

BOOKING REQUEST

Should you wish to proceed with making a meeting or conference reservation at Quest Dandenong Central, 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 Dandenong Central

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

Card Type (please tick): AMEX (2.05%) DINERS (2.93%) VISA (0.95%) MASTERCARD (0.95%)
credit card 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: _____

QUEST DANDENONG CENTRAL

2 – 10 Walker Street,
Dandenong VIC 3175

For further information contact
dandenongcentral@questapartments.com.au
or call 03 8710 5700

Visit www.questdandenongcentral.com.au



TERMS & CONDITIONS

CONFIRMATION

Confirmation of the booking by the client must be made in writing within 7 days of the tentative reservation. Otherwise Quest Dandenong Central 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 Dandenong Central. All approved credit arrangements require full payment within 7 days of the function.

GUARANTEE OF PAYMENT

The client signatory agrees with Quest Dandenong Central to be personally liable to pay all monies payable to Quest Dandenong Central 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 Dandenong Central 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 Dandenong Central 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.

SELF CATERING FEE

A self catering service fee of \$150 applies, should you wish to bring your own catering and consume it in the facility.

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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 Dandenong Central 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 Dandenong Central prior to the event.

DAMAGES

Clients are financially responsible for any damage sustained to Quest Dandenong Central 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 Dandenong Central 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 Dandenong Central'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, disruptive, 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.