



QUEST ROCKINGHAM

MEETING & CONFERENCE INFORMATION PACK

Located on scenic Flinders Lane in Rockingham, Quest Rockingham Apartment Hotel offers unrivalled conference space, providing you with quality facilities, flexibility, and convenience in catering requirements. Flinders Hall Conference Room is located on the ground floor and hosts a pre-function area which can extend to an Al Fresco Terrace making the Flinders Hall Conference Room the ideal space for Meetings, Conferences, Training, Product Launches and Information Sessions. Internet and state of the art audio visual equipment is available complimentary for all attendees allowing you to focus on the important aspects of your event.

MEETING FACILITIES & FEATURES

- High speed WiFi internet access
- Audio visual equipment to meet your needs
- Flip charts and whiteboard provided
- Iced water, mints, note pads and pens
- Reverse cycle airconditioning
- Conference call facility
- Complimentary on-site car parking plus ample free off-site car parking
- Gourmet catering menus available
- Custom signage

MEETING & BUSINESS SERVICES

- Business administration services
- Photocopying
- Fax facilities/capabilities
- Dedicated conference coordinator

CONFERENCE ROOM RATE OPTIONS

Full Day
(4-8 Hours)

Brief Meeting
(up to 2 Hours)

Half Day
(2-4 Hours)

CONFERENCE ROOM CONFIGURATIONS & CAPABILITIES

Our spacious Flinders Hall Conference Room can be configured to various table and seating layouts – whether you require boardroom style meetings, product launches, staff training or even small workshops.

| Set-up | Theatre | U Shape | Class Room | Board Room | Cocktail |
|---------------------|---------|---------|------------|------------|----------|
| Max. Numbers | 75 | 30 | 36 | 28 | 80 |

Or customise the 95m² space to suit your specific requirements.

AUDIO VISUAL

Standard audio visual includes:

- Activ2Touch 70" LCD Panel with interactive whiteboard display, high definition resolution of 1920 x 1080, and embedded PC
- VGA, HDMI, USB, Apple Airplay, Wireless HDMI and SCART connectivity
- Whiteboard and whiteboard markers
- Flip charts, paper and markers
- High speed WiFi internet access
- Lapel microphone
- Inbuilt speaker system
- Additional Audio Visual Equipment provided upon request (extra costs may apply)

QUEST ROCKINGHAM

22 Flinders Lane, Rockingham WA 6168

For further information contact
sales.rockingham@questapartments.com.au
 or call +61 8 9591 0600

Visit questrockingham.com.au





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CATERING

Catering can be arranged on a per head basis as per your requirements. Some of the options are:

- Morning Tea
- Afternoon Tea
- Lunch
- Dietary options
- Al Fresco BBQ/Cocktail party
- Off-site restaurant chargeback available

ACCOMMODATION

Quest Rockingham offers a range of Studio, One and Two Bedroom Apartments. Studio Apartments have a kitchenette providing basic cooking facilities while our One and Two Bedroom Apartments are fully self-contained with full kitchen, washer & dryer, separate lounge dining room and working desk.

When you choose to hold your meeting or function at Quest Rockingham we can offer negotiated accommodation rates for your delegates.

PACKAGES

Quest Rockingham can tailor a package that suits your requirements and budget.

- ✓ Continuous tea and coffee
- ✓ Morning and afternoon tea
- ✓ Working lunch
- ✓ Venue hire



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TERMS & CONDITIONS

CONFIRMATION

Confirmation of the booking by the client must be made in writing within 7 days of the tentative reservation. Otherwise Quest Rockingham reserves the right to cancel the booking and allocate the venue to another client.

SECURITY DEPOSIT

A minimum deposit of 25% must be made at the time of confirmation. Deposits are non-refundable as per the cancellation policy.

PAYMENT

Total payments will be paid at the conclusion of the event unless prior arrangements have been made with Quest Rockingham. All approved credit arrangements require full payment within 7 days of the function.

GUARANTEE OF PAYMENT

The client signatory agrees with Quest Rockingham to be personally liable to pay all monies payable to Quest Rockingham pursuant to this agreement.

CANCELLATION

Cancellation within 7 days of the event will incur a fee of 50% of anticipated revenue.

FINAL ATTENDANCE

A guaranteed minimum number of guests attending the event is required 2 working days prior to the event and the charges will be rendered accordingly. It is the responsibility of the client to contact Quest Rockingham regarding final numbers. Should a guaranteed number not be received, the expected attendance will be taken as final.

PRICES

All prices are current at time of quotation and are subject to revision by Quest Rockingham prior to signing the contract. Furthermore, all prices quoted are inclusive of a Goods and Service Tax (GST).

ROOM RENTAL CHARGE

Meeting room rental charges are dependent on the time period required, the number of guests in attendance, the style of function, and the overall catering requirements.

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COMMENCEMENT & VACATING OF ROOMS

The client agrees to begin the function and vacate the designated meeting space at the scheduled times agreed upon. In the event that a meeting should go beyond the agreed finishing time and if the following client is inconvenienced, Quest Rockingham reserves the right to charge whatever costs are reasonably incurred to ensure the smooth operation of that meeting/event.

DISPLAYS & SIGNAGE

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or surface or part of the building. Any signage in the property's public areas must be approved by Quest Rockingham prior to the event.

DAMAGES

Clients are financially responsible for any damage sustained to Quest Rockingham and its contents and property owned or in the care or custody of the property by the client, client's guests, invitees or other persons attending the event.

RESPONSIBILITY

Quest Rockingham will not accept any responsibility for damages or loss of merchandise left in the property or meeting area prior to, during or after the event. Clients should arrange their own insurance and/or security. All clients' goods must be removed from the property's premises no more than 24 hours after the event.

CLIENT RESPONSIBILITY

By accepting the terms, conditions and agreements, the client acknowledges and warrants that it has informed all relevant persons involved in the event/function of Quest Rockingham's terms and conditions.

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 property's rules.

ENTIRE AGREEMENT

Subject to amendments as specified in any subsequent Meeting Event Order form signed by both parties, the Meeting Event Order and these terms and conditions constitute the entire agreement of the parties and supersede all prior discussions, negotiations and agreements.

BOOKING REQUEST

Should you wish to proceed with making a meeting or conference reservation at Quest Rockingham, please contact the property to confirm availability or alternatively complete and return this page. Our conference team will then contact you to confirm your booking.

Company or Name of Event:

Date of Event:

Start Time:

Finish Time:

Number of Guests:

Access Required:

From:

To:

Room Layout Required:

Theatre Classroom U Shape Boardroom

Accommodation Room Required: Yes No

Room Only or Conference Package

Please select one of the following to accept:

ALL CHARGES incurred or ROOM ONLY charges for any accommodation.

'All charges' means additional/incidental charges (such as telephone, internet, restaurant charge backs) will be paid for by the signatory to this agreement.

'Room only' means incidental charges are to be paid for by individual guests. Credit card details would be required from each guest upon check in to cover their incidentals.

Catering Timing:

Dietary Requirements:

AV or Equipment Requirements:

Contact Person & Contact Number:

Payment Method (please tick): Credit Card Direct Electronic Transfer

Our company has established credit with Quest Rockingham

Please charge 50% of the total costs to secure my conference booking to:

Card Type (please tick): AMEX DINERS VISA MASTERCARD

*Amex & Diners attract a 2% transaction fee.
Visa & Mastercard attract a 1.5% fee.

Card Number:

Expiry Date:

Name:

Signature:

Please complete and return to ensure the confirmation of your meeting or conference reservation.

I/We have the authority to accept, and agree to comply with the attached Terms and Conditions.

Name of Company/ Event Coordinator:

Signature:

Date:

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