegant cocktail receptions and multi-day conferences. Each room offers adaptable layouts, natural lighting, modern AV equipment, and customisable catering packages designed to suit your specific needs.

Guests can enjoy thoughtful extras including on-site dining at The Edge Restaurant, poolside terraces, and all-day complimentary parking. Our variety of accommodation options ensure every attendee is comfortably looked after, whether they're staying overnight or attending a full-day function.

With a reputation for warm hospitality, tailored service and professional execution, Waters Edge is where exceptional events come to life.

THE LOCATION

COMFORT RESORT 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 Boutique Hotel is the perfect venue for your next conference.

OUR ACCOMMODATION

WATERS EDGE PORT MACQUARIE OFFER 61 GUESTROOMS THAT ARE EQUIPPED WITH ALL THE ESSENTIAL AMENITIES TO ENSURE YOU THE UTMOST EASE AND LUXURY.

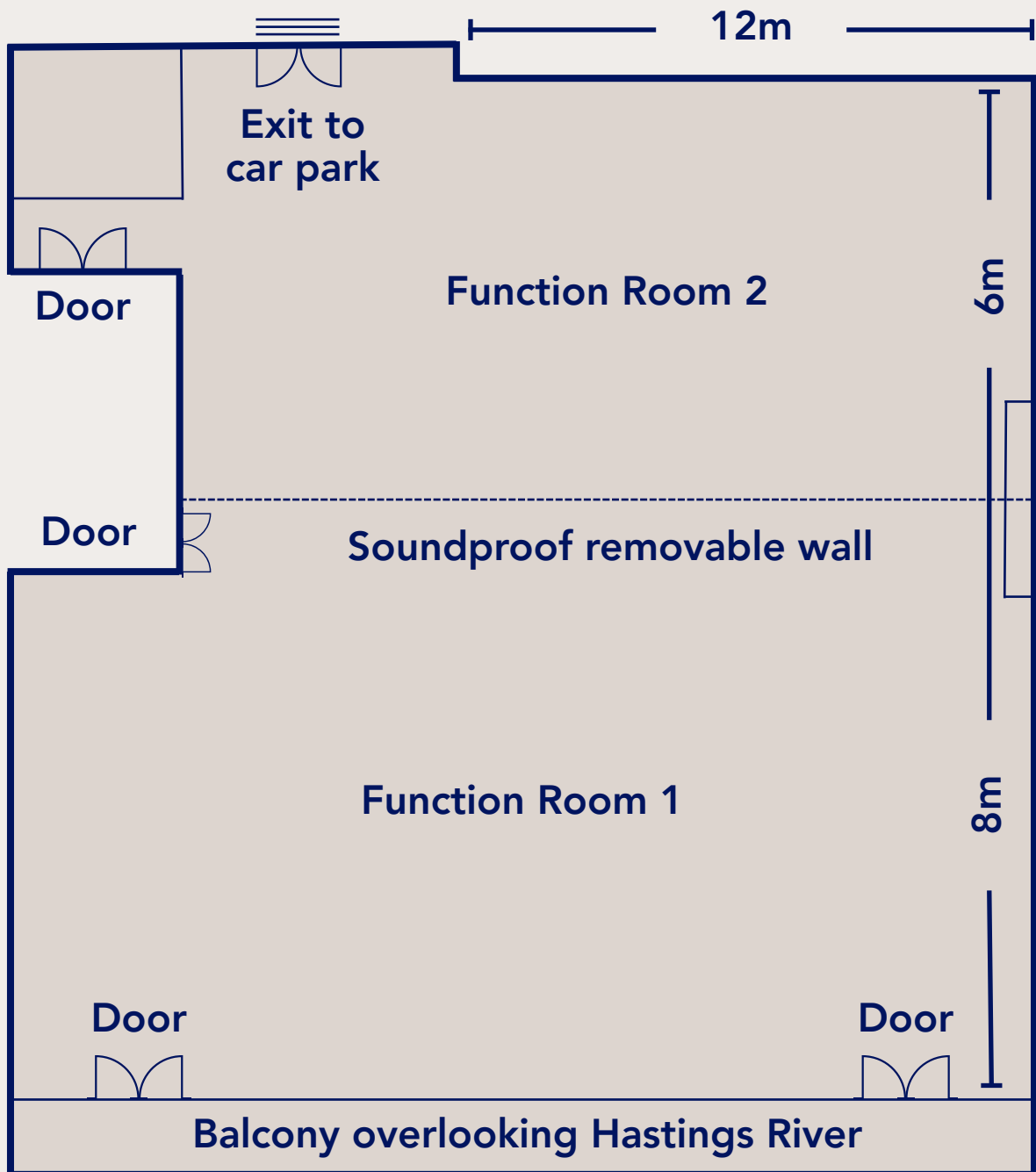
All rooms offer ensuites with a wide range of bathroom amenities, complimentary tea & coffee making facilities, hair dryer, reversed cycle air conditioning and wireless internet. Most rooms have balconies with views of either over the river, canals, or the street to provide a comfortable stay.






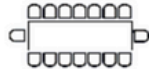
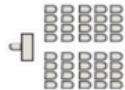
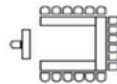
Special conference accommodation packages are available to ensure that your guests will have quality accommodation at an affordable price.

Please enquire about these with our Functions Co-ordinator.

ROOM LAYOUT



ROOM CAPACITY

| <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 12m | 6m x 12m | 14m x 12m | 4.5m x 18m | 15m x 18m | 12m x 16m | |
| Floor Capacity | | | | | | | |
| 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 |  |
| Cocktail | 40 | 60 | 80 | 45 | 120 | 120 | |



DAY DELEGATE PACKAGES

FULL DAY PACKAGE \$55 PER PERSON

Catering & full day room hire, includes:

WiFi
Projector or projection screen
Whiteboard & flipchart
Pens, notepads, mints & water
Continuous tea & coffee
Morning tea & afternoon tea
Lunch

HALF DAY PACKAGE \$45 PER PERSON

Catering & half day room hire, includes:

WiFi
Projector or projection screen
Whiteboard & flipchart
Pens, notepads, mints & water
Continuous tea & coffee
Morning tea **or** afternoon tea
Lunch

MORNING OR AFTERNOON TEA

Select one option for each break:

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

LIGHT LUNCH

Select one option:

- Assorted sandwiches with both meat & vegetarian fillings + hot finger food
- Selection of homemade gourmet pizzas
- Cold meats & salads served as a buffet

Includes jugs of chilled juices

Minimum of 15 people for delegate packages.

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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:

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CONTACT US