

An aerial photograph of a large marina filled with numerous sailboats. The water is a deep blue, and the sky is clear and bright. In the foreground, there are several palm trees and some buildings, suggesting a tropical or coastal setting. The overall scene is vibrant and scenic.

mantra  
mackay

# CORPORATE EVENTS

(07) 4955 9400 | [FUNCTIONS@MANTRAMACKAY.COM.AU](mailto:FUNCTIONS@MANTRAMACKAY.COM.AU)  
MULHERIN DRIVE, MACKAY, QUEENSLAND, 4740



# LET'S MEET...

Located on the picturesque waterfront setting of Mackay Marina, the enviable location combined with high-quality facilities and service has positioned Mantra Mackay as Mackay's premier accommodation, conference and meetings venue.

The hotel location provides delegates with a pleasant, quiet and contained environment where they can focus on the task at hand to ensure productive outcomes and maximum use of time. Modern and well-equipped facilities will ensure your meeting or conference is a complete business success, our experienced Events Manager and dedicated team will ensure everything comes together seamlessly and that no detail is overlooked.

Everything you need for your event is onsite and close to hand there really is a no better choice for your meeting or conference.

Kind Regards,

*The Events Team*

# FACILITIES

Modern and well-equipped facilities will ensure your meeting or conference is a complete business success. Our experienced Events Manager and dedicated team will ensure everything comes together seamlessly and that no detail is overlooked. We offer personal assistance and a 'We Do' attitude in planning all aspects of your event so you can focus on the task at hand.

These facilities are supported by our high-quality four-star hotel accommodation and associated services including a full onsite restaurant and catering team that provide Mackay's finest cuisine.

Delegates will enjoy the convenience of staying in-house in award-winning accommodation and accompanying partners will love the seaside ambience and cafe culture of Mackay Marina village and exploring the nearby beaches.

Complimentary WiFi

Free car parking

24 hour reception

Beach access

Fully Licensed Bar and Restaurant

Swimming Pool and Spa overlooking the Mackay Marina



# MARINA VIEW ROOM

Marina View is perfect for large conferences, product launches & presentations. Marina View can seat up to 80 people or 100 people cocktail and can be configured to best suit your function needs with the option of adding Marina View Terrace for catering break-out meals.

## CAPACITY

Banquet 80 | Cocktail 100

## VENUE HIRE

Full day \$850 | Half Day \$350

*(Half Day Only available 10am-2pm Monday-Friday)*

## INCLUSIONS

WiFi

Ceiling mounted LCD Data projector & screen 2.4m X 1.3m (Laptop NOT supplied), Microphone, Lectern, Round or rectangle tables

Marina View Terrace for catering break-out area

Additional charges: Whiteboard+ markers \$20

Flip Chart, paper, markers \$27.50



# OCEAN VIEW BOARDROOM

Located on the first floor with stunning views of the Marina and Coral Sea, seats up to 12 delegates with all the extras you require for your boardroom meetings.

## CAPACITY

Boardroom 12

## VENUE HIRE

Full day \$250 | Half Day \$150

## INCLUSIONS

WiFi

Ceiling mounted LCD Data projector & screen 2.4m X 1.3m  
(Laptop NOT supplied)

Ocean View Terrace for catering break-out area

**Additional charges: Whiteboard+ markers \$20**

**Flip Chart, paper, markers \$27.50**



# CAPTAIN'S TABLE ROOM

Located on the ground floor of the hotel adjacent to the hotel's Latitude 21 Restaurant and bar. Captain's Table can accommodate your business workshop, conference/ presentations. 2 or 3 course dinner presentations or a more casual cocktail networking.

## CAPACITY

Banquet/Caberet 30 | U-shape 24 | Classroom 18  
Cocktail 40 | Boardroom 16 | Theatre 40

## VENUE HIRE

Full day \$350 | Half Day \$250

## INCLUSIONS

WiFi

Ceiling mounted LCD Data projector & screen 2.4m X 1.3m  
(Laptop NOT supplied), Microphone, Lectern, Round or rectangle tables

Additional charges: Whiteboard+ markers \$20

Flip Chart, paper, markers \$27.50



# POOL VIEW VENUE

A relaxed informal area with poolside / marina views and a tropical resort vibe. This is the perfect space for a casual, relaxed event.

## CAPACITY

80 seated | 150 cocktail

## VENUE HIRE

\$300

## INCLUSIONS

WiFi

Poolside bar

Resort furnishings, dry bars and wine barrels with stools.



# CATERING BREAKS

## MORNING/ AFTERNOON TEA

\$12.50 per person/per day part

*Please choose 2 Items for each day part*

Savoury Filled Croissants | Fresh Fruit Platter  
Homemade Sausage Rolls | Assorted Cakes  
Homemade Dips and Crackers  
Homemade Scones w/ Jam and Cream

## LUNCH

\$15.00 per person

**SANDWICHES**  
(1.5 sandwiches per person)

**Breads** – Baguettes, Tortilla, Assorted Bread (Please choose 1)

**Fillings** – Assortment of gourmet fillings of chef's choice



# BUFFET MENUS

Guests are invited to enjoy a selection of off the buffet

## Barbeque Buffet Menu

Minimum 20 guests

\$47.95 per person

### Baked Goods

- Bread rolls & condiments

### Meats (choose 3)

- Marinated rib fillet
- Gourmet sausages
- Herb rubbed chicken
- Lamb loin chops
- Baked fish

### Accompaniments

- Potato gratin
- Caramelised onions
- Farmers mixed salad
- Caesar salad
- Traditional gravy

## Roasted Buffet Menu

Minimum 20 guests

\$49.95 per person

### Baked Goods

- Bread rolls & condiments

### Roasted meat selection (choose 2)

- Roasted beef with mustard crusting
- Roasted pork with crispy crackling & apple sauce
- Roasted lamb with rosemary jus
- Roasted chicken with demi-glace

### Accompaniments

- Roasted root vegetables
- Steamed garden fresh vegetables
- Potato gratin
- Farmers mixed salad
- Caesar salad



# BUFFET MENUS

## Deconstructed Barbeque Buffet

Minimum 15 guests

\$44.95 per person

### Bread

- Milk Bun
- Sliced Bread

### Meats (choose 3)

- Beef Patty
- Rib Fillet
- Sausages

### Salads

- Tomato
- Cheddar Cheese
- Mixed Leaf Lettuce
- Beetroot Slices

### Condiments

- Tomato Relish
- Caramelised Onion
- Aioli
- Barbeque Sauce
- Tomato Sauce
- Butter

### Dessert Menu

\$14.50 per person  
(please choose 1)

- Mud cake w/ Chantilly Cream and Raspberry Coulis
- Baked French Cheese Cake w/ Passionfruit Syrup
- Traditional Apple Pie w/ Homemade Custard
- Individual Pavlova w/ Fresh Tropical Fruit Salad



# ACCOMMODATION

## OVERVIEW

Mantra Mackay is a 4 star, 79 room property offering 24 hour reception for your convenience.

*Exclusive accommodation rates are available for meetings, conferences and special events and can be negotiated with your coordinator.*

## ROOMS

40 x Standard Queen Rooms | sleeps 2

13 x Superior Queen Rooms | sleeps 2

13 x Deluxe King Spa Suite | sleeps 2

13 x 1 Bedroom Executive Suite | Sleeps 2

## ROOM FACILITIES

- Reverse cycle air-conditioning
  - Refrigerator & Mini bar
  - Free onsite parking
- Free high-speed internet (WiFi)
  - Room service
- Onsite bar & restaurant
  - Walk in showers



# TERMS & CONDITIONS

An estimated number of attendees must be given at the time the booking is made. A guaranteed minimum number of guests attending the function is required no later than 14 working days prior to the first day of the event. This will then be regarded as the minimum number of persons for catering purposes and will also become the minimum charged to your Function Account. Any changes to this number after this date will incur a fee.

## CONFIRMATION

Confirmation of booking is by written acceptance by management, as set out in the Function/Conference Booking Form, assigned and accepted by your organizer.

## FINAL ATTENDANCE

A guaranteed number of guests attending the function/conference are required 14 days prior. Charges will be rendered accordingly.

## FINAL INFORMATION

All information such as the proposed timetable, room set-up, special menus and miscellaneous equipment must be forwarded no later than 7 days before the event.

## FUNCTION CHARGES

All function costing is current at the time of quotation and subject to revision prior to acceptance of the Function / Conference Booking Form.

## CONSUMPTION

No food or beverage of any kind will be permitted to be brought into the Function / Conference Centre for consumption.

## FUNCTION SURCHARGE

A surcharge of \$4.00 per person is applicable on Public Holidays and \$2.00 per person on Sundays. Any event continuing past the hour of midnight shall incur a surcharge of \$300.00 per hour or part thereof.

## LIABILITY

If the management of Mantra Mackay has reason to believe that the function will affect the smooth running of the business, its security or reputation, it reserves the right to cancel the function without liability.

## BASIS OF AGREEMENT

The performance of this agreement is contingent on the ability of Mantra Mackay.

## DEPOSIT

A minimum of \$500 or 25% (whichever the greater) of the estimated cost is required upon your confirmation of a booking.

## CANCELLATION

In the event of a function/conference being cancelled following confirmation, the organizer shall upon request of management forward the following cancellation fee as applicable. Cancellation charges prior to the event date will be applied as detailed below:

Up to 21 days prior to the event date: 100% refund

21 to 14 days prior to the event date: 50% deposit back

14 days or less prior to the event date: Non-refundable, full fees apply.

## COVID CANCELLATION

If government regulations/restrictions related to COVID-19 restrict or prohibit the event from proceeding, your payment will move forward as a credit for future events.

Notice required: At least 24 hours prior to your event date.

## PAYMENT

Balance of account to be paid in full within 14 days of function unless prior arrangements have been made with management. A late payment surcharge of 2.5% (two and a half percent) per month, or part thereof; is applicable on all late payments.

## RESPONSIBILITY

Organizers are financially responsible for any damage sustained to The Mantra Mackay Property by the organizer, guests, invitees, or persons attending the event, prior to, during or after the event. Confetti etc. will incur an additional cleaning fee.

## INSURANCE

The Mantra Mackay will take all necessary care but accepts no responsibility for damage or loss of merchandise left on premises prior to, during or after the event. Organizers should arrange their own insurance.

## CREDIT CARD GUARANTEE

Along with the deposit, a signed copy of our terms and conditions/ agreement, and a credit card guarantee will also be required to confirm the booking. Should there be any damage incurred, excessive cleaning or deviation from the agreed terms and conditions, then additional fees may be charged.

## SOCIAL MEDIA

By signing the agreement, the client gives consent for Mantra Mackay and TARHF PTY LTD Mandala Hospitality group to distribute any photos from the event for social media advertising and marketing purposes.

## CREDIT CARD GUARANTEE

Along with the deposit, a signed copy of our terms and conditions/ agreement, and a credit card guarantee will also be required to confirm the booking. Should there be any damage incurred, excessive cleaning or deviation from the agreed terms and conditions, then additional fees may be charged.

## SERVICE OF ALCOHOL

Service of Alcohol is in adherence to current Liquor Licensing Laws. Guests will be served in a responsible and professional manner, and the Hotel reserves the right to eject any or all persons acting in an objectionable manner from the Hotel premises. As Mantra Mackay is a licensed premise, no beverages of any kind will be permitted to be brought on-site.

Last drinks are called at 10.30 pm – Packages are only permitted until 10 pm. Security guards are required with all beverage packages with one guard required per 100 guests at additional cost. (Does not apply to tabs based on consumption)

Mantra Mackay venues comply with the Office of Liquor & Gaming QLD.

## EXCESSIVE NOISE

Excessive noise should be kept to a minimum. Out of consideration to our house guests and adjoining neighbours and in accordance with liquor licence requirements all noise must be no louder than 75dbc by 10.00pm (note 75dbc is equivalent to that of a normal conversation by a group.)

All Music is to cease at 10.00pm

Functions are required by local council and liquor laws to conclude by 11:00pm.

## WET WEATHER OPTIONS

Options for wet weather reception venue change will be either The Marina View or the Marquee, depending totally on which is available on the event date. The decision to move the event in the act of wet weather is the responsibility of the organiser based on advice from the Hotel. However, the Hotel reserves the right to overrule the organiser's decision if necessary. The decision must be made no later than 10.00 am on the day of your event. In the event you choose to hold your event or ceremony at the Marina View, and the weather becomes inclement prior to the commencement or during your reception, and you request the Hotel to move to another venue, a fee of \$500 including GST will be charged.

Please read these terms and conditions carefully. If you do not understand any of the terms and conditions or have any questions, please discuss them with our function manager. In paying the booking deposit these terms and conditions are binding upon the client.

