

INTRODUCTION

This Planner

We have designed this planner to ensure that the organisation of your next conference or event is as simple as possible for you. It will give you a comprehensive overview of our stunning resort, facilities and services, and ensures that we are able to provide everything you need to make it a complete success. When you decide to have your event with Oceans Resort Hotel you will also have your very own Function Co-ordinator to ensure that everything is exactly as you request and that you come away with some wonderful new memories.

Oceans Resort Hotel, Tutukaka

Opening again on the 18th December, 2009, Oceans Resort Hotel, Tutukaka provides professional stylish facilities in a relaxed and stunning location. With three meeting rooms catering for groups of up to 120 delegates there is plenty of choice for your function.

Our venue features 28 well appointed hotel studio rooms and spacious two and three bedroom apartments, with our fantastic Oceans Restaurant and Bar serving a fabulous selection of meals that will be tailor designed to meet your budget, theme and style. We also have a heated salt water swimming pool, located on the first floor with a private BBQ area a great choice to enjoy some kiwi inspired food whilst you soak up the late afternoon sun.

Tutukaka, a coastal destination in the subtropical Northland region, is simply a natural choice for conferences, incentives and functions. With a myriad of water and land-based activities close at hand, sandy beaches and a lush sub-tropical climate, the Tutukaka coast is a year-round playground, the perfect complement to your conference. The area is set amongst some of New Zealand's most beautiful scenery, its quiet location ensures you can get the work done that you need to and have plenty of activity options to choose from in your down time.

Description of how to get here

Getting here is a breeze as you can arrive in just an hour from Auckland via a 35 minute flight to Whangarei followed by a 30 minute scenic drive through rolling farmlands. Transfers can be arranged from Whangarei, or you may opt for a rental vehicle.

Driving up from Auckland takes under three hours, and we can organise transport for you. There are also many options to make even the travel exciting so speak with one of our team today.



Oceans Resort Hotel, Tutukaka

09 470 2290 | 0508 OCEANS | conference@oceansresorthotel.co.nz



CONFERENCE PACKAGES

At Oceans Resort Hotel, Tutukaka everything is tailor designed to meet your budget, theme and style. Each quote is created to meet your requirements and requests. You can also take advantage of some of the package rates that we have, speak to our friendly team to find out what works best for you.

Delegate Day Package

- Conference room hire and set-up
- Conference Co-ordinator
- Iced water and mints
- Whiteboard and flipchart
- Pens and paper
- Morning tea
- Lunch
- Afternoon tea

\$50 + gst per person, per day

Please note that the Day Delegate Package is based on a minimum of 20 delegates. Technical equipment is not included.



Delegate Over-night Own Room Package – 5 meals

- Conference Room Hire and set up
- Conference Co-ordinator
- Iced water and mints
- Whiteboard and flipchart, pens and paper
- Morning tea, Lunch, Afternoon tea
- Dinner – 3 courses
- Breakfast
- Own room accommodation

\$245.00 + gst per person, per day

Please note that the Delegate Over-night package is based on a minimum of 20 delegates. Technical equipment is not included

Delegate Over-night Twin-share Room Package – 5 meals

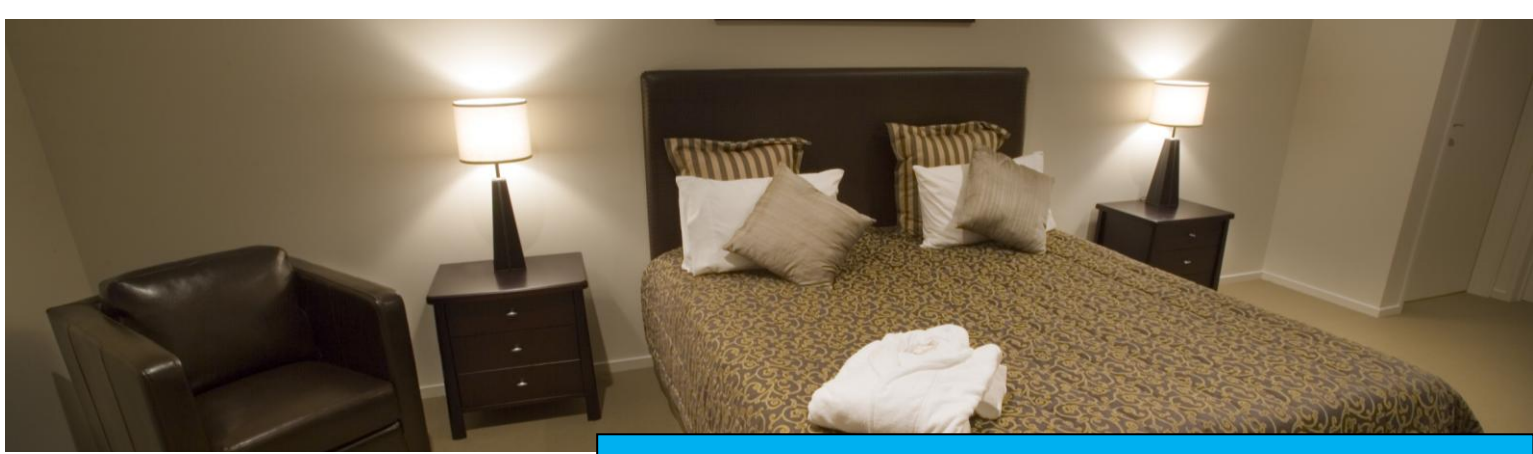
- All of the above

\$170.00 + gst per person, per day

Please note that the Delegate Over-night Twin-share package is based on a minimum of 20 delegates. Technical equipment is not included

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STAYING WITH US



Hotel Suites

Each of Oceans Resort Hotel, Tutukaka's 28 studio rooms feature Super King Beds (able to reconfigure as comfortable King Single Beds), an ensuite bathroom, high speed broadband, sky television, fridge and tea and coffee facilities.



Apartments

The apartment suites offer two and three bedrooms with ensuite bathrooms and feature separate spacious living area, full kitchen facilities with high speed broadband. These stunning apartments can also be used to conference smaller groups or are able to host several delegates for a cost effective stay.



Other Facilities

During your breaks you and your guests can enjoy our heated salt water swimming pool located on the first floor nestled amongst the private tropical bush line and bathed in sunlight.

Our Terrace Bar and Café also can be a great place to gather for a drink and something to eat as you watch the many boats coming and going from the Tutukaka Marina.

We also have an on-site Convenience Store for any last minute purchases that may have been left behind and local shops selling creative home wares, clothing and jewellery.



Arrival and Departure

Your rooms will be available from 2pm for check-in. Early check-ins may be available depending on occupancy and every effort will be made to ensure that your needs are met. Departure time is 10am and for those wanting to stay on for the day site-seeing or taking the opportunity to head out on the water we are able to store your luggage on site.

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ACTIVITIES AND LEISURE



Our dedicated team here at Oceans Resort Hotel are more than happy to assist you with finding the right activity to meet your budget, theme and style and what makes our job so easy is the fact that there is so much to do.

Team Training

Oceans Resort Hotel are very fortunate to have a working relationship with many different companies that can tailor design training and programmes that best suit your team and what you are wanting to achieve. From team building to team entertainment we have got it covered. What about some comedy during your event, no worries....

Leisure options

We can list just some of the many activities for your consideration; the next best thing is to talk to our team about what you want

- Enjoy deep-sea game fishing
- Sea kayak around the coast or along the Ngunguru River
- Board a boat and head out to the largest sea cave in the world, or take a diving or snorkelling trip to the Poor Knights Islands Marine reserve which ranks among the best dive and snorkel spots in New Zealand and is world renowned.
- Take a short journey to the Sailfish Cove Winery for a Vineyard lunch or some wine tasting at one of the area's wineries.
- Three local golf courses are highly recommended and we would be pleased to make arrangements on your behalf for:
 - Ngunguru Golf Course (9 holes)
 - Northland Golf Course (18 holes)
 - Kauri Cliffs at Matauri Bay, it's a challenge
- There are also many beautiful beaches around our region to explore. Let us organise a packed lunch so that you can really enjoy the moment
- You could of course opt to stay at our Resort and sun bath around our pool or have a fantastic cocktail, wine or beer in our Terraced Bar as you soak in the Marina of Tutukaka.

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STEPS TO CONFIRM YOUR CONFERENCE

STEP ONE: MAKE AN ENQUIRY

Contact one of our friendly team for an Enquiry Form by phone or email. We encourage you to come out to Oceans Resort Hotel, Tutukaka at any time to have a look around.

STEP TWO: MAKE A BOOKING

Because we are so confident that you are going to want to conference with us we will book your accommodation and conference room with no obligation at the time you make your enquiry, this way we can be assured that you will not be disappointed. If someone else comes in wanting the same dates, you can be confident that you are our first priority and we will let you know and give you a further 48 hours to confirm with deposit.

STEP THREE: CONFIRM YOUR DATES

Once we have quoted you the right price and everything gets ticked off on your "wants" sheet then we will send you a deposit invoice, which is 25% of the final confirmed quote. Once we have received your deposit then you can be guaranteed that the room, Conference Co-ordinator and any accommodation is yours! We will also be sending you a Client Questionnaire for you to fill in in your own time. This can be sent back to us in stages or all at once.

STEP FOUR: LET US WORK IT FOR YOU

During this time to the time of your Event our team will be working away to ensure that everything is exactly as you require. From set-up to meals, dietary requirements to activity needs, we will be here and making it all happen.

STEP FIVE: ENJOY OCEANS RESORT HOTEL, TUTUKAKA

This is by far the easiest step and most enjoyable. Let us look after you, you are here in beautiful Tutukaka and the Conference is going to be a success





THE RULES and CONTRACT



Oceans Resort Hotel, Tutukaka has one very serious rule to having your Conference or Event with us, and that is to ensure you enjoy your time with us, as we will be doing all we can to make it happen for you.

There are of course some other things that we have that are usually in really small print at other places, our “small print” is something that we don’t have to hide as it is based on just common sense so we use a size 10 font, not 4. And we do not have those 100% pay even though the room was cancelled clauses as it isn’t your fault so why should you pay for it!

The Contract

- 1.The client will pay a deposit within 7 days of confirmation. The deposit will be acknowledged by Oceans Resort Hotel, Tutukaka in writing
- 2.All cancellations must be in writing which will be acknowledged by Oceans Resort Hotel, Tutukaka in writing. If cancelled with-in 20 working days of the event the deposit is non-refundable.
- 3.Oceans Resort Hotel will continue to accept changes by 10% of final quote up to 7 days of your event.
- 4.All display material must comply with Oceans Management – because we have such fantastic meeting rooms we ask that no nails, pins or staples are used on our walls or any of our property, so that it remains looking great the next time you come out.
- 5.The client will provide Oceans Resort Hotel with the final number of guests attending the function in full or part no later than 7 days from the event.
- 6.The client will conduct the conference in an orderly fashion, in accordance with any directives from the hotel management, including obeying all applicable laws, ordinances and regulations.
- 7.As Oceans Resort Hotel, Tutukaka has the fabulous Oceans Restaurant and Bar we do not permit the bringing of Food or Beverage into our Conference and Facility areas.
- 8.Unless instructed in writing, the client will be liable for all charges incurred by the client or guests to its conference. These include any charges that a client or guests walk out on.
- 9.Parts of this contract can be amended with approval from Oceans Resort Hotel, Tutukaka’s Management Team, you are unique and so are your needs

This Contract is between Oceans Resort Hotel, Tutukaka and

The Client	Name	_____
	Signature	_____
	Date	_____
Oceans Resort Tutukaka LTD	Signature	_____



CONTACT US

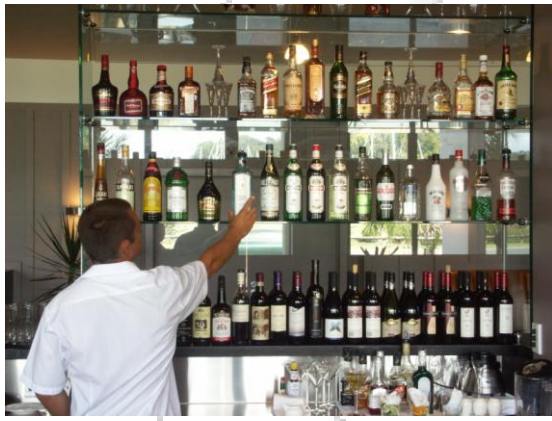
Phone one of our friendly team now to discuss your next conference or event with Oceans Resort Hotel, Tutukaka.

conference@oceansresorthotel.co.nz

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YOUR NOTES

Use this area to jot down any notes and to get ready for how quick we can get a quote to you.

Date of arrival _____ Date of Departure _____

Accommodation OWN ROOM TWIN SHARE

Package DAY DELEGATE | TWINSHARE | OWN ROOM

Number of Delegates Conference _____, Other _____

Meals required _____



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