



# MEETING & CONFERENCE INFORMATION PACK

Whether you need to meet for hours, half a day or a week, Quest Port Adelaide conference facilities provide you with quality, choice, flexibility and convenience. Quest Port Adelaide offers varied and professional catering options, Internet and state-of-the-art audio visual equipment. This purpose built property is a great alternative to a traditional hotel room, with dedicated on-site reception and check-in, daily housekeeping (limited service on Sundays and Public Holidays) included in rate.

## MEETING FACILITIES & FEATURES

- High speed WiFi Internet access
- Gourmet catering menus available
- Additional audio visual equipment to meet your needs
- Complimentary iced water, mints, note pads and pens
- Free on-site car parking
- Abundance of natural light and air
- Breakout terrace area with views of the Port River
- On-site reception

## MEETING & BUSINESS SERVICES

- Business administration services
- Photocopying
- Facsimile transmissions
- Dedicated conference coordinator

## AUDIO VISUAL

Standard audio visual includes:

- Activ2Touch 55" LCD Panel with interactive whiteboard display, high definition resolution of 1920 x 1080, and embedded PC
- Whiteboard with whiteboard markers
- Flip chart, butcher's paper and markers
- Direct dial Polycom SoundStation2 conference telephone
- High Speed WiFi Internet access
- Screen
- Additional audio visual equipment provided upon request (associated costs will apply)

## QUEST PORT ADELAIDE

36 North Parade, Port Adelaide SA 5015

For further information contact

[conference.portadelaide@questapartments.com.au](mailto:conference.portadelaide@questapartments.com.au)

or call 08 8409 3500

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## CONFERENCE ROOM CONFIGURATIONS & CAPABILITIES

Our spacious Port River 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	Max. Numbers
Theatre	48
U Shape	21
Class Room	24
Board Room	21
Cocktail	75

Or customise the 58 sq m space to suit your specific requirements.

## CONFERENCE ROOM RATES

**Full Day \$400.00 (4-8 Hours)**

**Half Day \$250.00 (2-4 Hours)**

**Brief Meeting \$250.00 (up to 2 Hours)**

Room hire is fully inclusive of:

- ✓ Activ2Touch 55" LCD Panel interactive TV
- ✓ Whiteboard
- ✓ Flip chart
- ✓ Pads and pens
- ✓ Twinings tea and Nespresso coffee
- ✓ Chilled water and mints

## CATERING

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

- Arrival tea and coffee
- Conference catering ranges from \$45 - \$65 per delegate
- Offsite restaurant chargeback available

## PACKAGES

All inclusive Day Delegate Package \$79.00 Inc. GST per person (for minimum 20 Delegates each day).

# TERMS & CONDITIONS

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## CONFIRMATION

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

## SECURITY DEPOSIT

A minimum deposit of 50% 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 Port Adelaide. All approved credit arrangements require full payment within 7 days of the function.

## GUARANTEE OF PAYMENT

The client signatory agrees with Quest Port Adelaide to be personally liable to pay all monies payable to Quest Port Adelaide 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 Port Adelaide 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 Port Adelaide 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 Port Adelaide 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 Port Adelaide prior to the event.

## DAMAGES

Clients are financially responsible for any damage sustained to Quest Port Adelaide 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 Port Adelaide 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 Port Adelaide'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.

# ALL DAY CATERING PACKAGES

## PORT RIVER PACKAGE \$45pp

Vegetarian and GF option available (Additional \$3 for GF)

(minimum 10 delegates)

Our all day packages consist of a selection of 'Nespresso' Coffees and traditional, infused and herbal Twinings Teas, Iced cold water and our lolly bar served all day.

### Morning Tea

#### Assorted cakes

Please select **two** options:

- Carrot cake
- Vanilla slice
- Banana bread
- Lemon citrus
- Blueberries friand
- Cherry slice
- Fruit Danish
- Muffins
- Cookies
- Peach and passionfruit cheesecake

### Lunch

#### Choices of mix focaccia, wrap or baguettes

Please select **two** options:

- Fresh chicken Caesar salad
- Falafel with tzatziki sauce, red onion, cucumber, roasted capsicum and mixed lettuce (V)
- Free range grilled chicken and avocado with cheese and mixed lettuce
- Roast beef with tomato relish, cheese and baby spinach
- Spicy tuna with cheese, homemade aioli and rocket
- Smoked turkey with cranberry jam, cheese, cucumber and mixed lettuce
- BLT (bacon, lettuce and tomato with homemade aioli)
- Roasted vegetable, haloumi with baby spinach (V)

### Afternoon Tea

#### Assorted platters

Please select **one** option:

- Mixed Australian cheese plate
- Asian spring rolls
- Fresh fruit platters

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# ALL DAY CATERING PACKAGES

## FISHERMEN'S WHARF PACKAGE \$55pp

Vegetarian and GF option available (Additional \$3 for GF)

(minimum 10 delegates)

Our all day packages consist of a selection of 'Nespresso' Coffees and traditional, infused and herbal Twinings Teas, Iced cold water and our lolly bar served all day.

### Morning Tea

#### Assorted sandwiches

Please select **one** option:

- Ham, cheese & tomato
- Roast beef, tomato relish, cheese and baby spinach
- Smoked turkey, cheese and cranberry sauce with mixed leafs
- Egg, lettuce and mayonnaise
- Cheese, tomato, cucumber with mixed leafs (V)

#### Assorted cakes

Please select **two** options:

- Carrot cake
- Vanilla slice
- Banana bread
- Lemon citrus
- Blueberries friand
- Cherry slice
- Fruit Danish
- Muffins
- Cookies
- Peach and passionfruit cheesecake

### Lunch

#### Choices of mix focaccia, wrap or baguettes

Please select **two** options:

- Fresh chicken Caesar salad
- Falafel with tzatziki sauce, red onion, cucumber, roasted capsicum and mixed lettuce (V)
- Free range grilled chicken and avocado with cheese and mixed lettuce
- Roast beef with tomato relish, cheese and baby spinach
- Spicy tuna with cheese, homemade aioli and rocket
- Smoked turkey with cranberry jam, cheese, cucumber and mixed lettuce
- BLT (bacon, lettuce and tomato with homemade aioli)
- Roasted vegetable, haloumi with baby spinach (V)

#### Side dishes

Please select **two** options:

- Asian spring rolls
- Mini chicken / lamb skewers
- Mushroom arancini Balls
- Mini beef / chicken satay
- Salt & pepper squid
- Mini fish and chips
- Sushi (California, chicken, prawn tempura, pumpkin, salmon & avo, spicy tuna) (V)
- Cold rolls (beef, chicken, prawn)

### Afternoon Tea

#### Assorted platters

Please select **one** option:

- Mixed Australian cheese plate
- Assorted muffins
- Assorted pastries
- Asian spring rolls
- Fresh fruit platters

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# ALL DAY CATERING PACKAGES

## PORT ADELAIDE PACKAGE \$70pp

Vegetarian and GF option available (Additional \$3 for GF)

(minimum 10 delegates)

Our all day packages consist of a selection of 'Nespresso' Coffees and traditional, infused and herbal Twinings Teas, Iced cold water and our lolly bar served all day.

### Morning Tea

#### Assorted sandwiches

Please select **one** option:

- Ham, cheese & tomato
- Roast Beef, tomato relish, cheese and baby spinach
- Smoked Turkey, cheese and cranberry sauce with mixed leafs
- Egg, Lettuce and Mayonnaise
- Cheese, tomato, cucumber with mixed leafs (V)

#### Assorted cakes

Please select **two** options:

- Carrot cake
- Vanilla slice
- Banana bread
- Lemon citrus
- Blueberries friand
- Cherry slice
- Fruit Danish
- Muffins
- Cookies
- Peach and passionfruit cheesecake

### Lunch

#### Fresh salads

Please select **one** option:

- Chicken Caesar
- Lamb salad
- Greek salad
- Chicken avocado

#### Assorted dishes and platters

Please select **four** options:

- Asian spring rolls
- Bruschetta platter (avocado ricotta, smoked salmon, tomato)
- Chicken or lamb skewers
- Mushroom arancini balls
- Mini beef or chicken satay
- Salt and pepper squid with chips
- Mini fish and chips
- Chef's pasta of the day
- Wok Fried noodles
- Special fried rice
- Sushi platter
- Cold rolls (beef, chicken, prawn or tofu)

#### Side dishes

Please select **one** option:

- Sausage rolls
- Pasties
- Mini beef pies
- Spinach and cheese rolls

### Afternoon Tea

#### Assorted platters

Please select **one** option:

- Mixed Australian cheese plate
- Assorted muffins
- Assorted pastries
- Asian spring rolls
- Fresh fruit platters

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# INDIVIDUAL MENU SELECTIONS

## BREAKFAST \$20pp

(minimum 10 delegates)

Our all day packages consist of a selection of 'Nespresso' Coffees and traditional, infused and herbal Twinings Teas, Iced cold water and our lolly bar served all day.

### Assorted items

Please select **three** options:

- Bacon and Egg Roll
- Ham, Cheese and Tomato Sandwich
- Bacon, Egg, Cheese and Avocado Muffin
- Ham Cheese Croissant
- Homemade Bircher Muesli
- Assorted Muffins

### Refreshments included

Fresh Fruit Platter  
Flavoured Yoghurts

## MORNING TEA \$15pp

(minimum 10 delegates)

Our all day packages consist of a selection of 'Nespresso' Coffees and traditional, infused and herbal Twinings Teas, Iced cold water and our lolly bar served all day.

### Assorted sandwiches

Please select **three** options:

- Ham, cheese & tomato
- Roast beef, tomato relish, cheese and baby spinach
- Smoked turkey, cheese and cranberry sauce with mixed leafs
- Egg, lettuce and mayonnaise
- Cheese, tomato, cucumber with mixed leafs (V)

### Assorted cakes

Please select **four** options:

- Carrot cake
- Vanilla slice
- Banana bread
- Lemon citrus
- Blueberries friand
- Cherry slice
- Fruit Danish
- Muffins
- Cookies
- Peach and passionfruit cheesecake

## HEALTHY PICKS LUNCH \$25pp

(minimum 10 delegates)

Our all day packages consist of a selection of 'Nespresso' Coffees and traditional, infused and herbal Twinings Teas, Iced cold water and our lolly bar served all day.

### Fresh salads

Please select **two** options:

- Warm roasted veg and kale salad
- Pumpkin and cous cous salad
- Grilled lamb salad
- Greek salad
- Grilled chicken and avocado salad

### Assorted finger foods

Please select **two** options:

- Cold rolls (beef, chicken or prawn)
- Avocado and ricotta bruschetta
- Smoked salmon bruschetta
- Sushi platter

### Refreshments included

Fresh fruit platter  
Flavoured yogurts

## AFTERNOON TEA \$15pp

(minimum 10 delegates)

Our all day packages consist of a selection of 'Nespresso' Coffees and traditional, infused and herbal Twinings Teas, Iced cold water and our lolly bar served all day.

### Assorted platters

Please select **three** options:

- Mixed Australian cheese plate
- Assorted muffins
- Mini pastries
- Asian spring rolls
- Fresh fruit platter
- Assorted cakes

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# BOOKING REQUEST

Should you wish to proceed with making a meeting or conference reservation at Quest Port Adelaide, 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 Port Adelaide

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

Card Type (please tick):  AMEX  DINERS  VISA  MASTERCARD \* All credit cards attract a 1.5% transaction 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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