



MEETING & CONFERENCE INFORMATION PACK

Whether you need to meet for hours, half a day or a week, Quest Mawson Lakes conference facilities provide you with quality, choice, flexibility and convenience. Quest Mawson Lakes offers varied and professional catering options, Internet and 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 car parking until 4pm
- Abundance of natural light and air
- Breakout terrace area on Level 1
- On-site reception

MEETING & BUSINESS SERVICES

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

AUDIO VISUAL

Standard audio visual includes:

- Data Projector
- Whiteboard with whiteboard markers
- Flip chart, butcher's paper and markers
- Direct dial conference telephone
- High Speed WiFi Internet access
- Screen
- Additional audio visual equipment provided upon request (associated costs will apply)

CONFERENCE ROOM CONFIGURATIONS & CAPABILITIES

Our spacious 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	45
U Shape	30
Class Room	30
Board Room	30

Or customise the 60 sq m space to suit your specific requirements.

CONFERENCE ROOM RATES

Full Day \$350.00 (4-8 Hours)

Half Day \$220.00 (2-4 Hours)

Brief Meeting \$220.00 (up to 2 Hours)

Room hire is fully inclusive of:

- ✓ Data Projector
- ✓ Whiteboard
- ✓ Flip chart
- ✓ Notepads and pens
- ✓ Twinings tea and filtered 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 - \$70 per delegate
- Offsite restaurant chargeback available

QUEST MAWSON LAKES

33-37 Main St, Mawson Lakes SA 5095

For further information contact
events.mawsonlakes@questapartments.com.au
 or call 08 7071 0100

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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 Mawson Lakes 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 alternative arrangements have been made with Quest Mawson Lakes. All approved credit arrangements require full payment within 7 days of the function.

GUARANTEE OF PAYMENT

The client signatory agrees with Quest Mawson Lakes to be personally liable for all charges payable to Quest Mawson Lakes pursuant to this agreement.

CANCELLATION

Cancellation within 7 days of the event will incur a fee of 50% of anticipated revenue. Full charge applies for cancellations within 48 hours of the event.

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 Mawson Lakes 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 Mawson Lakes 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 Mawson Lakes 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 Mawson Lakes prior to the event.

DAMAGES

Clients are financially responsible for any damage sustained to Quest Mawson Lakes 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 Mawson Lakes 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 Mawson Lakes'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, 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

MAWSON LAKES PACKAGE \$45pp

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

(minimum 10 delegates)

Our all day packages consist of a selection of filtered Coffee and traditional, infused and herbal Twinings Teas, Iced cold water and mints 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 and 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)

Refreshments

- Jug of juice
- Jug of soft drink

Afternoon Tea

Assorted platters

Please select **one** option:

- Mixed Australian cheese plate
- Asian spring rolls
- Beef or Chicken Satay with Mild spicy peanut sauce
- Fresh fruit platters

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ALL DAY CATERING PACKAGES

THE CASCADES PACKAGE \$55pp

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

(minimum 10 delegates)

Our all day packages consist of a selection of filtered Coffees and traditional, infused and herbal Twinings Teas, Iced cold water and mints 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

Afternoon Tea

Assorted platters

Please select **one** option:

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

Lunch

Choices of mix focaccia, wrap and 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)
- Cold rolls (beef, chicken, prawn)
- Wedges server with sweet chilli and sour cream
- Mini meatball skewers with cranberry jam
- Salt and pepper calamari served with home aioli sauce

Additional Food Options

Choice of salads - \$5 per person

- Chicken avocado
- Classic chicken caesar salad
- Thai salad
- Pumpkin couscous salad
- Roasted veg and kale salad
- Grilled lamb salad
- Antipasto platter - \$7pp

Homemade soup

Served with bread rolls and butter \$8.50pp

- Pumpkin
- Potato leak and cauliflower
- Minestrone
- Potato and zucchini

Refreshments

- Jug of juice
- Jug of soft drink

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ALL DAY CATERING PACKAGES

SIR DOUGLAS MAWSON PACKAGE \$70pp

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

(minimum 10 delegates)

Our all day packages consist of a selection of filtered Coffees and traditional, infused and herbal Twinings Teas, Iced cold water and mints 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
- Thai salad
- Roasted veg and kale salad

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)
- Salt and pepper calamari served with aioli and chips

Refreshements

- Jug of juice
- Jug of soft drink

Side dishes

Please select **one** option:

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

Seasoned homemade soup

All served with bread rolls and butter

- Pumpkin
- Potato and leek
- Potato and zucchini

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)

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

- Jug of juice
- Jug of soft drink

MORNING TEA \$15pp

(minimum 10 delegates)

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)

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
- Fresh Fruit Platter

Refreshments included

- Jug of juice
- Jug of soft drink

AFTERNOON TEA \$15pp

(minimum 10 delegates)

Assorted platters

Please select **three** options:

- Mixed Australian cheese plate
- Assorted mini muffins
- Mini pastries
- Deep fried mushroom aranchini balls
- Asian spring rolls
- Deep fried wedges served with sweet chilli and sour cream
- 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 Mawson Lakes, 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 Other

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 Mawson Lakes

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 transaction fees.

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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