



QUEST

PALMERSTON

Meetings and Events
Information 2016



PALMERSTON

WELCOME TO QUEST PALMERSTON

Quest Palmerston is conveniently located in the CBD of Palmerston 20 minutes East of Darwin, catering for your overnight, short and long term accommodation requirements. At Quest Palmerston, you can expect the same consistent, familiar and reliable experience and level of service you've come to expect across Australasia. With purpose built and stylishly appointed apartments.

Comprising 84 fully self-contained Studio, One and Two bedroom Apartments, Quest Palmerston is the perfect choice for both the corporate and leisure traveller.

The Boulevard Room



The Boulevard Room

The Boulevard Room at Quest Palmerston is perfect for small to large groups, from 5 to 100 people.

Located on the ground floor, configurations can easily be arranged to suit your requirements. Training sessions, interviews, workshops, product presentations or your AGM.

The Boulevard Room – 150m²



The Boulevard Room

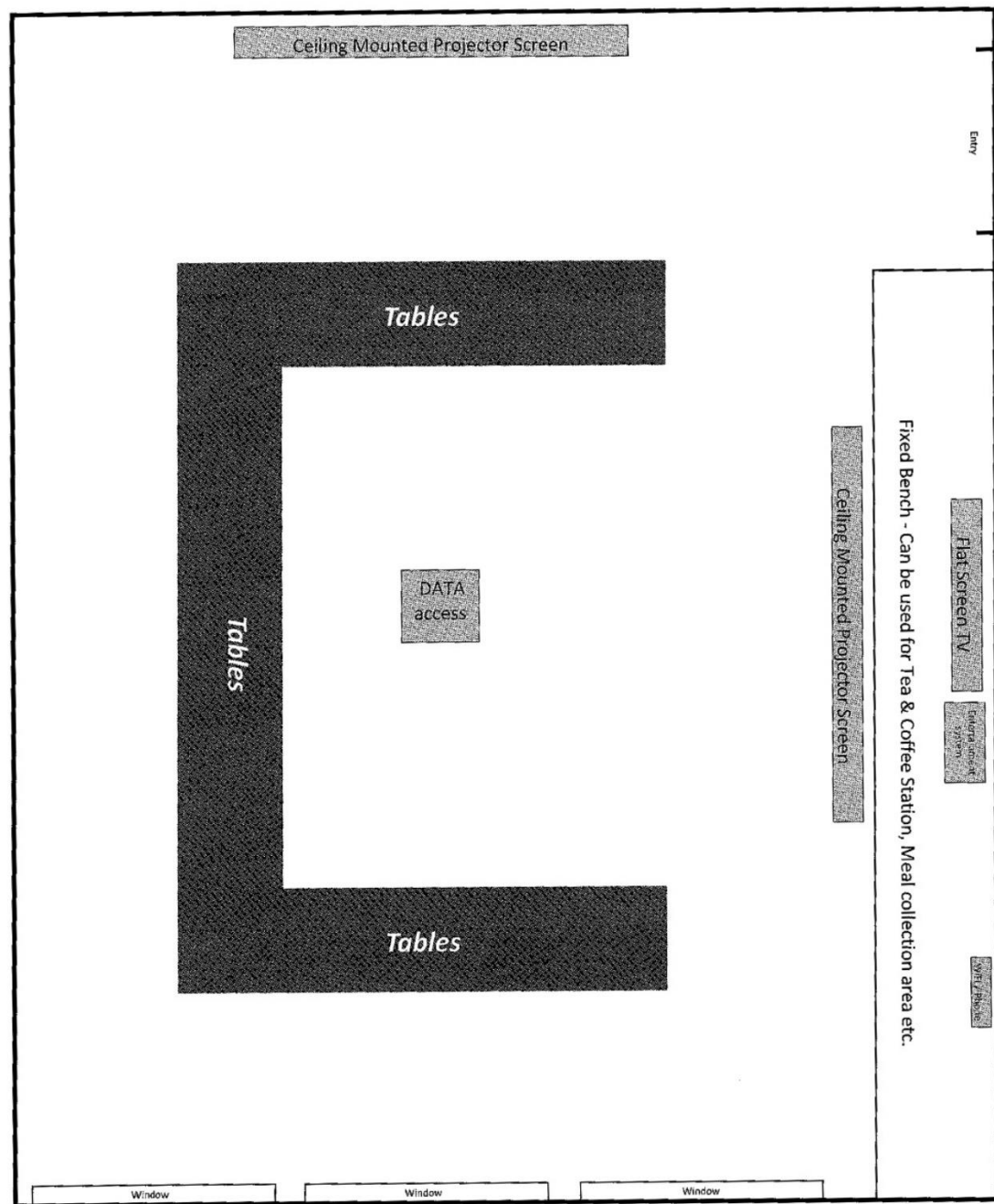
Located on the ground floor, The Boulevard Room at Quest Palmerston provides you quality, choice, professionalism, flexibility and convenience, whether you need to meet for a couple of hours or days, or weeks. The Boulevard Room at Quest Palmerston provides you with a range of options and configurations for groups of up to 100 people (cocktail). Whether you need to meet for half a day or longer, or require catering and audio visual equipment including touch overhead projector. The Quest Palmerston Conference Room provides you with quality, choice, flexibility and convenience. The Conference room is available for hire not only to guests, but the community and surrounding businesses.

STYLE	Theatre	U Shape	Classroom	Boardroom
CAPACITY	70	25	35	24

U-Shape Layout



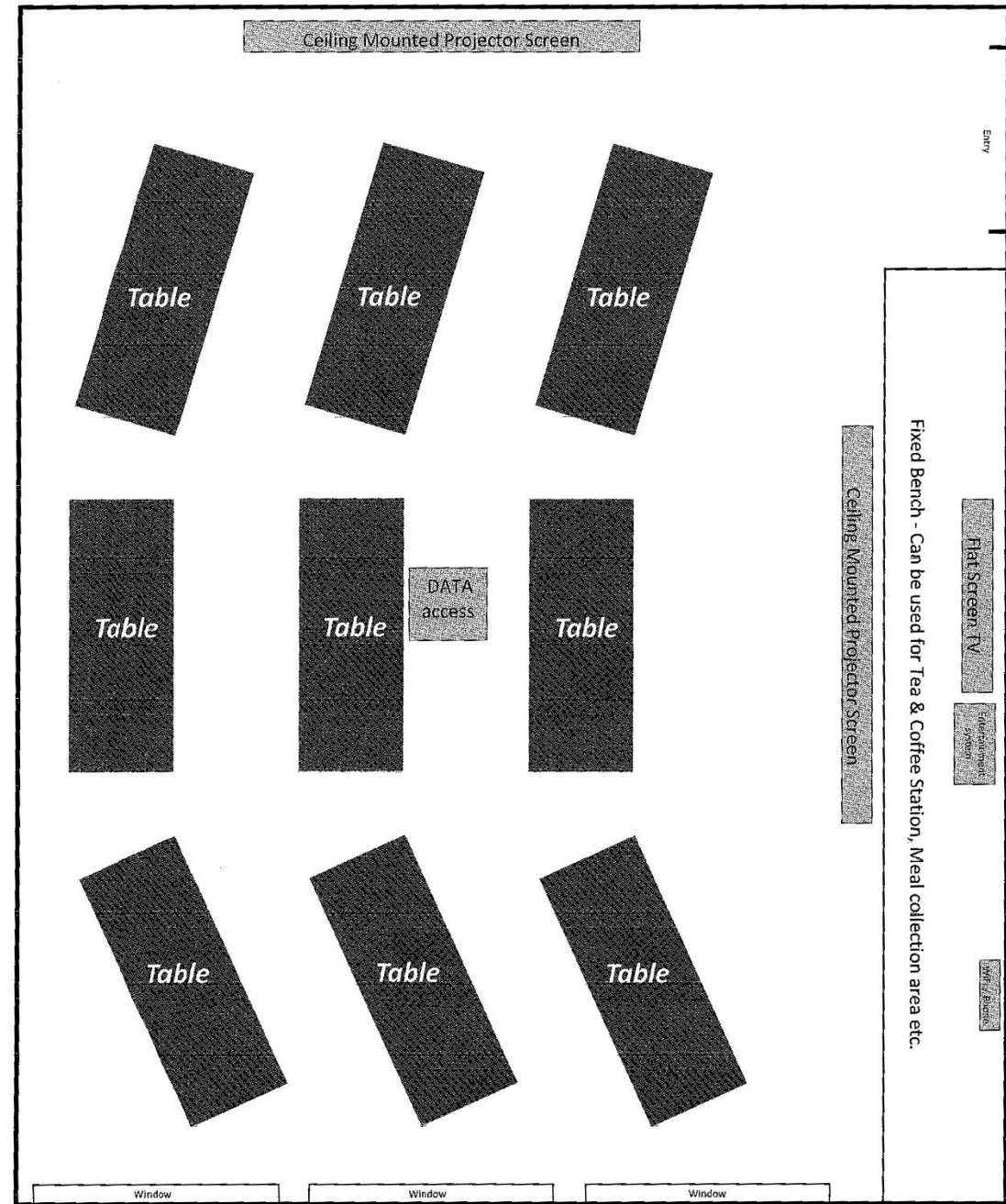
U Shape - Seats Maximum of 25 delegates



Classroom Layout

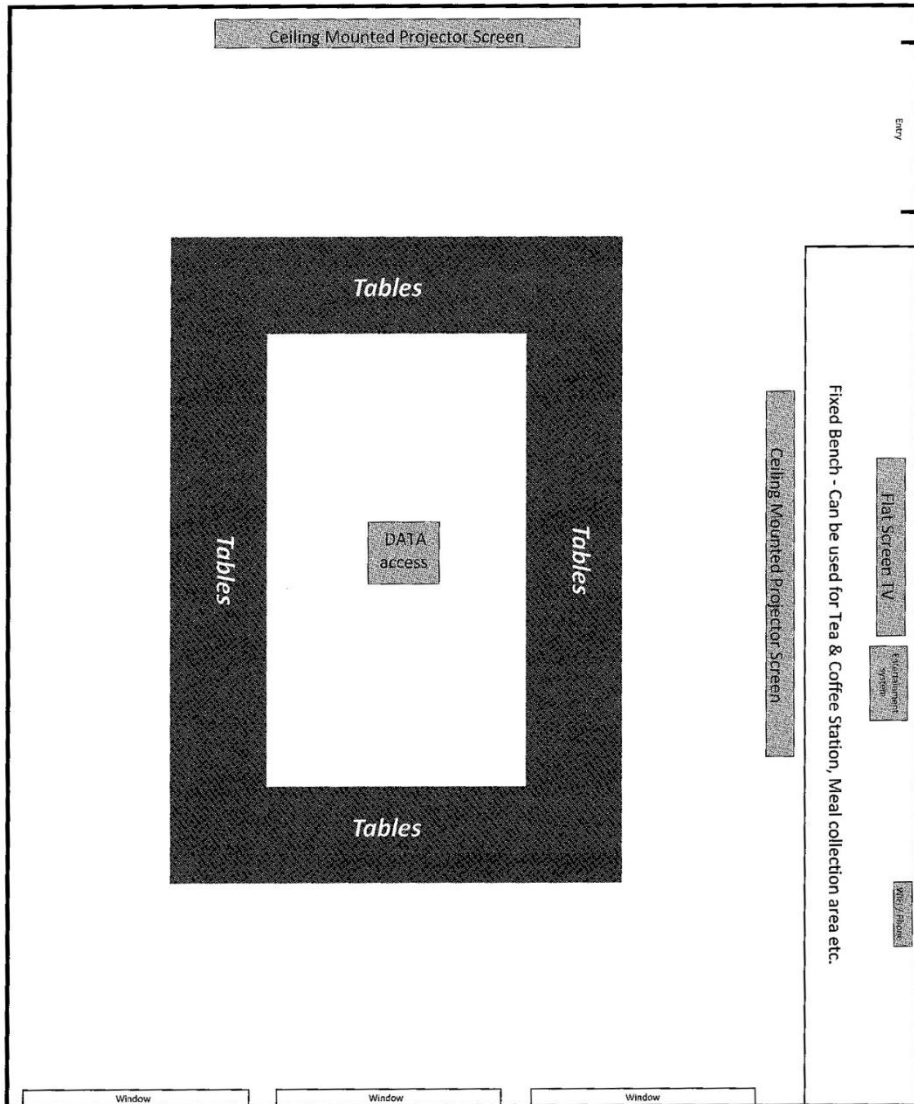


Classroom Style - Seats Maximum of 30 delegates

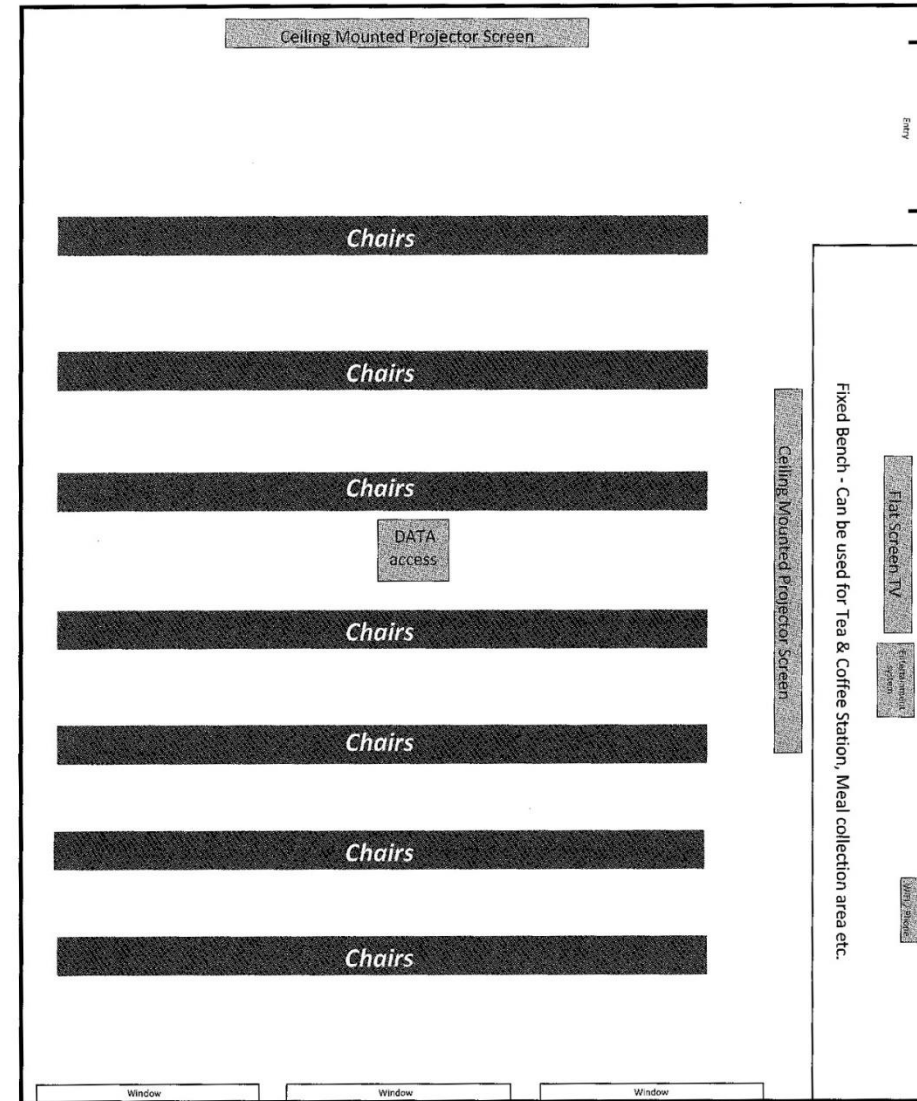


Boardroom Style

Boardroom Style - Seats Maximum of 24 delegates



Theatre Style - Seats Maximum of 70 delegates



Theatre Style

Room Hire

ROOM-ONLY HIRE CHARGES:

Full Day:	4 to 8 hours	AUD\$340
Half Day:	2 to 4 hours	AUD\$200
Brief Meeting:	2 hours max	AUD\$100

FACILITIES AND FEATURES INCLUDED:

- Room hire with your required layout
- State of the art touch projector
- Coffee & Tea facilities
- Iced water, mints, note pads & pens
- Whiteboard and Flipchart
- Climate controlled air conditioning
- WiFi Internet access
- Direct-dial conference telephone

**Additional equipment can be arranged on request such as data projector and screen, lectern, pointer, microphone, and catering etc. (additional charges may apply).



BUSINESS SUPPORT

MEETING AND BUSINESS SERVICES SUPPORT:

- Business administration support
- Room signage
- Catering Options
- Scan, fax, print, or photocopy available



Catering Packages

DAY DELEGATE PACKAGE CHARGES:

Full Day Catering Package: 4 to 8hrs AUD\$69 per person
Light Catering Package: 2hr max AUD\$24 per person

Beverage Packages

- .. Standard Beverage Package - \$7.00 per person
- .. Executive Beverage Package - \$9.00 per person
- .. Additional 50 cents per person for assorted biscuits throughout the day

Sweet Options (page 3) - \$8.50 per person / per item

- .. Finger cakes - *Serving Time:* _____
- .. Scones - *Serving Time:* _____
- .. Muffins - *Serving Time:* _____

Lunch Options (page 3) - \$15.00 per person / per item

- .. Deli Rolls - *Serving Time:* _____
- .. Sandwiches - *Serving Time:* _____
- .. Gourmet Wraps - *Serving Time:* _____

Catering Packages

DAY DELEGATE PACKAGE CHARGES:

Full Day Catering Package: 4 to 8hrs AUD\$69 per person

Light Catering Package: 2hr max AUD\$24 per person

Savoury Options (page 3) - \$8.50 per person / per item

- .. Petite pies - Serving Time: _____
- .. Sausage rolls - Serving Time: _____
- .. Quiches - Serving Time: _____

Breakfast Options

- .. Cold Breakfast - \$25pp - Serving Time: _____
- .. Hot Breakfast - \$30pp - Serving Time: _____

Combine & Save – Full Day Package Option - \$37.50pp

- .. Selection 1 _____ Serving Time: _____
- .. Selection 2 _____ Serving Time: _____
- .. Selection 3 _____ Serving Time: _____

Terms & Conditions

CONFIRMATION.

Confirmation of the booking by the client must be made in writing within 7 days of the tentative reservation. Otherwise the property 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 prior to the event unless alternate arrangements have been made with the property. All approved credit arrangements require full payment within 7 days of each individual function.

GUARANTEE OF PAYMENT.

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

CANCELLATION.

Cancellation within 7 days of the event will incur a fee of 100% of anticipated revenue.

LATE DEPARTURE FEE.

Should your conference run overtime, an additional charge of \$45 per hour or part thereof will be applied to the total room hire fee.

FINAL ATTENDANCE.

A guaranteed minimum number of guests attending the event are required two (3) working days prior to the event and the charges will be rendered accordingly. Catering requirements must be provided 72 business hours prior to the event. It is the responsibility of the Client to contact the Quest property 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 Palmerston prior to signing the contract. Furthermore, all prices quoted are inclusive of a GST.

ROOM RENTAL CHARGE.

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

EXTERNAL FOOD AND BEVERAGE.

No externally catered food and beverage is to be brought into or consumed at Quest Palmerston.

Terms & Conditions continued..

COMMENCEMENT AND 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 Palmerston reserves the right to charge fair and reasonable costs to ensure the smooth operation of that meeting/event. Set up and pack down times should be incorporated into set booking times.

DISPLAYS AND 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 properties public areas must be approved by Quest Palmerston prior to the event.

DAMAGES.

Clients are financially responsible for any damage sustained to Quest Palmerston 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 Palmerston 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 properties 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 Palmerston 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 properties 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 in relation to the event/function.

Booking Request

Conference Date: _____

Start Time *(Including Setup)*:

Finish Time *(Including Pack down)*:

No. of Delegates:

Contact Person:

Mobile:

Telephone:

Company/Group:

Email:

Postal Address:

Suburb:

State:

Postcode:

Room:

The Boulevard Room
Available from 8am-10pm Daily

- \$340 Full Day – 8 Hours Max
- \$200 Half Day – 4 Hours Max
- \$100 – Additional Hour

Booking Request

Setup:

Boardroom Theatre Classroom U-Shape Cocktail

Equipment:

Whiteboard Flip Chart LCD TV/DVD/VHS Data Projector - \$30
 Laser Presenter - \$5 Speakers - \$5

Catering Required:

Yes – *Please complete page 6* No

I/we have read and understood the Terms and Conditions of hire outlined on page 8

I/we would like to book the conference facilities at Quest Palmerston as detailed above. Please charge 50% of the total costs to secure my conference booking. I/we accept the Quest Palmerston Conference Terms and Conditions as stated in this document and that all information provided is correct at time of booking. Any changes must be provided in writing to Quest Palmerston prior to the event.

Signature: _____

Date: _____

Name: _____

Booking Request

Payment Method

AMEX DINERS VISA MASTERCARD

Please Note: 1.5% will apply to any credit card payment

Card Number: _____/_____/_____/_____

Expiry Date: _____/_____

Name on Card: _____

Signature: _____ Date: _____/_____

EFT Transfer: Possible for negotiated accounts with Quest Palmerston

CASH/CHEQUE, minimum of 14 days prior to function date.

Please forward back to Quest Palmerston to confirm your dates:

E-Mail: conf.palmerston@questapartments.com.au