



ACCOMMODATION  
*Conferences  
& Events*



*I love you*  
xx





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# Welcome

We are so pleased to have the opportunity to bid for your upcoming Business Event.

Port Stephens is the perfect way to mix Business and pleasure in an incredible location with a real relaxed holiday destination feel.

Easy to access, easy to organise, easy on the eye and easy on the budget - our experienced 'unconventional' Business Events team will tailor a unique and 'unconventional' business event to suit your brief and your budget.

We are a very private property set back in a peaceful bushland setting and backing on the Worimi Conservation lands better known as the sand dunes. Set on 4 acres our 11 accommodation buildings and multipurpose function space are well spread through the property. All accommodation includes free parking, free WIF and access to the properties facilities

Past Business Events which have been held at The Retreat include:

- Yamaha Australia
- Linkup Australia
- Local Lands Council
- Wellbeing Retreats & Workshops
- Department of Defence
- Website Technology Workshops
- Team Building Events
- School Staff Retreats



# Location and Lifestyle

The Retreat is located in Anna Bay, a quiet coastal town in Port Stephens and best known for being the entrance to the largest living coastal sand dune system in the Southern Hemisphere.

These are known as the Worimi Conservation Lands. This 32km stretch of beachline with the sand dunes running the length of the beach is a site to be seen and admired. This incredible natural formation needs to be seen to be believed and experienced.

Port Stephens offers a nature-rich environment with many unspoilt beaches and nature trails. Our incredible location and hospitality throughout the region gives you a location like no other and one that is fast on the rise as the place to be.

Let's face it - where else can you get delegates to quad bike down the largest sand dunes in the southern hemisphere, go dolphin watching on a stunning waterway twice the size of Sydney Harbour, gallop on horseback along a deserted beach, relax with a yoga class, enjoy fresh lobster on a yacht, taste craft beer and local macadamias and maybe even get up close and personal with an albino whale? There's a lot to love about a corporate event at Port Stephens.



# Your Business Event @ The Retreat

The Retreat offers Conference and Meetings spaces to suit small gatherings of 4-12 delegates through to a maximum of 100 delegates.

There are a number of room's available dependant on your numbers and requirements. We are the perfect venue to be creative and captivate your team to work together.

All setups include a Projector and screen, Speaker and Microphone and FREE WIFI. Setups are as per your requirements in regards to the tables and chairs. Included in all packages are Tea and coffee station, water, mints, paper and pens.

All meeting spaces are quiet and private with some rooms having lounge areas and breakout zones.

ROOM NAME	BANQUET	BOARDROOM	CABARET	COCKTAIL	THEATRE	U'SHAPE
Full multi-purpose function space 243 square metres	100	60	50	100	100	60
1/2 multi-purpose space bush view 120 square metres	40	30	30	50	50	30
1/2 multi-purpose space pool view 120 square metres	40	30	30	50	50	30
The Ranch private meeting space	10	10	10	20	20	10



# Food Glorious Food

**2-30 Guests:** Bookings for 2-30 guests we supply Gourmet hampers with all produce for delegates to prepare and cook meals at their leisure. All rooms have cooking facilities and there BBQ areas throughout the property. This is a great way for your team to work together in a fun way.

**30+ Guests:** Full dining is available for bookings with 30+ guests. A great range of menu options are available for all meal requirements onsite. Buffets, grazing tables, cocktails functions and share platters are all available. Menus can be customised to suit a particular them as well as specific dietary requirements.

All day Tea and Coffee is available for all events.

## Breakfast options

- Continental breakfast with a selection of breads, spreads, cereals, muesli, yoghurt, fresh fruit, tea, coffee and juice
- Combination of continental breakfast and hot breakfast
- Full buffet breakfast

## Morning and afternoon tea

- Fresh baked cookies and fresh fruit with tea, coffee and juice
- Cakes and pastries with fresh fruit with tea, coffee and juice

## Lunch options

- Antipasto buffet lunch
- Ploughman's buffet
- Cold meat buffet
- Gourmet rolls and wrap platters with fresh fruit selection.

## Dinner options

- Gourmet bbq dinner
- Retreat feast buffet
- Roast feast buffet & desert selection
- Customised theme night menus

The retreat is not a licensed venue so BYO alcoholic beverages. We have a list of suppliers available that offer a bar service and staff with RSA's.

## Local Dining Options

- Little Beach Boathouse  
[www.littlebeachboathouse.com.au](http://www.littlebeachboathouse.com.au)
- Bannisters  
[www.bannisters.com.au/port-stephens](http://www.bannisters.com.au/port-stephens)
- The Seabreeze  
[www.seabreezehotel.com.au](http://www.seabreezehotel.com.au)
- Shoal Bay Country Club  
[www.shoalbaycountryclub.com.au](http://www.shoalbaycountryclub.com.au)
- The Point Restaurant  
[www.thepointrestaurant.com.au](http://www.thepointrestaurant.com.au)



# Accommodation

The Retreat has 5 accommodation options available with private rooms, twin share, triple and quad share options.

4 x Cabins and 3 x Bungalows are perfect for Private and twin share Ranch, Lodge & 2 Duplexes are perfect for Private, Twin and Quad share.

All buildings offer private bathroom and kitchen facilities as well as lounge and dining areas. All linen and towels are provided as well as free parking at each room. Our accommodation is well spaced through the property and all buildings have private garden areas as well as balconies with outdoor settings.

For those looking for a private venue please enquire about our exclusive use packages.





# Cabins

- Sleeps up to 2-5 guests
- Fully self contained
- Main bedroom has a queen bed
- Second bedroom open plan
- Kitchen
- Bathroom
- Beds are ready made
- Great verandah and outdoor setting
- Air-conditioned and ceiling fans
- TV and DVD
- Share laundry area
- Carport
- Bush or pool view
- Close to BBQ and camp fire area

## THE CABIN LAYOUT



Note: Also includes a single carport.



## CABIN CONFIGURATION

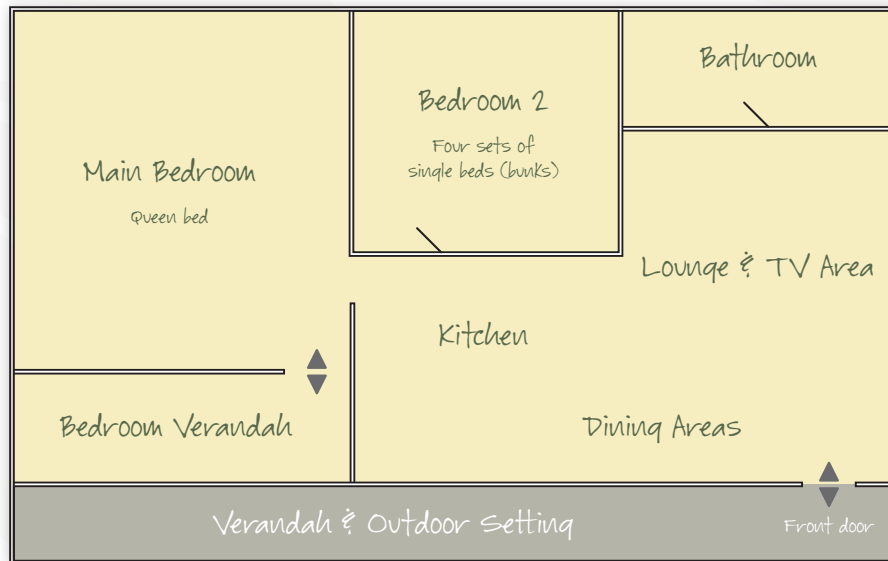
MAIN BEDROOM	1 Queen
BEDROOM 2	1 Tri-bunk (1 double + 1 single)



# Bungalows

- Sleeps up to 4-6 Guests
- Fully Self Contained
- Main Bedroom has a Queen Bed
- 2nd Bedroom 2 Bunk Beds
- Kitchen
- Bathroom
- Beds are Ready Made
- Great Verandah & Outdoor Setting
- Air-conditioned
- TV and DVD
- Share Laundry Area
- Carport
- Bush or Pool View
- Close to BBQ and Camp Fire Area

## THE BUNGALOW LAYOUT



Note: Also includes a single carport.  
Layout varies slightly in each Bungalow.



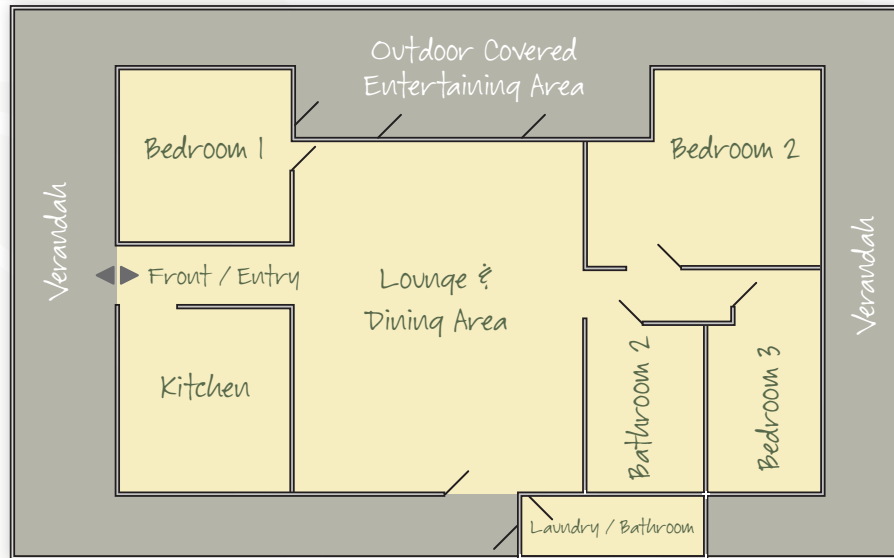
## THE BUNGALOW CONFIGURATION

MAIN BEDROOM	1 Queen
BEDROOM 2	4 Singles (bunks)

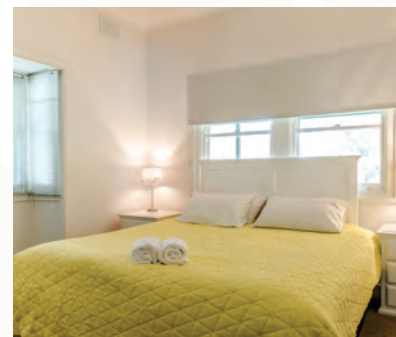
# The Ranch

- Sleeps up to 8 guests
- Fully self contained
- 3 bedrooms
- Large fully equipped kitchen
- 2 x bathrooms
- Beds are ready made
- Large wrap around verandah
- Large covered outdoor area
- Ceiling and wall fans
- Large flat screen TV and DVD player
- Private laundry area
- Double carport
- Bus and boat parking areas
- Central to all facilities
- Close to BBQ and camp fire pit area

## THE RANCH LAYOUT



Note: There is a carport at the front entrance.



## THE RANCH BEDROOM CONFIGURATION

BEDROOM 1	1 King Bed*
BEDROOM 2	1 King Bed* + 2 singles
BEDROOM 3	1 King Bed*

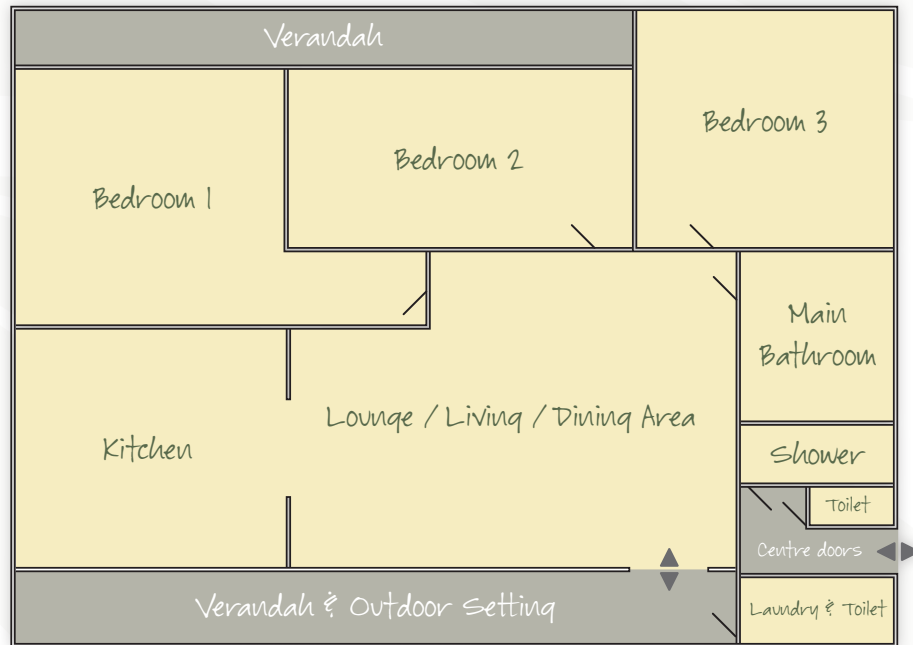
\*can split into 2 singles upon request



# Duplexes

- Sleeps 12-15 guests
- Fully self contained
- 3 bedrooms
- Huge Kitchen
- 2 x Bathrooms
- Beds are Ready Made
- Great Verandah
- Outdoor Setting
- Ceiling and Wall Fans
- TV and DVD
- Shared Laundry Area
- Double Carport
- Bush & Pool View
- Close to BBQ and Camp Fire Area
- Air Conditioned
- Bus Parking
- BYO towels

## THE DUPLEX LAYOUT



Note: Above plan for a Duplex which sleeps 15 guests.  
The centre door shown in this is able to be opened and allow the Duplexes to have internal access. Not shown on this layout are a small back veranda and double carport.



## THE DUPLEXES CONFIGURATION

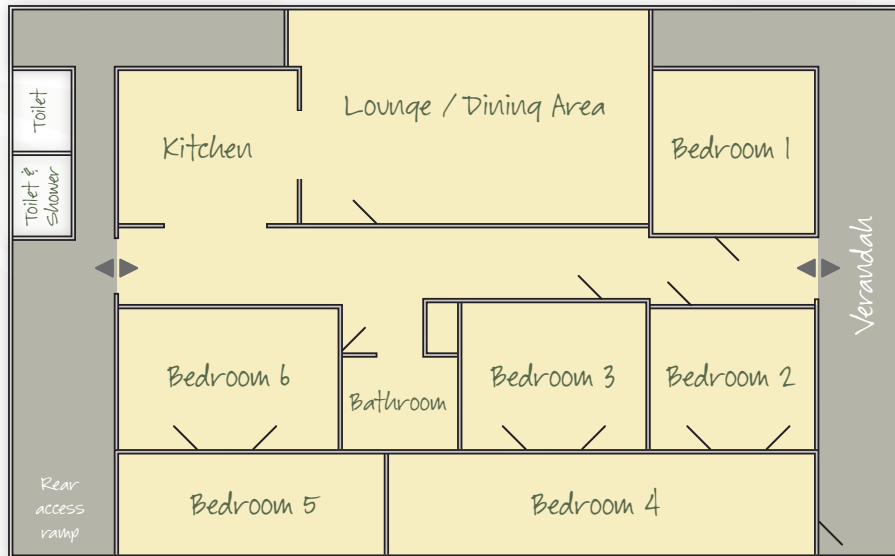
BEDROOM 1	Tri-bunk + 2 Singles
BEDROOM 2	Tri-bunk + 2 Singles
BEDROOM 3	Tri-bunk + 2 Singles



# The Lodge

- Sleeps 15 Guests
- Fully Self Contained
- 6 Bedrooms
- Huge Kitchen
- 3 x Bathrooms
- Beds are Ready Made
- Great Verandah
- Outdoor Settings
- Ceiling and wall fans
- Large Flat Screen TV and DVD Player
- Share Laundry area
- Large Car Parking Area
- Bus & Boat Parking Areas
- Bush and Pool View
- Close to BBQ and Camp Fire Area
- BYO towels

## THE LODGE LAYOUT



Note: Rooms are listed and areas around the veranda.  
There is a ramp access point at the rear of the building.



## THE LODGE BEDROOM CONFIGURATION

BEDROOM 1:	1 King Bed
BEDROOM 2:	1 King Bed
BEDROOM 3:	1 King Bed + 1 Single Bed
BEDROOM 4:	3 Single Beds
BEDROOM 5:	2 Single Beds
BEDROOM 6:	1 King Bed + 1 Single Bed



# Accommodation Options



BEDROOM CONFIGURATIONS			
CABIN 2	BDR 1 1 QUEEN	OPEN PLAN 1 DOUBLE + 1 SINGLE (TRI-BUNK)	5
CABIN 4	BDR 1 1 QUEEN	OPEN PLAN 1 DOUBLE + 1 SINGLE (TRI-BUNK)	5
CABIN 5	BDR 1 1 QUEEN	OPEN PLAN 1 DOUBLE + 1 SINGLE (TRI-BUNK)	5
CABIN 7	BDR 1 1 QUEEN	OPEN PLAN 1 DOUBLE + 1 SINGLE (TRI-BUNK)	5
BUNGALOW 1	BDR 1 1 QUEEN	BDR 2 4 SINGLE BEDS (BUNKS)	6
BUNGALOW 3	BDR 1 1 QUEEN	BDR 2 4 SINGLE BEDS (BUNKS)	6
BUNGALOW 6	BDR 1 1 QUEEN	BDR 2 4 SINGLE BEDS (BUNKS)	6
THE RANCH	BDR 1 1 KING BED*		2
	BDR 2 1 KING BED* + 2 SINGLES		4
	BDR 3 1 KING BED*		2
			8 GUESTS
DUPLEX 10	BDR 1 1 TRIBUNK + 2 SINGLES		5
	BDR 2 1 TRIBUNK + 2 SINGLES		5
	BDR 3 1 TRIBUNK + 2 SINGLES		5
			12-15 GUESTS
DUPLEX 11	BDR 1 1 TRIBUNK + 2 SINGLES		5
	BDR 2 1 TRIBUNK + 2 SINGLES		5
	BDR 3 1 TRIBUNK + 2 SINGLES		5
			12-15 GUESTS
THE LODGE	BDR 1 1 KING BED*		2
	BDR 2 1 KING BED*		2
	BDR 3 1 KING BED* + 1 SINGLE BED		3
	BDR 4 3 SINGLE BEDS		3
	BDR 5 2 SINGLE BEDS		2
	BDR 6 1 KING BED* + 1 SINGLE BED		3
			15 GUESTS
<b>TOTAL CAPACITY</b>			<b>67-91 GUESTS</b>

\*CAN SPLIT INTO 2 SINGLES UPON REQUEST

# - THE RETREAT - PARK LAYOUT

SAND DUNES





# Onsite Facilities

## On site facilities include:

- Covered BBQ areas
- Salt water swimming pool
- Kids play grounds
- Games room / recreational hall
- Tours booking office
- Wildlife day and night
- Bus, boat and trailer parking
- Volley ball net and open areas for ball games
- Private and peaceful nature setting

# Accompanying Persons Program

For those Delegates wishing to bring away their partners we offer some great rates to compliment the stay. Rooming allocations would need to take this into consideration and it is recommended that those bringing partner are allocated in Cabins or Bungalows with Private bedrooms. Please ask our team for these special rates.

# Accommodation partners

- Wanderers Retreat – [www.wanderersretreat.com](http://www.wanderersretreat.com)
- The Oasis - <https://www.theoasisonemile.com.au/>
- Samuari Beach Bungalows <http://www.samuraiportstephens.com.au/>
- Pinetrees - <http://pinetreesportstephens.com.au/>
- One Mile Beach Holiday Park - <https://www.ingeniaholidays.com.au/one-mile-beach>





# Attractions / Things To Do

All the local tours and attractions of Port Stephens are only minutes from the property. Incorporate any of these into your itinerary to have your delegates enjoying and exploring our stunning region.

- Dolphin & Whale Watch Cruises
- 4WD Sandboarding Tours – Port Stephens 4WD. 4wdRUS
- 3 Major Golf Courses – Nelson Bay, Horizons & Pacific Dunes
- Quad Bike Tours – Sand Dune Adventures & Quad Bike King
- Horse Riding with Sahara Trails – Bush and Beach rides
- National Park Bush walk – Tomaree Headland
- Irukandji Shark & Ray Encounters
- Jet Ski Hire
- Stand Up Paddle boarding & Surf lessons
- Kayaking Tours in the Bay
- Murrays Brewery and Winery
- Snorkelling and Scuba Diving Tours
- Dolphin Swim Australia
- Koala Habitat and Hospital
- Deep Sea Fishing Charters
- Oakvale Wildlife Park – Hand feed Kangaroos and pat Koalas
- Camel Rides on the Beach and dunes
- Hire a push bike – many bike tracks around the Peninsula





# Social Events

To be able to provide Delegates with an incredible Unique experience is what Port Stephens can do so easily and all of the below options are only minutes away from The Retreat.

- Moonshadow – Theme Night Dinner Cruises, Team Building Games
- Yoga Experience – Indoor and Outdoor options
- Stand Up Paddleboard and Kayaking
- Shark & Ray Encounters at Irukandji
- Murrays Brewery for tasting, lunch and tour
- Quad Biking on the Worimi Conservation Lands
- Sunset Camel ride on the beach
- Guided walks through our Tomaree National Park
- Sandboarding Adventure
- Sunset Cruise around the bay





# Team Building and Theme Party Options

Onsite activities are the perfect way to get your team working together, creating trust and communicating in a motivational and most importantly fun environment.



- Segway Olympics
- Giant Human Foosball
- Bubble Soccer
- Laser clay shooting
- Dodge ball
- Puzzle and group challenges
- Volley ball tournament (complimentary)
- Soccer tournament (complimentary)

## Evening Theme nights

- Casino Night
- CSI Night
- Night at the Races
- Murder Mystery Nights
- Trivia Nights





# Technical Services

## What do we provide?

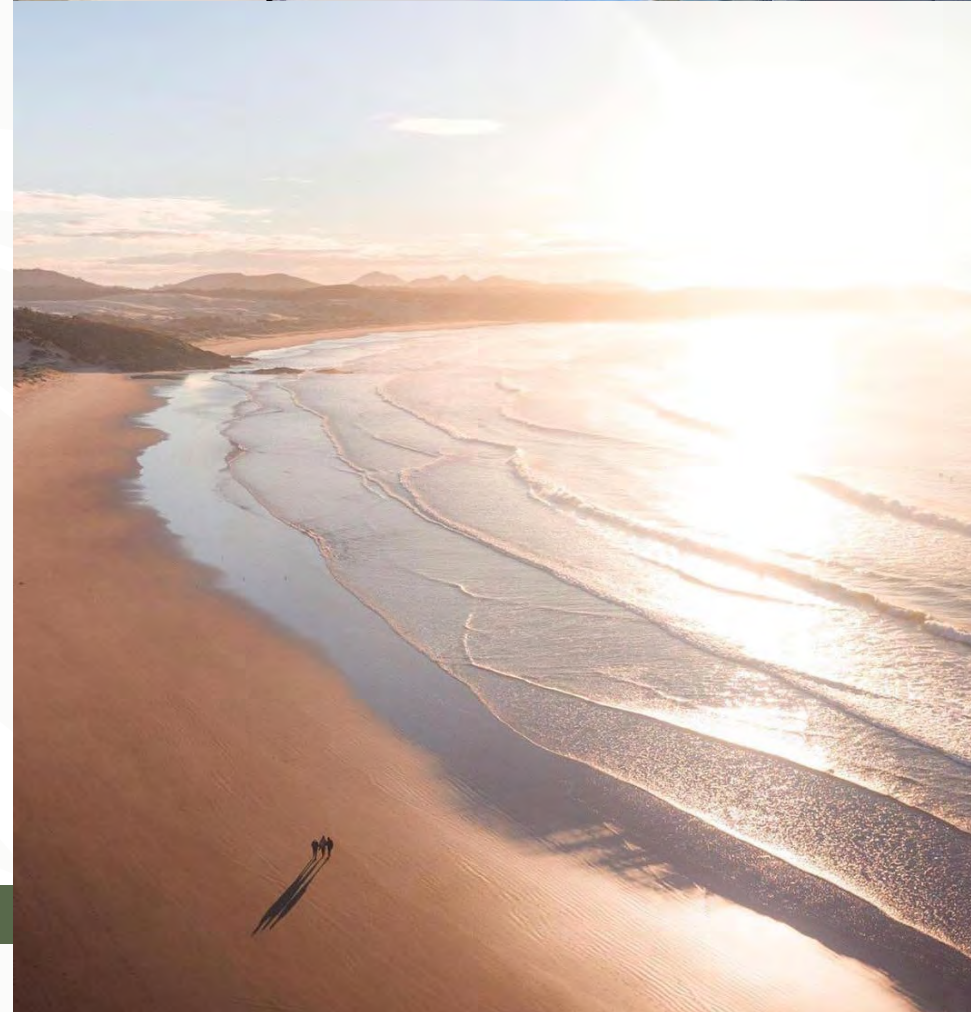
Available as part of your package includes our range of equipment including:

- Screen – approx. 1.5 x 1.5 square
- Projector
- Bluetooth Speaker
- Microphone and speaker

Our system is a simple yet effective option at no additional cost. This is setup prior to arrival. A standard connection cable is provided to connect to a PC. Please bring appropriate cable if you are working from a Mac

## Additional Audio Visual

If you are looking for a more technical setup with a sound system, lighting, lecturn, staging etc then please contact Fordtronic AV 02 4969 6722





# Getting Here

## Transport & Access

### Car / Private Coach

Driving to Port Stephens allows for easy access around the area to explore. If you are arriving via bus or Train then hire cars are available from Newcastle City and Newcastle Airport.

Coach hire is another great option to get all your delegates to The Retreat and be able to move around the area when required. Our local coach company, Port Stephens Coaches, are a great, cost effective option to bring everyone to Port Stephens together and then hire their services to transfer as required.

### Proximities via car:

- 20 min
- Nelson Bay Marina – 10 min
- Local Shops – 2 min
- Sand dunes – 2 min
- Sydney – 2.5hrs
- Hunter Valley - 1hr
- Newcastle – 45 min
- Bus stop – 3 min walk





# Getting Here

## Bus & Train

Port Stephens Coaches offers a daily service to Port Stephens from Sydney's Central station each afternoon and the service reaches Port Stephens at approx. 5pm. Each morning the service leaves Port Stephens at 9am and reaches Central Station at approx. 12pm. This service is an express service on a luxury coach.

Trains on the Newcastle line to Broadmeadow Station then catching a bus up to Port Stephens or arranging for a Private Coach to collect your group is the easiest way with this method of transport.

## Flying inter-state or International

Travelling to Port Stephens from anywhere in the world has never been easier with Newcastle Airport. There are regular flights from Melbourne, Brisbane and Sydney.

An International service is available at selected times throughout the year from New Zealand. With the Newcastle Airport only 20 minutes from The Retreat this makes for easy access to Port Stephens. Transfers can be arranged or hire cars are available.

## Moving around the area

Once you are here and need to move around to various locations within Port Stephens can be arranged with Private Coach to move all delegates at the same time. Port Stephens Coaches is our local service offering very competitive rates. They can be contacted on 02 4982 2940





# Local Climate

The 2 top questions when travelling are:

- What to pack?
- What weather can we expect?

Here is the seasonal breakdown of Port Stephens where the weather is mild and very comfortable.

## **Summer (December - February)**

The average temperature in Port Stephens is a pleasant 18-28°C. It is the perfect time to find one of the 26 perfect beaches and perfect for outdoor water activities.

## **Autumn (March - May)**

Sunny days are followed by cooler nights – making it ideal for outdoor activities such as fishing, sailing and dune adventures. Autumn temperatures fall between 12-24°C.

## **Winter (June - August)**

Generally sunny with comfortable but cooler temperatures of 9-18°C. From late May through August, Port Stephens is excellent places to watch the thousands of migrating whales pass by.

## **Spring (September - November)**

Sunny days followed by mild warmer evenings. September is the perfect time to enjoy cycling, walking and the National Parks. The temperatures fall between 13-25°C.



# Local Suppliers

## **Stylists**

A Beautiful Occasion – 0409 775 867  
hello@abeautifuloccasion.com.au  
www.abeautifuloccasion.com.au

Beavis Party & Event Hire –  
02 4966 2933 www.beavisparty.com.au

## **Catering**

Sharp & Co Platters – 0421 818 910  
www.sharpandcoplatters.com

Amanda Douglas Catering –  
0401 737 867  
amandascatering@optusnet.com.au  
www.amandascatering.com.au

The Crafty Pit – 0414 582 054  
enquiries@thecraftypit.com

## **Photography & Film**

NKD's Photography – 0422 159 425  
info@nkdpotography.com.au  
www.nkdpotography.com.au

Muse Photography – 0431901463  
info@musephotography.net.au  
www.musephotography.net.au

## **Florist & Plants**

Salamander Village Florist – 4984 7222  
www.salamandervillageflorist.com.au

Tropical Plant Rentals – 1800 631 365  
www.tropicalplantrentals.com.au

## **Mobile Bar service**

The Roaming Eagle –  
www.theroamingeagle.com.au

The Airstream Social – 0407 467 211  
paul@theairstreamsocial.com.au  
www.theairstreamsocial.com.au

Memory Lane "Florence" Mobile  
Bar – 0449 259 996 alicia@  
memorylaneweddingsandevents.com.au  
www.memorylaneweddingsandevents.com.au

## **Team Buildings & Theme Nights**

Pinnacle Team Building – 4962 5034  
www.pinnacleteamevents.com.au

Moonshadow Cruises – 02 4984 9388  
www.moonshadow-tqc.com.au

Premier Team Building – 0402 228 411  
www.premierteambuilding.com.au

## **Social Events**

Yoga Instructor – Nikki Shilling  
0415 538 589 www.yogasphere.com.au

Stand Up Paddleboard and Kayaking –  
Shoal Bay 0405 033 518  
www.paddleportstephens.com.au

Shark & Ray Encounters at Irukandji -  
www.sharkencounters.com.au

Murrays Brewery for tastings, lunch and  
tour – www.murraysbrewery.com.au

Quad Biking on the Worimi Conservation  
Lands – SDA  
www.sandduneadventures.com.au

Sunset Camel ride on the beach  
www.oakfieldranch.com.au

Guided walks through Tomaree  
National Park

Sandboarding Adventure  
www.portstephens4wd.com.au

Sunset Cruise around the bay  
www.bluewatersailing.com.au  
www.imaginecruises.com.au

Massage Therapists -  
www.baysidefamilychiropractic.com.au

## **Local Aboriginal Land Council – Welcome to Country**

Worimi LALC – 02 4033 8800  
www.worimi.org.au

## **Onsite Wildlife Experience**

Oakvale Wildlife Park –  
www.oakvalewildlife.com.au

## **Local Emergency Services**

Tomaree Hospital -  
www.hnehealth.nsw.gov.au/facilities/  
hospitals/Pages/Tomaree-Hospital.aspx

Anna Bay Medical Centre -  
www.providencemedical.com.au/  
shoalbay-annabay



# Contact

The Retreat Port Stephens  
4302 Nelson Bay Road,  
Anna Bay NSW 2316

P. (02) 4982 1244

F. (02) 4982 2880

E. [bookings@theretreatportstephens.com.au](mailto:bookings@theretreatportstephens.com.au)

[www.theretreatportstephens.com.au](http://www.theretreatportstephens.com.au)

Find us on Facebook and Twitter:  
[facebook.com/theretreatportstephens](https://facebook.com/theretreatportstephens)  
[twitter.com/theretreatps](https://twitter.com/theretreatps)

## How to find us:

Our entrance is on the South Bound Lane  
between the two Anna Bay roundabouts.

## Proximity:

Sydney 2.5 hrs, Newcastle 45 mins,  
Williamtown Airport 20 mins,  
Nelson Bay 8 mins



*I love you xx*