

# MEETING & CONFERENCE INFORMATION PACK

Quest Breakfast Creek Apartment Hotel offers two individual conferencing rooms.

The Newstead Room at Quest Breakfast Creek provides you with a range of options and configurations for groups of up to 60 people. Whether you need to meet for half a day or longer, or require catering and audio visual equipment, the Newstead 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.

The Creek Room offers a more intimate atmosphere with access to your own private balcony, kitchen & bathroom. This room is perfect for boardroom style meetings & training workshops of up to 14 delegates.

## Conference Room Rates

Room rates are based on a minimum catering spend of \$150 per day for Creek Room and \$280 per day for Newstead Room. Choice of Full Day, Half Day or Evening Meeting Room Hire. Room hire is fully inclusive of white board, flip chart, wireless internet access and limited onsite parking.

	Creek Room	Newstead Room
Full Day (8 Hours)	\$350.00	\$370.00
Half Day (4 Hours before or after midday)	\$225.00	\$250.00
Evening after 5pm (max 3 hours, between 5:30pm-10pm)	\$250.00	\$270.00
Additional Hour	\$49.00 per hour or part thereof	

Available from 8am – 10pm daily  
Sunday and Public holiday bookings will incur a 25% surcharge. Surcharges apply for non-catered bookings.

Valid until December 2018 - Subject to availability.  
All pricing is GST Inclusive

Quest Breakfast Creek reserves the right to change any information provided in this information pack at any time.  
Note: Catering, accommodation & Quest business services are at an additional cost.

# CONFERENCE BENEFITS & SERVICES

## Quest Conferencing Benefits

- ✓ Professional catering options
- ✓ Exclusive discounted accommodation rates
- ✓ Complimentary car parking (limited spaces)

## Meeting & Business Services

- ✓ Business administration support
- ✓ Fax, printing, photocopying (fees apply)

## THE NEWSTEAD ROOM

The Newstead Room features natural light, state of the art audiovisual equipment, flexible and modern deli catering. Ask our friendly team for an on-site accommodation quote in conjunction with your conference.

### Audio-Visual Equipment:

- ✓ Data projector & screen
  - ✓ LCD TV & DVD Player
  - ✓ Whiteboard
  - ✓ Flip Chart
  - ✓ Direct dial conference telephone
- (NB: Laptop not supplied – please bring own)

### Features of The Newstead Room:

- ✓ 70 square meters
- ✓ Natural light
- ✓ Air-conditioning
- ✓ Wireless broadband internet access
- ✓ Iced water & mints
- ✓ Notepads & pens (excluding Theatre)



Quest Breakfast Creek's 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.

Newstead room layouts available include:

Boardroom	Classroom	U-Shape	Theatre	Cabaret
27	27	27	60	24

Or customize the 70sq. space to suit your specific requirements.

## THE CREEK ROOM

The Creek Room at Quest Breakfast Creek is perfect for your more intimate meeting needs. Catering for up to 14 boardroom style, The Creek Room provides you with quality, choice, flexibility and convenience.

### Audio-Visual Equipment:

- ✓ LCD TV
- ✓ Flip Chart
- ✓ Whiteboard
- ✓ Direct dial telephone

(NB: Laptop not supplied – please bring own)

### Features of The Creek Room:

- ✓ Natural Light
- ✓ Kitchen & private balcony
- ✓ Air-conditioning
- ✓ Wireless broadband internet access
- ✓ Iced water, mints
- ✓ Notepads & pens (excluding Theatre)



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# ALL DAY CATERING PACKAGES

Our all day packages consist of a selection of 'Nespresso' coffees and traditional, infused and herbal Twinings Teas served upon arrival, morning and afternoon tea. We make the difficult decision easy and allow the chef to choose from an appetising range of sweet or savoury options for your morning and afternoon tea.

## X Bronze Package \$45 per person (minimum of 10 delegates)

Bronze lunch menus served with chefs selection of morning tea and afternoon tea, chilled orange juice, tea & coffee, plus your choice of one of the below options:

- Fresh Sandwiches** – assorted breads filled with a variety of roast meats, chicken, egg salad.
- Combination Rice Paper Rolls & Sandwiches** – fresh sandwiches served beside a variety of rice paper rolls- chicken, teriyaki beef plus vegetarian options, served with dipping sauce.
- Country Style Quiche** – freshly made & served warm. Accompanied by fresh salad.

Morning Tea Serving Time: \_\_\_\_\_ Lunch Serving Time: \_\_\_\_\_ Afternoon Tea Serving Time: \_\_\_\_\_

## X Silver Package \$50 per person (minimum of 10 delegates)

Silver lunch menus are served with chefs selection of morning tea and afternoon tea, chilled orange juice, **fresh fruit platter**, tea & coffee plus your choice of one of the below options:

- Gourmet executive sandwiches** – a variety of breads & wraps filled with deli meats, roast meats, salmon & fresh salad.
- Gourmet Pizzas** e.g. margherita, meat lovers, vegetarian & supreme accompanied by fresh salad.
- Traditional Lasagne** – freshly made and served warm. Accompanied by fresh salad.

Morning Tea Serving Time: \_\_\_\_\_ Lunch Serving Time: \_\_\_\_\_ Afternoon Tea Serving Time: \_\_\_\_\_

## X Gold Package \$58 per person (minimum of 10 delegates)

Gold lunch menus are served with chefs selection of morning tea and afternoon tea, chilled orange juice, **fresh fruit platter**, tea & coffee plus your choice of one of the below options:

- Executive Bagles, Rolls, Wraps and Sandwiches** – gourmet fillings such as champagne ham, rare sirloin, smoked salmon, sopressa, turkey & brie, chicken and avocado.
- Ploughman's Lunch** – cold meat cuts served with a selection of salads, accompaniments and warm dinner rolls.
- Noodle Boxes** – e.g. Teriyaki beef and chilli chicken with stir fried vegetables and vermicelli noodles.

Morning Tea Serving Time: \_\_\_\_\_ Lunch Serving Time: \_\_\_\_\_ Afternoon Tea Serving Time: \_\_\_\_\_

\*Dietary requests: Indicate numbers required in appropriate box and include requests as part of the total numbers.

Vegetarian \_\_\_\_\_ Vegan \_\_\_\_\_ Gluten Free \_\_\_\_\_ Dairy Free \_\_\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_

(Please note dietary requirements may incur an extra charge.)

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# INDIVIDUAL MENU SELECTIONS

\*Please do not complete this page if you have selected an All Day Package on page 3.

## Breakfast Option \$22 per person (minimum of 8 delegates)

Breakfast includes, orange juice, Nespresso coffee and a selection of traditional, infused and herbal Twinings Teas

- Chefs selection of mini croissants, pastries, frittatas and a seasonal fruit.

Serving Time: \_\_\_\_\_

Dietary: \_\_\_\_\_

## Sweet Morning/Afternoon Tea \$12 per person (minimum of 8 delegates)

Morning and afternoon teas include Nespresso coffee and a selection of traditional, infused and herbal Twinings Teas, plus your choice of **one** of the below options:

- Handmade cookies  Assorted muffins  
 Fresh scones with jam & cream  Cake slices

Serving Time: \_\_\_\_\_

Dietary: \_\_\_\_\_

## Savoury Morning/Afternoon Tea \$14 per person (minimum of 8 delegates)

Morning and afternoon teas include Nespresso coffee and a selection of traditional, infused and herbal Twinings Teas, plus your choice of **one** of the below options:

- Gourmet sausage rolls - beef & parsley  Petite frittatas  
 Vegetable springrolls with sweet chilli sauce  Gourmet mini pies

Serving Time: \_\_\_\_\_

Dietary: \_\_\_\_\_

## Lunch Options \$25 per person (minimum of 8 delegates)

All Lunch options are served with Nespresso coffee and a selection of traditional, infused and herbal Twinings Teas, plus your choice of **one** of the below options:

- Gourmet executive sandwiches - Tasty breads & wraps filled with deli mets, fresh salad and vegetarian options  
 Gourmet pizza served with fresh salad - All the classics including margherita, ham & pineapple, meat lovers, piri piri chicken, vegetarian supreme accompanied by a fresh garden salad.  
 Country style quiche or traditional lasagne - Served warm accompanied by fresh salad.

Serving Time: \_\_\_\_\_

Dietary: \_\_\_\_\_

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# HOT & COLD PLATTERS

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## X Fresh Fruit Platter \$7 per person (minimum of 8 delegates)

- X **Fruit platter** - A colourful selection of seasonal tropical fruits

Serving Time: \_\_\_\_\_

## X Platters from \$25 per person (min 10 delegates)

- X **Antipasto Platter**- Selection of cold meats, served with semi dried tomato, olives, roast capsicum, feta and Turkish slices.
- X **Asian Platter**- Selection of sushi pieces and rice paper rolls with pickled ginger and soy sauce.
- X **Savoury Bites** – Selection of hot finger food such as meatballs, chicken skewers & spring rolls with dipping sauce.

Serving Time: \_\_\_\_\_

# BEVERAGE PACKAGES

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- X **Standard Beverage Package \$5.50 per person**
  - Nespresso coffee and a selection of infused and herbal Twinings Teas based on 30 minute duration.
- X **Executive Beverage Package \$8 per person**
  - Nespresso coffee and a selection of traditional, infused and herbal Twinings Teas based on 30 minute duration.
  - Chilled orange juice
- X **Deluxe Beverage Package with Nespresso coffee \$10.50 per person**
  - Selection of Nespresso coffee pods and traditional, infused and herbal Twinings Teas based on 30 minute duration.
  - Chilled orange juice
  - Chilled, bottled still & sparkling mineral water

# BEER AND WINE

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Our conference facilities are fully licensed between the hours of 10am and 10pm.  
Please ask for our current pricing and available packages.

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# QUEST BREAKFAST CREEK TERMS & CONDITIONS OF HIRE

**Confirmation:** Confirmation of the booking by the client must be made in writing within 2 days of the tentative reservation. Otherwise the property reserves the right to cancel the booking and allocate the venue to another client.

**Deposit:** A minimum deposit of 100% of the room hire fee is required to confirm your booking.

**Payment:** Total payments (eg. catering) 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. As of 1st of September 2017, credit card fees as follows; Visa 1.54%, Mastercard 1.43%, Diners Club 3.22%, AMEX 2.26%, Union Pay 1.76%.

**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:** Cancellation within 14 days of event will incur 100% of anticipated revenue. Cancellation outside 14 days prior of event will incur 50% of anticipated revenue.

**Late Departure Fee:** Should your conference run overtime, an additional charge of \$49 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 (2) working days prior to the event and the charges will be rendered accordingly. Catering requirements must be provided 48 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 Breakfast Creek 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. For non-catering bookings, the following minimum room rates apply: Creek Room \$500, Newstead Room \$650.

**External Food And Beverage:** No externally catered food and beverage is to be brought into or consumed at Quest Breakfast Creek.

**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 Breakfast Creek reserves the right to charge whatever costs are reasonably incurred to ensure the smooth operation of that meeting/event. Set up and pack down times should be incorporated into set booking times.

**Responsible Service Of Alcohol:** You are fully responsible for the consumption of alcohol consumed by all guests associated with the event. You agree that you are responsible for ensuring all event delegates consuming

alcohol are over the age of 18.

**Cleaning:** Excess cleaning charges may be incurred if your event has resulted in additional cleaning which is considered to be over and above normal cleaning.

**Conference Rooms:** If final numbers increase or decrease significantly from original numbers, we reserve the right to reallocate your booking to an alternative room. We may also change room allocations due to circumstances outside our control.

**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 Breakfast Creek prior to the event.

**Damages:** Clients are financially responsible for any damage sustained to Quest Breakfast Creek 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 Breakfast Creek 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 Breakfast Creek 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.

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.

## CATERING

## TERMS & CONDITIONS

**Final Numbers:** Final numbers for catering requirements are required no later than 48 hours prior to your function date.

**Cancellation:** Cancellation within 14 days of event will incur 100% of anticipated revenue

**Serving Times:** Nominated times must strictly be adhered to. All menu selections will be delivered at the pre-arranged time selected on the booking form, and any requests to change the time on the day cannot be guaranteed. Quest Breakfast Creek will accept no responsibility for the quality of food items should the meals be required later than arranged, or any delays to proceedings should you decide to break earlier. Any special dietary requirements to be advised 7 days prior to the event date.

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# QUEST BREAKFAST CREEK CONFERENCE BOOKING FORM

**\*\*This form must be completed and returned to confirm your reservation**

Conference Date:	No. of Delegates:
Room Access Time:	Room Vacating Time:
Conference Start Time:	Conference Finish Time:
Contact Person:	Company:
Telephone:	Fax:
E-Mail:	Laptop connection eg.HDMI, VGA:
Event Name for Signage Purposes:	
Postal Address:	Suburb:
State:	Postcode:

**Room Hire: The Newstead Room** \*Available from 8am-10pm Daily \* 25% surcharge applies for Sunday & Public Holiday bookings

- \$370 Full Day (8 Hours Max)     \$250 Half Day (4 Hours Max)     \$270 Evening (3 Hours Max)     \$49 – Additional Hour

**Room Hire: The Creek Room** \*Available from 8am-10pm Daily \* 25% surcharge applies for Sunday & Public Holiday bookings

- \$350 Full Day (8 Hours Max)     \$225 Half Day (4 Hours Max)     \$250 Evening (3 Hours Max)     \$49 – Additional Hour

**Please indicate how you would like the room set-up: (Newstead Room only)**

- Boardroom (27)     Theatre (60)     Classroom (27)     U-Shape (27)     Cabaret (24)

**Equipment:**     Whiteboard     Flip Chart     Laser presenter  
 Data Projector)     Conference Phone (call charges apply)

**Catering Required:**     Yes     No    NB: No external food & beverages allowed into the conference rooms  
Room only rates apply for non-catered bookings.

**Parking Required?**     Yes    If yes, approximately how many vehicles expected? \_\_\_\_\_

I/we would like to book the conference facilities at Quest Breakfast Creek as detailed above. Please charge the total cost of the room hire to secure my conference booking. I/we accept the Quest Breakfast Creek Conference Terms and Conditions of Hire as stated on page 6 of this document and that all information provided is correct at time of booking. Any changes must be provided in writing to Quest Breakfast Creek prior to the event.

**Signature:** \_\_\_\_\_ **Date:**    /    /

## PAYMENT METHOD

- AMEX     DINERS     VISA     MASTERCARD \*credit card fees apply\*

**Card Number:** \_\_\_\_\_ **Expiry Date:**    /    /

**Name on Card:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- EFT Transfer:    Account Name: Quest Breakfast Creek  
BSB: 034 – 143    Account Number: 130 924

\*Office use only: Reservation Number \_\_\_\_\_ Date of payment \_\_\_\_\_

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