

CONFERENCE & EVENTS KIT.



Oakwood
HOTEL & APARTMENTS
BRISBANE

Your stay. Your way.



CONTENTS

| | |
|-------|---|
| 03 | Introduction |
| 04 | Hotel Location |
| 05-07 | Conference Packages |
| 08 | Conferencing & Events |
| 09 | Audio Visual |
| 10 | Breakfast |
| 11-12 | Lunch & Dinner |
| 13 | Beverage |
| 14 | Function Packages |
| 15 | Tennis Court Function Packages |
| 16 | Dietary Requirements |
| 17-18 | Guest Accommodation |
| 19 | Nearby Attractions |
| 20 | Contact Us / Testimonials |



OAKWOOD HOTEL & APARTMENTS

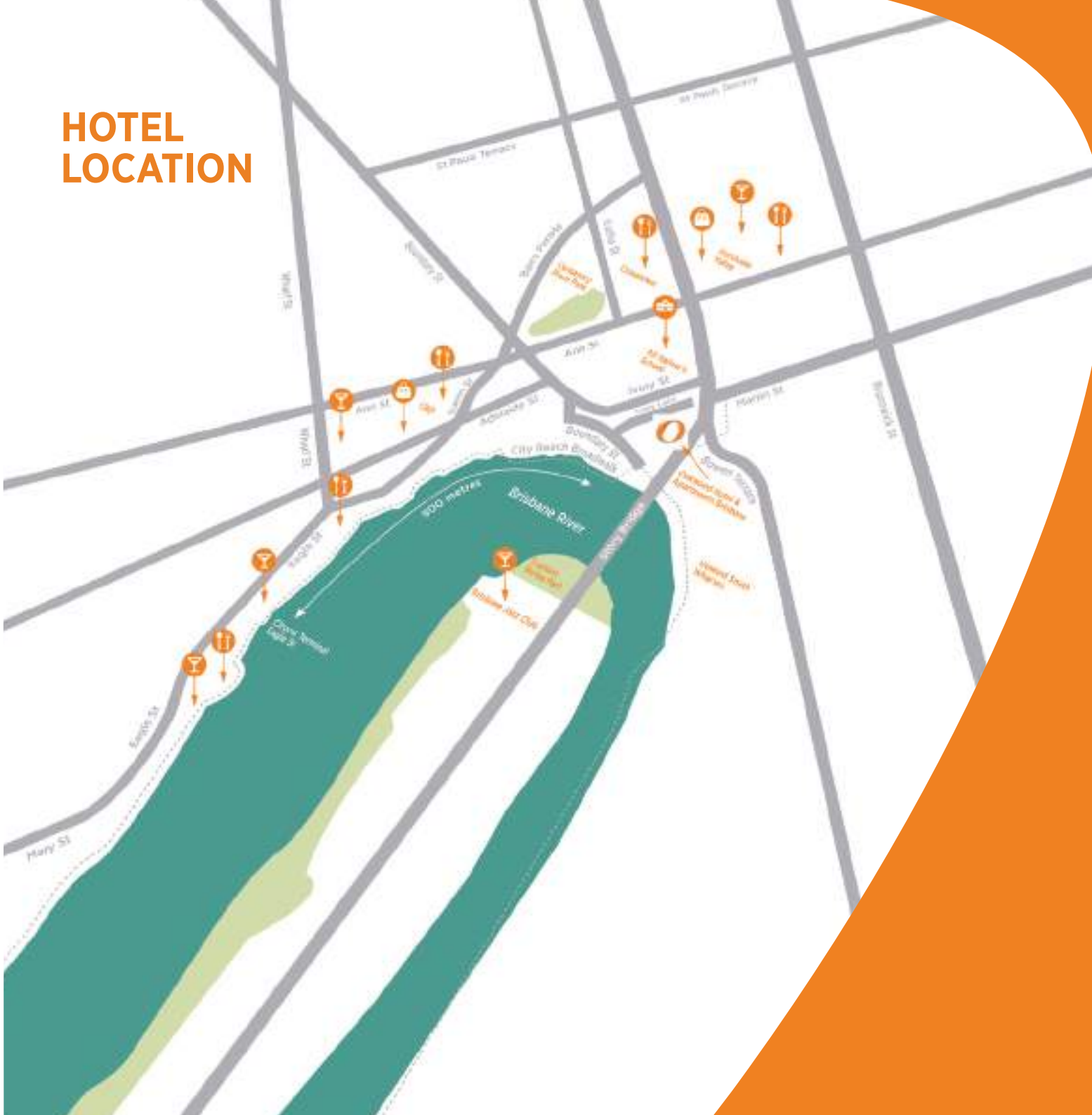
Nestled atop the rejuvenated Howard Smith Wharves on the edge of Brisbane's CBD, you'll find a tranquil haven where you can relax, refresh and revive, just minutes from restaurants, bars and boutiques. Oakwood Hotel & Apartments Brisbane is perfect no matter the reason you're in town.

A quick stroll along the Brisbane River will find you in the heart of our amazing CBD, full of riverside restaurants, underground bars and shopping to rival any of the world's shopping meccas. On our other side is Fortitude Valley. Home to Chinatown, delicacies from around the world, the coolest independent boutiques and a thriving arts and music scene, you're bound to find something for everyone just a short walk from our front door.

Our 162 rooms boast some of the best city, river and bridge views in Brisbane, comprising of studio, one and two bedroom-apartments. Work up a sweat in our Gym or full-size tennis court, with a spectacular view. Relax in our outdoor pool and spa, or simply switch off with our complimentary Wi-Fi and Press Reader (over 6000 magazines & newspapers). No.15 Restaurant & Bar is open daily for breakfast and dinner!

Our conference and event space will suit any occasion from a small business lunch to a grand affair for up to 300 guests.

HOTEL LOCATION



Facilities & Services

- No. 15 Restaurant & Bar – open breakfast & dinner
- 24hr in-room dining
- On-site Car Parking (subject to availability & charge)
- Gymnasium
- Sauna
- Outdoor pool & spa
- Laundry
- Dry cleaning
- Full size outdoor tennis court
- Unlimited, multi-device Wi-Fi in public areas, all apartments and conference spaces
- Four meeting & event spaces
- Daily housekeeping
- 24-hour front desk reception
- Wake-up calls
- Luggage storage
- Baby-sitting service can be arranged
- Wheelchair accessible public areas and accommodation
- Secured elevator access
- Mail services
- Non-smoking hotel.

15 Ivory Lane, Brisbane,
Queensland 4000, Australia
T: +61-7-3218 5800 | F: +61-7-3218 5805
E: general.apartments-brisbane@oakwood.com
OakwoodAsia.com/Brisbane | [@oakwoodbrisbane](https://www.instagram.com/oakwoodbrisbane)

CONFERENCE PACKAGES



Day Delegate Package

Minimum 15 PAX

- Half Day - \$45 pp
- Full Day - \$55 pp

Inclusions:

- Your choice of room set – cabaret, boardroom, theatre, classroom, u-shape or custom
- Your choice of mints or seasonal whole fruit
- Notepads & pens
- Ice water
- Assorted coffee and tea selection
- Morning & Afternoon Tea – your choice of 1 item per break
- Working Lunch – assorted sandwiches, rolls & wraps, fresh fruit, sweet item and soft drink
- Wi-Fi
- Lectern
- Room signage.



Add on a post meeting Networking package for just \$33 pp. for 1 hour.



Residential

from \$235 pp

Minimum 15 PAX

Inclusions:

- Overnight stay in a Studio Room
- Room Features: Free & Fast wifi, kitchenette with microwave, tea and coffee facilities, microwave, 2 x bottles of complimentary water daily
- Full Day Delegate Package
- Buffet Breakfast for one.

Upgrade to One Bedroom Apartment for \$25.00 per night and receive:

- Complimentary bottle of wine
 - High floor allocation
 - Larger room with VIP view.
-

CONFERENCE PACKAGES

continued

↑↑ Premium Upgrade

\$10 pp

Breakfast:

- Plated Hot Breakfast - \$35 pp
- Full Buffet Breakfast - \$20 pp
- Takeaway style breakfast - \$17 pp
- Continental Platter - \$15 pp
- Networking Breakfast - \$8 pp.

Breaks:

- One additional break item - \$4 pp
- Two additional break items - \$7 pp.

Lunch:

Premium Lunch – Hot Buffet Lunch of your choice, fresh fruit, sweet item and soft drink.

1 hr Networking Session:

\$33 pp (canapés & drinks)

2 hr Networking Session:

\$44 pp (canapés & drinks)

Small Groups

Minimum 15 PAX

Room hire applies

- Half Day - \$55 pp
- Full Day - \$65 pp

Inclusions:

- Your choice of room set – cabaret, boardroom, theatre, classroom, u-shape or custom
- Your choice of mints or seasonal whole fruit
- Notepads & pens
- Ice water
- Assorted coffee and tea selection
- Morning & Afternoon Tea – Your choice of 1 item per break
- À La Carte Lunch Menu
- Premium Lunch – Hot Buffet Lunch of your choice, fresh fruit, sweet item and soft drink.
- Wi-Fi
- Lectern
- Room signage.

CONFERENCE PACKAGES continued 2

Build your own package

No Minimum numbers required

Room Hire applies

Breaks:

- Arrival tea & coffee/tea & coffee service (30mins) - \$5 per person
- Continuous tea and coffee service full day (6+ hours) - \$10 per person
- Continuous tea and coffee service half day (up to 6 hours) - \$7 per person
- Morning or Afternoon Tea Break - \$12 per person.

Lunch:

- Working Lunch - \$25 per person
- Premium Lunch - \$35 per person
- Plated Lunch - \$40 per person.

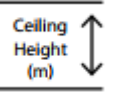
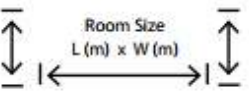
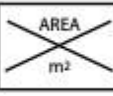
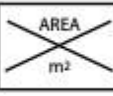
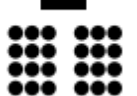








CONFERRING & EVENTS

You'll enjoy complimentary Wi-Fi and facilities including a full sized tennis court, outdoor pool and spa (with a magical view), sauna and gymnasium. No. 15 Restaurant & Bar is open daily for breakfast and dinner, and our conference and event spaces will suit any occasion from a small business lunch or meeting to a grand affair for up to 300 guests.

- Flexible Conference & Events Spaces
- Various set up options
- Flexible & affordable Audio Visual options
- Unlimited wireless internet access for delegates
- Excellent menus with an array of choices to suit your delegates' needs.

Measurements & Room Capacities

| Room | Room Dimensions | | | | Room Capacities | | | | | | |
|-------------------------|---|---|--|--|---|---|---|---|---|---|---|
| |  |  |  |  |  |  |  |  |  |  |  |
| Function Room | Height (m) | Length (m) | Width (m) | Area (m) | Theatre | Classroom | Boardroom | U-Shape | Cabaret | Banquet | Cocktail |
| Grand Ballroom | 2.6 | 19 | 11.8 | 235 | 220 | 140 | 56 | 44 | 105 | 150 | 180 |
| Admiralty Room | 2.6 | 12.9 | 11.2 | 144 | 90 | 60 | 36 | 36 | 49 | 80 | 120 |
| Commodore Room | 2.6 | 11.8 | 7.8 | 92 | 70 | 40 | 20 | 20 | 35 | 50 | 80 |
| Boardroom | 2.6 | 6 | 3.5 | 21 | 20 | 8 | 10 | - | 7 | 10 | - |
| Tennis Court | - | 29 | 15 | 435 | - | - | - | - | 175 | 250 | 250 |
| No. 15 Restaurant & Bar | 2.6 | - | - | - | - | - | - | - | 56 | 90 | 150 |
| Lounge | 2.6 | - | - | - | - | - | - | - | - | - | 80 |
| Terrace | - | - | - | - | - | - | - | - | - | - | 25 |
| Laneway | - | - | - | - | - | - | - | - | - | - | 25 |

Whether hosting a small conference, intimate board meeting or social event, Oakwood Hotel & Apartments Brisbane's experienced team is able to assist with everything from planning and execution to catering and entertainment.

Our professional and courteous team members can also co-ordinate with Cloudland in Fortitude Valley and the Kookaburra Showboat Cruises should you require a larger or alternative venue for your event.

**For your next Brisbane event or business gathering, call for more information and availability on +61 7 3218 5800
-or email functions.apartments-brisbane@oakwood.com**

AUDIO VISUAL

Costs on a per day basis.

Data Projectors

- Basic Projector - \$110
- Executive Projector - \$440.

Projector Screens

- 6' Tripod Screen - \$33
- 8' Tripod Screen - \$55
- 8' x 6' Fastfold Screen - \$143
- 10' x 7.5' Fastfold Screen - \$198.

TV Screens

- 32" LCD Screen - \$88
- 40" LCD Screen - \$132
- 55" LED Screen - \$242
- 55" 4K Resolution Screen - \$286
- 60" LCD Screen - \$363
- 65" LCD Screen - \$330
- 75" 4K Resolution Screen - \$495
- Floor Stand - \$88.

Conference Aids

- Flipchart - \$22
- Small Whiteboard - \$22
- Large Whiteboard - \$66
- Additional Lectern - \$77.

Computers & iPads

- HP i5 Laptop - \$110
- iPad 3 or 4 - \$99
- iPad kiosk floor stand - \$88.

Audio Systems

- PA System (2 speakers) - \$132
- PA System (4 speakers) - \$198
- Handheld Mic - \$99
- Lapel Mic - \$99
- Microphone Stand - \$5.50.

Lighting

- Lectern Spot - \$38.50
- Coloured up lighting - \$38.50 ea
- Stage/effect lighting etc. - POA.

Stageing

POA

Delivery

\$66

Labour/Tech Operator

\$66 per hour
(min 3 hour call out)

Oakwood Hotel & Apartments works closely with the team at AVIT (Audio Visual Information Technology) who are familiar with our event spaces and capacities. Should you wish to discuss your audio-visual requirements in further detail, please do not hesitate to contact AVIT on the details provided below:

Dominic Dodemont
E: info@av-it.com.au
T: +61 7 3314 8552
F: +61 7 3268 3676



BREAKFAST

Plated Hot Breakfast - \$25 pp

Minimum 30PAX

Your choice of one hot item served with juice, water, coffee and tea.

Full Buffet Breakfast - \$22.50 pp

Minimum 30PAX

Takeaway style breakfast - \$15 pp

Minimum 30PAX

Boxed breakfast including freshly baked danishes, tub of yoghurt muesli slice, fruit selection, juice and water.

Networking Breakfast - \$12 pp

Minimum 30PAX

Fresh fruit jars, bacon and egg muffins, freshly baked danishes.



LUNCH & DINNER

Plated Menu

Minimum of 5 PAX

- 2 course alternate serve - \$55 pp
- 3 course alternate serve - \$65 pp
- Children's Menu (3 - 12yo) - \$15 per child.

Main served with Adult entrée or main. Dessert served with Adult Main or Dessert.

Feast Menu

\$69 pp

Minimum 30 PAX

- Two course served family style (long table with platter down middle of table)

Buffet Menu

\$55 pp

Minimum 15 PAX

+ Add Ons

- Arrival Cocktail - \$15 pp
- ½ hour chef's selection pre-dinner canapés & beverages - \$16.50 pp.



LUNCH & DINNER continued

Canapés

Minimum 15 PAX

- Choice of 3 hot 3 cold - \$24 pp
- Choice of 4 hot 4 cold - \$30 pp
- Choice of 5 hot 5 cold - \$36 pp
- Bigger Bites - \$12 each.

See Menu's document for choices.

Platters

\$70 - \$120

Based on 8 PAX per platter

See Menu's document for choices.



BEVERAGE

Standard Beverage Package

- One hour - \$26 pp
- Two hours - \$30 pp
- Three hours - \$36 pp
- Four hours - \$42 pp.

↑↑ **Premium Beverage Upgrade**
\$10 pp

↑↑ **Spirit Upgrade**
\$9.00 pp **per hour**

Must be in conjunction with a beverage package. All Beverages subject to change without notice.

+ **Add Ons**

- Cocktail on arrival \$15 pp
- Fresh Fruit Mocktails on arrival - \$10 pp.

Beverages on a consumption basis and cash bar options are also available. Please request the current wine list and beverage menu to make your selections.

FUNCTION PACKAGES

Corporate Suites Package

Maximum of 20PAX

- 2 hr package - \$100 pp
- 3 hr package - \$112.50 pp
- 4 hr package - \$125 pp.

Don't be ordinary... be extraordinary!

Our view has more stars than the footy, rugby and cricket combined!

Treat your client/friends to a sophisticated alternative. Add the best vantage point of the Story Bridge, Brisbane River and Brisbane CBD and you have an unforgettable night.

Inclusions:

- Mouth-watering bites
- TGIF drinks any day of the week
- Insta-worthy views
- One Bedroom Riverview Apartment
- Personal waiter throughout the evening.

High Tea

- High tea & a glass of fresh orange juice - \$37 pp
- High tea & a glass of Australian sparkling wine - \$44 pp
- High tea & a glass of French champagne - \$54 pp.

SAMPLE MENU:

Sweet

- Freshly baked lemonade scones with jam and cream
- Lemon Meringue (gf)
- Mini cheesecake with salted caramel (gf)
- Mini brownie with peanut butter and toasted peanuts.

Savoury

- Classic finger sandwiches and savoury items
- Dill cream cheese and smoked salmon in pumpkin bread finger sandwich
- Egg & Lettuce finger sandwich
- Cucumber & crème fraîche finger sandwich
- Avocado, feta, dukkah mini tarts (gf).

Beverages

- Freshly brewed tea & coffee
- Orange juice.

High Tea Only. Gluten free and dietary requirement options available.
BOOKINGS ESSENTIAL.
GROUP DISCOUNT - 10 people or more receive 10% off.

TENNIS COURT FUNCTION PACKAGES

BBQ Package

\$80 per person

Maximum of 80PAX

Inclusions:

- Gourmet BBQ
- 3 hrs worth of drinks
- Room Hire
- Festoon Lighting & General Lighting
- Basic long table set
- PA System and music.

*Décor not included.

Cocktail Package

\$100 per person

Maximum of 80PAX

Inclusions:

- 3 hrs worth on canapés & drinks
- Room Hire
- Festoon Lighting & General Lighting
- Basic cocktail set
- PA System and music.

*Décor not included.

Sit-down Package

\$120 per person

Maximum of 80PAX

Inclusions:

- 2 course Alternate Drop or Feast Menu
- 3 hrs worth of drinks
- Room Hire
- Festoon Lighting & General Lighting
- Basic long table set or banquet set
- PA System and music.

*Décor not included.



DIETARY REQUIREMENTS

Seasonal Availability & Special Dietary Requirements

As we serve only the freshest of food, menus may change slightly due to seasonal availability of fresh produce. Prices may vary based on seasonal and market demand.

Our menus provide a variety of options for guests with vegetarian and coeliac dietary requirements and we can always tailor a menu to cater for those with cultural or anaphylactic dietary needs. Additional dietary requests may be accommodated, subject to availability, at an additional cost.

Please discuss options with your Event Co-Ordinator.






TERMS & CONDITION.

Prices and menus are correct at the time of printing. Both are subject to change without notice.









GUEST ACCOMMODATION








Room Type: Studio Room
Bedding Configuration: One queen bed OR two single beds
Room Maximum Features
    **foxtel** 
Number of guests
 2 + infant










Room Type: Studio Riverview Room
Bedding Configuration: One queen bed OR two single beds
Room Maximum Features
     **foxtel** 
Number of guests
 2 + infant



Room Type: One Bedroom Apartment
Bedding Configuration: One queen bed OR two single beds
Room Maximum Features
    **foxtel** 
Number of guests
 3 + infant



Room Type: One Bedroom Apartment Riverview
Bedding Configuration: One queen bed OR two single beds
Room Maximum Features
     **foxtel**  
Number of guests
 3 + infant

Special Conference Rate











We are pleased to offer our Conference & Events guests up to 15% off the best available rate.

Please advise your preferred date and we would be delighted to provide you with accommodation rates. These rates do vary depending on the dates of stay. Minimum night stays apply.

We help by providing an information sheet for you to pass onto your guests with all the necessary details.









Guests can book on our website using your unique conference promo code.

Room Key:










-  Guaranteed Riverview
-  Air-con
-  Tea & Coffee Facilities
-  Full Kitchen
-  Kitchenette
-  Two Level
-  Mini-Bar
- foxtel**  Foxtel
-  WiFi
-  Laundry facilities (washer and dryer)

GUEST ACCOMMODATION continued











Room Type: Two Bedroom Apartment
Bedding Configuration: One queen bed & two single beds (1 bathroom)
Room Maximum Features
       
Number of guests
 5 + infant



Room Type: Two Bedroom Riverview Apartment
Bedding Configuration: One queen bed & two single beds (1 bathroom)
Room Maximum Features
        
Number of guests
 5 + infant



Room Type: Two Bedroom Premier Apartment
Bedding Configuration: One queen bed & two single beds (2 bathrooms)
Room Maximum Features
       
Number of guests
 5 + infant

Special Conference Rate











We are pleased to offer our Conference & Events guests up to 15% off the best available rate.

Please advise your preferred date and we would be delighted to provide you with accommodation rates. These rates do vary depending on the dates of stay. Minimum night stays apply.

We help by providing an information sheet for you to pass onto your guests with all the necessary details.

Guests can book on our website using your unique conference promo code.

Room Key:

-  Guaranteed Riverview
-  Air-con
-  Tea & Coffee Facilities
-  Full Kitchen
-  Kitchenette
-  Two Level
-  Mini-Bar
-  Foxtel
-  WiFi
-  Laundry facilities (washer and dryer)

NEARBY ATTRACTIONS

South Bank

10 mins drive

Culture and the great outdoors combine to bring you art, music and theatre, plus riverside restaurants, market stalls, lush parklands and a swimming lagoon.

Suncorp Stadium

10 mins drive

Whether it's an open-air concert or seeing the Brisbane Broncos, Queensland Reds or Brisbane Roar teams in action, the atmosphere is always electric.

The 'Gabba'

7 mins drive

Catching an international cricket match at the famous 'Gabba' is a must for summer sports fans, or cheer on the Brisbane Lions in the Australian Football League (AFL) during the winter footy season.

Fortitude Valley

10 mins walk

Bustling with activity, the Valley is home to Brisbane popular Chinatown Mall, Australian designer fashions and a host of lively pubs and clubs.

Queen St Mall

10 mins walk

A shopper's paradise awaits in the CBD's Queen Street Mall where elegant department stores and designer boutiques beckon from all sides.

Eagle St Pier

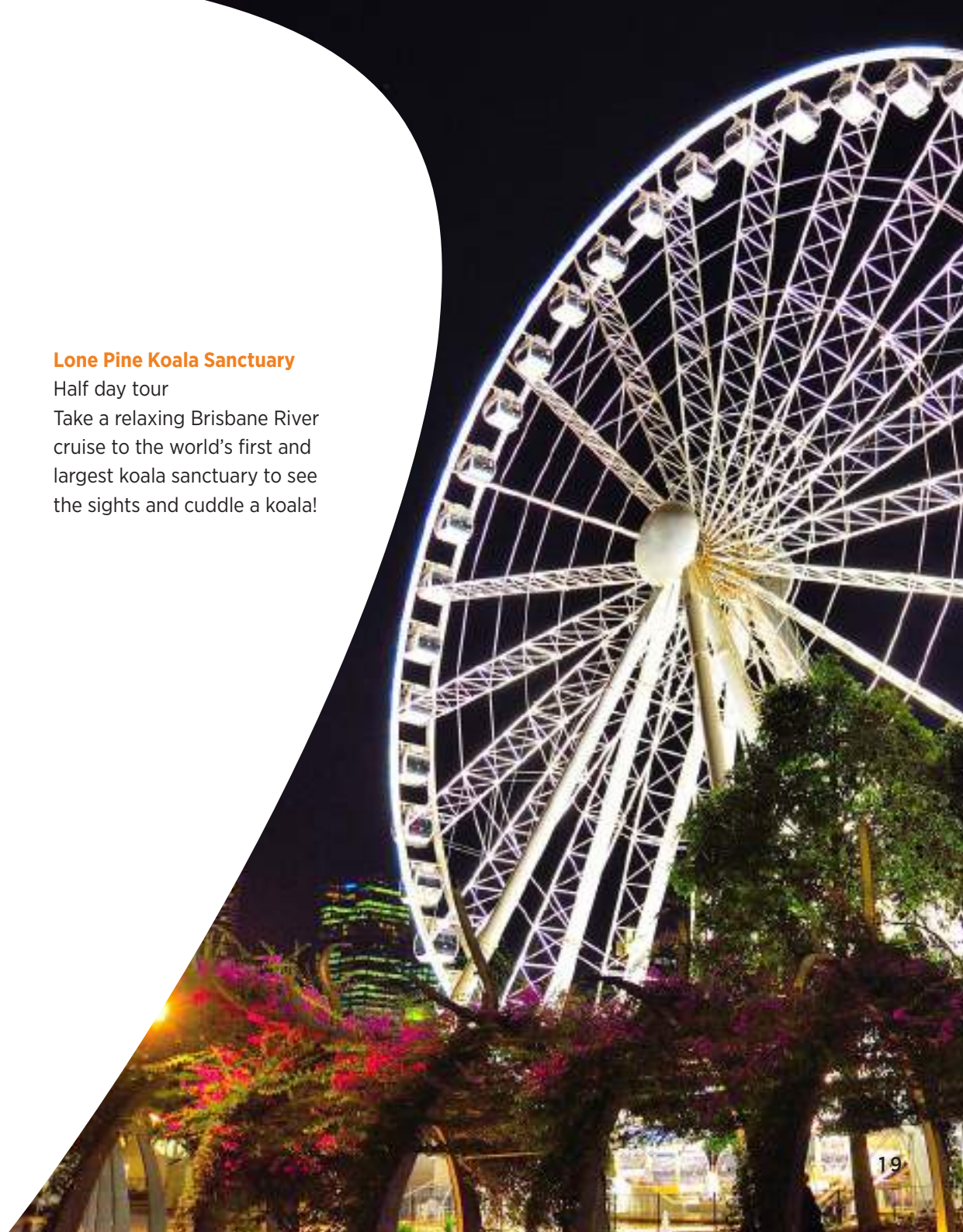
10 mins walk

Take a stroll down the boardwalk to Eagle St Pier and discover bars, eateries and restaurants to match every appetite.

Lone Pine Koala Sanctuary

Half day tour

Take a relaxing Brisbane River cruise to the world's first and largest koala sanctuary to see the sights and cuddle a koala!



Contact us

Contact our Sales & Events Department for a custom proposal or to book a site inspection.

Phone: +61 7 3218 5800

Email: functions.apartments-brisbane@oakwood.com

Testimonials

We held a conference at Brisbane's Oakwood Apartments in August 2017. It was the biggest event of its kind that we had ever co-ordinated, and we were so happy with the support provided by the staff at the Oakwood in the lead up to the conference as well as over the two days of the conference itself.

All the staff we dealt with were very friendly, helpful, and professional, and a couple of circumstances none of us had anticipated in the lead up were extraordinarily well handled. The function rooms were lovely and the IT help during the conference was wonderful. Our thanks to all at the Oakwood for all their help to pull off a successful event.

Children by choice

Conferencing at Oakwood couldn't be easier!! Nothing is too much for the staff - always friendly and ready to help with whatever you need to make your day run smoothly - above and beyond seems to be their unspoken motto!! Other than the amazing staff the other thing that Oakwood does exceptionally is catering. Vegan? No problem!! Gluten Free? Easy - not only do they accommodate all dietary requests the food that comes out is innovative, delicious and stunning to look at!

Definitely recommend Oakwood for any event, from an intimate meeting for eight to a full day for 100!!

Shaune Clarke Inc.

