

# OAKS METROPOLE HOTEL

## Conferencing & Events Guide





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**[oakshotels.com](http://oakshotels.com)**

**Oaks Metropole Hotel**

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# Thank you for considering Oaks

At Oaks Hotels & Resorts, we know attention to detail makes all the difference in the success of your conference or event, our knowledgeable events team are here to assist you from conception to completion, ensuring your conference or event runs smoothly.

Centrally located in Townsville, Oaks Metropole Hotel is situated on Palmer St and is in walking distance to the CBD and ferry terminals offering transfers direct to Magnetic Island. Oaks Metropole Hotel is perfectly located on the main restaurant strip for tasting local cuisine and socialising with your delegates prior or post conference.

Oaks Metropole Hotel offers contemporary and well-appointed studios with kitchenette and laundry facilities. Our City Scape apartments provide your delegates with amazing views of the city, ocean and even magnetic island while our Mt Stuart apartments feature the majestic Mt Stuart in the skyline.

Open for breakfast, lunch and dinner seven days a week, the historic Metropole Hotel building houses our restaurant as well as hosting a bar and gaming lounge. Spoilt for choice, Oaks Metropole Hotel offers you three unique event spaces ensuring you will find the ideal venue for your upcoming event. Our Executive Chef is available to consult with you and design a menu that caters to your specific requirements to ensure your event is a success.

**Our dedicated conference and events team are available to assist you with a range of Conference Services:**

- Accommodation requirements
- Pre and post conference functions / cocktail events
- Personalised menus and beverage package selections
- Event theming and decorations
- In-house audio visual support
- Business services and support
- Wireless broadband



Metropole Hotel

# Function Rooms

## The Cameron Room

Suitable for both conferences and smaller private events this room comes complete with AV and projection equipment. With the ability to open up to the private bar this room has flexibility for an array of functions. The room has a balcony overlooking the marina allowing a flood of natural light into the room or blinds to pull down during presentations.

## The Tunbridge Room

Best suited to conferences this room comes complete with AV and projection equipment. The room has a balcony overlooking the marina allowing a flood of natural light into the room or blinds to pull down during presentations.

## The Met Ballroom

The Met Ballroom is a large space with AV and projection equipment as well as natural light or pull down blinds to create a darker space. The balcony wraps the length of the room with views of the marina and the built in bar with state of the art kitchen completes the room making it the perfect venue for weddings, corporate functions and special events such as birthday or engagement parties.

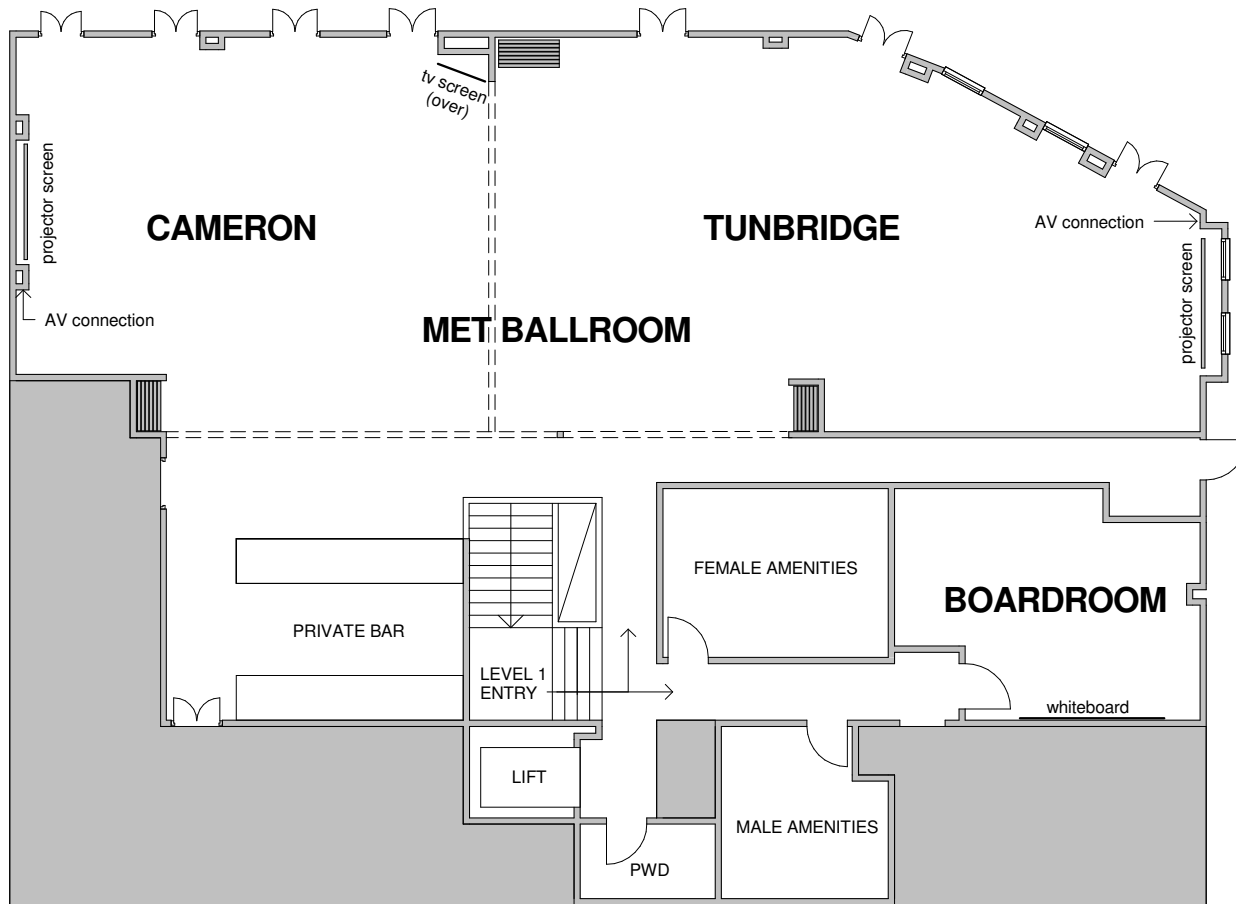
## The Boardroom

The Boardroom perfect for an intimate meeting or training session with natural light available and pull down blinds. The room has a portable projection screen and data projector along with a classroom sized whiteboard.

# Floor Plans



# Floor Plans



LAYOUT	STYLE	FUNCTION ROOMS			
		BOARDROOM	CAMERON	TUNBRIDGE	BALLROOM
	BOARDROOM	12	34	46	Upon request
	U-SHAPE	11	31	42	Upon request
	CLASSROOM	N/A	48	66	166
	WORKSHOP	N/A	44	64	112
	THEATRE	N/A	90	99	198
	CABARET	N/A	54	63	111
	BANQUET	N/A	72	84	150
	COCKTAIL	N/A	80	120	200



# Conferencing Packages



## Conferencing Packages - The Oaks

'The Oaks' day delegate package is renowned for its delicious hot lunch that ensures delegates and guests have a good break before launching into afternoon proceedings.

**\$48.50 per person Lunch option A (min 20pax)**

**\$52.50 per person Lunch option B (min 20pax)**

### Meeting Room

Room hire and preferred set up.

Pads, pens, mints and chilled water.

Room refresh during lunch break including fresh tea and coffee for returning after lunch.

### Arrival Tea and Coffee

Freshly brewed coffee served with a selection of herbal and leaf teas.

### Morning Tea

Freshly brewed coffee served with a selection of herbal and leaf teas accompanied by a selection of sweet temptations. Water refresh if required.

### Lunch

Light non-alcoholic refreshments served with both options.

#### Option A

Hot buffet lunch of Mexican tortillas with Moroccan spiced chicken, chilli beef, guacamole and corn salsa OR

Hamburgers with chicken schnitzels, beef patties, salad fillings and assorted condiments.

#### Option B

Hot buffet lunch of Asian influence including Thai green chicken curry, honey glazed pork, hokkien noodles with vegetables and jasmine rice OR

An Italian influence including creamy carbonara pasta, chicken basil and olive cacciatore, vegetable gnocchi, garden salad and fresh bread.

### Afternoon Tea

Freshly brewed coffee served with a selection of herbal and leaf teas, accompanied by an assortment of sweet or savoury delights. Water refresh if required.



## Conferencing Packages - The Workers

'The Workers' day delegate package is popular for those looking for a working style lunch, where events can continue or a short lunch break is required.

**\$45 per person full day (min 20pax)**

**\$37.50 per person half day, excludes one tea break**

### Meeting Room

Room hire and preferred set up

Pads, pens, mints and chilled water

Room refresh during lunch break including fresh Tea and Coffee for returning after lunch

### Arrival Tea and Coffee

Freshly brewed coffee served with a selection of herbal and leaf teas

### Morning Tea

Freshly brewed coffee served with a selection of herbal and leaf teas accompanied by a selection of sweet temptations. Water refresh if required.

### Lunch

DIY style buffet lunch including a selection of gourmet sandwich/wrap/rolls with an assortment of fillings including meats, salads and chutneys/sauces.

Alternatively opt for a working style lunch and have pre-made sandwiches/wraps/rolls delivered to your conference room so your workflow is not disturbed.

Light non-alcoholic refreshments served with both options.

### Afternoon Tea

Freshly brewed coffee served with a selection of herbal and leaf teas, accompanied by an assortment of sweet or savoury delights. . Water refresh if required.



Accommodation

## Deluxe Accommodation

As an all-inclusive conferencing and event venue, we offer a range of deluxe accommodation options to suit all group sizes and needs, paired with impressive hotel facilities to ensure you and your guests feel relaxed before and after your event. Our team would be delighted to discuss our special conferencing and event group accommodation rates with you.

Oaks Metropole Hotel offers guests the choice of self-contained studio and 2 bedroom apartments featuring kitchenette and laundry facilities plus all the essential comforts to ensure your stay is memorable.

An exciting choice of shopping and dining options are just a leisurely stroll away and for recreation, enjoy full access to premier guest amenities including a swimming pool and gym. An onsite tour desk offers assistance with booking a wide range of day trips to fully experience all that the exciting north Queensland destination has to offer.



## Terms & Conditions

**CONFIRMATION.** A copy of the signed agreement, together with the initial deposit is required to secure all tentatively held accommodation and conference spaces. Until receipt of the contract and/or initial deposit, all bookings are considered tentative only and may be released without notice. Receipt of the initial deposit will act as acceptance of the Resort's Terms and Conditions and requirements as outlined in this contract.

**SECURITY DEPOSIT** A minimum deposit of \$250.00 or 10% of the total booking (whichever is greater) must be made at the time of confirmation to secure the venue and / or any accommodation booked. Bookings less than \$500 to be pre-paid in full.

**VENUE ACCESS AND AVAILABILITY** The Hotel reserves the right to assign an alternative function room in the event that the room originally assigned is in the sole opinion of the Hotel unavailable or inappropriate. Conference rooms are not on a 24-hour hold; additional charges may apply for the conference room to be secured over the entire dates of the conference. Additionally, the Hotel reserves the right to book other functions in the same function room up to one hour before the scheduled function commencement time and one hour after the scheduled function finishing time or in adjoining rooms at any time.

**14 DAY REVIEW** A guaranteed minimum number of guests for catering purposes who are attending the event are required fourteen working days prior to the event and the charges will be rendered accordingly. Should a guaranteed number not be received, the attendance indicated on the banquet event orders will be taken as final.

**PAYMENT** All estimated event costs are to be paid 7 days prior to the event unless credit has been applied for and approved by Oaks Hotels & Resorts. To guarantee payment of incidental costs during the event, credit card details are required. The Hotel reserves the right to charge final outstanding costs to this credit card should the group depart the Hotel without settling the balance.

**PRICES** All prices are current at time of quotation and are subject to revision prior to signing the contract. While every possible effort is taken to maintain prices, these are subject to change at the Management's discretion to allow for market cost variations and the introduction of statutory taxes. Furthermore, all prices quoted are inclusive of GST.

**DISPLAYS AND SIGNAGE** Nothing is to be nailed, screwed, stapled, blue-tacked or adhered to any wall, ceiling, door or surface or part of the building. Any signage in the properties public areas must be approved by The Metropole prior to the event.

**INDEMNITY** The Hotel will not accept any responsibility for damages or loss of goods or personal articles left at the Hotel prior to, during or after the event. The hotel car park is a public car park in which the hotel waives responsibility for any theft, damage or loss to any vehicles or goods that may occur. You are financially responsible for any damage sustained to Hotel fittings, property or equipment by your guests or outside contractors prior to, during or after a function. If the hotel is unable to provide the facilities or any other arrangements for this event or part thereof to perform the terms of this agreement due to circumstances beyond its decision or control, the hotel is not responsible for any costs, damages or expenses that may be incurred to the agent or its client. Where the client principal and/or agent is not a publicly listed company, the Hotel's obligation to provide the accommodation and services stipulated by this Letter or Agreement serves as a personal guarantee by the client or its directors giving a personal guarantee of the payment of accounts.

**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 offensive or is in breach of the properties rules.

### CANCELLATION FEE POLICY

From signing this contract UNTIL 91 days prior to arrival, initial security deposits will be retained for full cancellation.

**BETWEEN 61-90 Days** prior to arrival you may release up to 30% of total estimated accommodation and events charges without occurring any penalties. Rooms and Event Numbers reduced over this will be charged the cancellation fee equal to the full stay of each room and full expected event revenue

**BETWEEN 31-60 Days** prior to arrival you may release up to 30% of total estimated accommodation and events charges without occurring any penalties. Rooms and Event Numbers reduced over this will be charged the cancellation fee equal to the full stay of each room and full expected event revenue

**30 DAYS PRIOR** to date of arrival - any unused portion of the accommodation block will automatically be released for general sale. The hotel will continue to accept reservations after this date on a space-available basis.

**BETWEEN 15-30 days** prior to date of arrival - Any accommodation cancellations and reductions will incur a cancellation fee equivalent to the full stay of each room cancelled/ reduced

**LESS THAN 14 days** – All cancellations and reductions made less than 14 days prior to the first guest arrival will be charged at 100% of all event charges including total room nights cancelled at the contracted rate.

Contact our Wedding and Events Coordinator for more information

P: 07 4753 2958 | E: [functions@themetropole.com.au](mailto:functions@themetropole.com.au)

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