



QUEST

SCARBOROUGH



Conference Room and Meeting Information

Quest Scarborough

4 Brighton Road (Corner West Coast Highway)

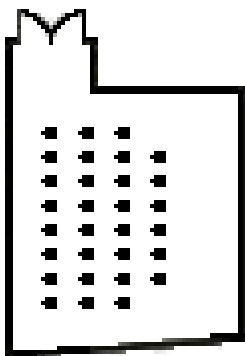
Scarborough WA 6019

Tel: (08) 6140 3500 Fax: (08) 6140 3599

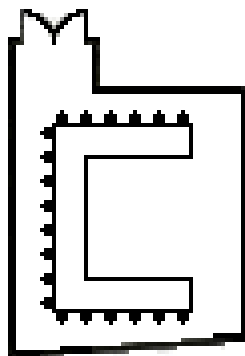
www.questscarborough.com.au

Conference Room and Meeting Information

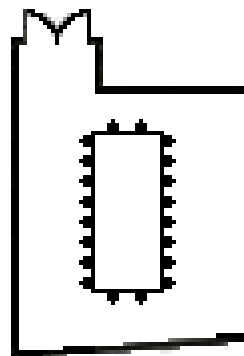
Room Configurations and Capacities



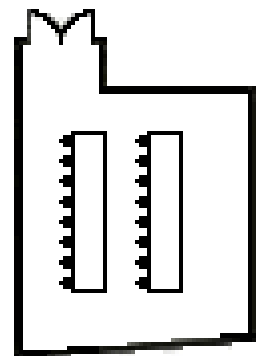
Theatre
45 delegates



U Shape
18 delegates



Boardroom
18 delegates

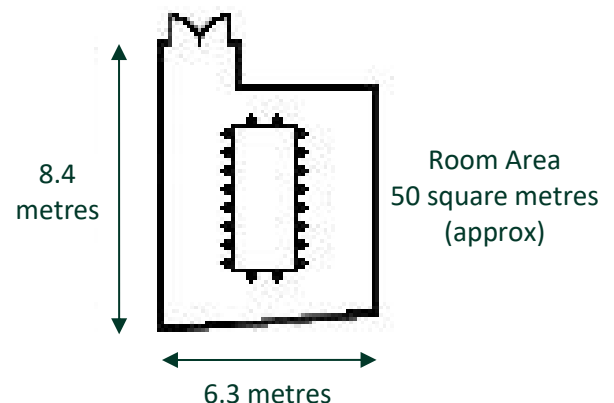


Classroom
27 delegates

Room Features

- Tea & Coffee station,
- Natural lighting,
- Full sun block-out,
- Direct dial telephone,
- Climate control air-conditioning,
- Whiteboard and Flip Chart
- Complimentary Internet

Room Dimensions



Overflow Areas for Breakout Sessions

The foyer and pool deck are available for breakout sessions on a complimentary basis.

Alternative overflow areas include our spacious apartments which may be reserved at the time of making your conference reservation. This is subject to availability and pricing will vary depending upon your individual requirements.

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Conference Room and Meeting Information



Theatre Style Layout



U Shape Layout



Boardroom Layout



Classroom Layout

Room Hire Rates

At Quest Scarborough, all Conference bookings include:

- Choice of Full Day or Half Day Room Hire,
- Room hire and set up (i.e. Theatre, U Shape, Boardroom or Classroom),
- Paper, pens, cold water and mints

Available on request (*please circle if required*):

- White board and markers,
- Flip Charts (\$40 per flip chart per day),
- Additional Flip Chart paper (\$40 each),
- Digital projector (\$40 per day),
- Logitech Stereo Speakers (\$30 per day)

Full Day Hire Rate

\$300.00

Access from 8am to 6pm

Half Day Hire Rate (Max 4 Hours)

\$150.00

Access from 8am to 6pm

Additional Services

- Serviced Apartment Accommodation for Nightly, Weekly & Monthly stays – pricing subject to application,
- Wireless internet access available for an hourly or daily charge,
- Onsite day car parking from \$5 per car per day,
- Business Administration Service,
- Restaurant Chargeback Service

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Conference Room and Meeting Information

Conference Catering & Room Configuration Order Form

Standard Conference Catering Package \$60.00 per delegate per day

First Day of Conference: _____

Final Day of Conference: _____

Total Number of Delegates per day: _____

Conference Room Configuration:

Please Tick One Option

Theatre Style Layout

U Shape Layout

Boardroom Layout

Classroom Layout

Tea and Coffee:

Please Tick One Option

Arrival Only (extra \$10.00 per person per day)

Continuous (extra \$17.00 per person per day)

Morning Tea Options:

Please Tick One Option

1. Muffins & Cookies, or

2. Fresh Fruit Platters, or

3. Scones with fresh cream & condiments, or

4. Cornetto Ice Creams, or

5. Cakes and Slices

(please select one option per day - \$15.00 extra per person for two options)

Optional Extras (for an additional \$4.00 per person per day)

Assorted Juices, or

Bottled Still Water, or

Soft Drink selection

**Please mark your selections and email to:
questscarborough@questapartments.com.au**

Conference Room and Meeting Information

Conference Catering & Room Configuration Order Form

continued

Lunch Options:

Please Tick One Option

Served in the foyer

1. Sandwich Selection, or

Assorted Wraps

Assorted Sandwiches

Selection of Fruit Juices & Iced Water

2. Deli Choice, or

Assorted Deli Meats, Salads & Condiments

Assorted Breads & Dips

Fresh Fruit Platters

Selection of Australian Cheeses & Crackers

Selection of Fruit Juices & Iced Water

3. Quest's Working Lunch

Selection of Toasted Wraps & Baguettes

Fresh Fruit Platters

Selection of Australian Cheeses & Crackers

Selection of Fruit Juices & Iced Water

Optional Extras (for an additional \$4.00 per person per day)

Soft Drink selection

**** If you wish to have a personalised lunch menu other than what is listed above – we can arrange this at an additional charge (per person). Please contact Tash on 08 6140 3500 to discuss your requirements.**

**Please mark your selections and email to:
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Conference Room and Meeting Information

Conference Catering & Room Configuration Order Form

continued

Afternoon Tea Options:

Please Tick One Option

- | | |
|---|--------------------------|
| 1. Muffins & Cookies, or | <input type="checkbox"/> |
| 2. Fresh Fruit Platters, or | <input type="checkbox"/> |
| 3. Scones with fresh cream & condiments, or | <input type="checkbox"/> |
| 4. Cornetto Ice Creams, or | <input type="checkbox"/> |
| 5. Cakes and Slices | <input type="checkbox"/> |

(please select one option per day - \$15.00 extra per person for two options)

Optional Extras (for an additional \$4.00 per person per day)

- | | |
|-------------------------|--------------------------|
| Assorted Juices, or | <input type="checkbox"/> |
| Bottled Still Water, or | <input type="checkbox"/> |
| Soft Drink selection | <input type="checkbox"/> |

**** To enquire if catering is available on the dates of your Conference, please contact Jay or Tash on 08 6140 3500.**

**** Please make a special note if any delegates have special dietary requirements and specify what they are.**

**Please mark your selections and email to:
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Conference Room and Meeting Information

Conference Catering & Room Configuration Order Form

Quest Scarborough Meeting Terms and Conditions

CONFIRMATION

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

DEPOSIT

Full payment of the Conference Room hire charge is required at the time of booking. Deposits are non-refundable as per the cancellation policy. Credit card surcharges apply as follows: VISA (1.17%), MasterCard (1.35%), American Express (\$2.05%), Diners Club (2.50%).

PAYMENT

Total payments will be paid at the conclusion of the event unless prior arrangements have been made with the property.

GUARANTEE OF PAYMENT

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

CANCELLATION

Due to the popularity and limited nature of our Conference Room, once a booking is made, it's non-refundable and not transferrable.

FINAL ATTENDANCE

A guaranteed minimum number of guests attending the event are required two working days prior to the event with charges rendered accordingly. It is the client's responsibility to contact Quest Scarborough regarding final numbers. If 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 the Quest property prior to signing the contract. Furthermore, all prices quoted are inclusive of a GST.

ROOM RENTAL CHARGE

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

COMMENCEMENT & VACATING 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 Scarborough the right to charge whatever costs are reasonably incurred to ensure the smooth operation of that meeting/event.

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 Scarborough prior to the event.

DAMAGES

Clients are financially responsible for any damage sustained to the Quest Scarborough 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 Scarborough 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 and conditions; the client acknowledges and warrants that it has informed all relevant persons involved in the event/function of Quest Scarborough'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 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

Please mark your selections and email to:
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Conference Catering & Room Configuration Order Form

Client Contact and Payment Details

Company / Organisation Name:

Event Name:

Conference Organiser Information

Name: _____

Telephone: _____

Facsimile: _____

Email: _____

Payment Information

- American Express
- Diners Club
- Visa Card
- Master Card

Card Number:

Expiry Date:

Name:

Signature:

Date:

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