

QUEST BALLARAT

Conference Pack

Quest Ballarat

7-11 Dawson Street North

Ballarat VIC 3350

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Property Contact Details

Street Address 7 – 11 Dawson Street North
Ballarat VIC 3350

Telephone +61 3 5309 1200
Facsimile +61 3 5309 1299
Email questballarat@questapartments.com.au
AAA Rating 4 ½ star

Conference & Meeting Enquiries

For any property meeting enquiries, bookings or to arrange a site inspection please contact:

E-mail: questballarat@questapartments.com.au

Internet Site: www.questballarat.com.au

Meeting & Business Services

- Direct Dial Telephone Line with Conference Phone
- Internet Access
- Facsimile
- Photocopying
- Limited Secretarial Services
- Catering
- Negotiated accommodation rates

Meeting Facilities & Features

- Nespresso Coffee Machine available
- Complimentary Wifi Internet Connection
- Natural Light
- Reverse Cycle Air-Conditioning
- Direct Dial Telephones
- Additional Audio Visual equipment to meet your requirements
- Complimentary Iced Water, Mints/Lollies, Note Pads & Pens
- Direct Access to External Courtyard

Audio Visual

- Whiteboard with whiteboard markers
- Flip chart, Large paper & markers
- Direct Dial phones
- Data Projector and screen
- LCD screen with DVD and HDMI Connection

Catering

Catering can be arranged on a per person basis as per your requirements.

We offer a choice of a catering options including:

- Morning Tea
- Lunch (Hot and cold options available)
- Afternoon Tea

Should your catering needs vary from the standard menus provided, please speak to us and we can provide a quote to suit your requirements.

Catering may also be arranged independently by your event organiser or company, with a service fee of \$25.00 payable direct to Quest Ballarat.

Room Hire

Full Day Hire \$ 275.00

Half Day Hire \$ 175.00 (4 hours or less)

* 10% surcharge applies on weekends and public holidays

Unlimited tea and Nespresso coffee with room hire is an additional \$4.50 per person

Meeting Room Configurations & Capacities

Theatre	U Shape	Boardroom	Square metres	Ceiling height (m)
35	20	25	50	2.9



Catering Options

Please see below for catering options for your upcoming event. Should you prefer something that is not listed, or if you have specific dietary requirements, please let us know and we will be happy to organise alternatives for you.

Morning and/or Afternoon Tea Selection:

- Friands
- Sweet or Savoury Muffins
- Assorted Biscuits
- Assorted Slices
- Cupcakes

Lunch Selection:

- Sandwiches with a variety of fillings
- Wraps with a variety of fillings
- Focaccias with a variety of fillings
- Mini Sausage Rolls (3 per person)
- Homemade Mini Quiches (4 per person)
- Risotto Balls with Dipping Sauce (4 per person)
- Nori Rolls with mixed fillings (3 per serve)
- Fruit Platter
- Antipasto Platter (price on application, not included in below pricing)

PRICING (all options include unlimited tea and Nespresso coffee. Lunch options also include juice)

Morning OR Afternoon Tea

- Selection of 1 item \$10.00 per person
- Selection of 2 items \$14.00 per person

Lunch Only

- Selection of 1 item \$16.00 per person
- Selection of 2 items \$22.00 per person
- Selection of 1 item with Fruit \$20.00 per person
- Selection of 2 items with Fruit \$26.00 per person

Morning OR Afternoon Tea with Lunch

- Selection of 1 item per course \$20.00 per person
- 1 item for Morn or A/noon Tea with 2 items for Lunch \$28.00 per person

Morning AND Afternoon Tea with Lunch

- Selection of 1 item per course \$25.00 per person
- 1 item for Morn and A/noon Tea with 2 items for Lunch \$33.00 per person

**** Price per person will vary if you require a different selection or you would like to make your own menu.**

**** A 10% surcharge will apply for any catering required on weekends and/or Public Holidays.**

QUEST MEETING TERMS AND CONDITIONS

- **CONFIRMATION OF BOOKING.** A booking form, together with the guarantee credit card details, must be completed and returned to Quest Ballarat within 7 days of any tentative reservation being made. Otherwise the property reserves the right to cancel the booking and allocate the venue to another client. A guarantee credit card **MUST** be provided to confirm your reservation.
- **PAYMENT** Full payment will be made at the conclusion of the event unless prior arrangements have been made with the property. All approved credit arrangements require full payment within 7 days of the function. Unless otherwise specified payment will be charged to the credit card on file.
- **GUARANTEE OF PAYMENT.** The client signatory agrees with the Quest Ballarat to be personally liable to pay all monies payable to Quest Ballarat 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 are required two working days prior to the event and the charges will be rendered accordingly. It is the responsibility of the Client to contact Quest Ballarat 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 Ballarat prior to signing the contract. Furthermore, all prices quoted are inclusive of a GST.
- **ROOM RENTAL CHARGE.** Meeting room rental charges are dependant on the time period required, the number of guests in attendance and the overall catering requirements.
- **CATERING.** Catering can be arranged through Quest Ballarat or the Tea/Coffee only option can be selected. Catering can be arranged by the organiser or company and bought in to Quest Ballarat, although a service fee of \$25 will apply for the use of crockery, napkins and all associated cleaning costs.
- **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 Ballarat reserves 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 Ballarat prior to the event.

- **DAMAGES.** Clients are financially responsible for any damage sustained to Quest Ballarat 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 Ballarat 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 Ballarat 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

TO MAKE A BOOKING FOR OUR CONFERENCE FACILITIES A BOOKING FORM MUST BE COMPLETED.

PLEASE CONTACT QUEST BALLARAT on 03 5309 1200 or questballarat@questapartments.com.au

* All information is correct at the time of publication (December 2015)
* Subject to change