



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

Choice of Full Day, Half Day or Evening Meeting Room Hire.
Room hire is fully inclusive of white board, flip chart and wireless internet access.

Full Day	\$350.00 (8 Hours)
Half Day <small>(before & after midday)</small>	\$225.00 (4 Hours)
Evening after 5pm	\$250.00
Additional Hour	\$45.00 per hour or part thereof

Available from 8am – 10pm daily
Sunday bookings will incur a 25% surcharge

Valid until December 2017 - 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

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
- ✓ iPod connectivity with built-in speakers
- ✓ 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



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	Cocktail	Cabaret
27	27	27	60	100	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 & DVD Player
- ✓ Flip Chart
- ✓ Whiteboard
- ✓ iPod connectivity
- ✓ 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



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.

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

Bronze lunch menus served with 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: _____

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

Silver lunch menus are accompanied with 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: _____

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

Gold lunch menus are accompanied with 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.)

INDIVIDUAL MENU SELECTIONS

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

Breakfast Option \$16 per person (minimum of 8 delegates)

Breakfast includes nespresso coffee and a selection of traditional, infused and herbal Twinings Teas

- Chefs selection of your favourite continental fresh breakfast and hot options

Serving Time: _____

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: _____

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:

- Petite frittatas
 Gourmet sausage rolls - pork & apple and beef & parsley
 Vegetable springrolls with sweet chilli sauce

Serving Time: _____

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

All Lunch options are served with teas including 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 meats, 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: _____

visit questbreakfastcreek.com.au
or call 07 3330 9700

HOT & COLD PLATTERS

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

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

Serving Time: _____

Fresh Fruit & Cheese Platter \$12 per person (minimum of 8 delegates)

- Cheese and fruit platter** - Gourmet cheeses, muscatels, quince paste & crackers accompanied by a selection of seasonal fruits.

Serving Time: _____

BEVERAGE PACKAGES

- Standard Beverage Package \$5.50 per person** (upgrade to Nespresso coffee for \$6.50 pp)
- Freshly brewed filtered coffee and a selection of traditional, infused and herbal Twinings Teas based on 30 minute duration. Nespresso Upgrade

- Executive Beverage Package \$8 per person** (upgrade to Nespresso coffee for \$9 pp)
- Freshly brewed filtered coffee and a selection of traditional, infused and herbal Twinings Teas based on 30 minute duration. Nespresso Upgrade
 - Chilled orange juice

- 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

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.

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 \$45 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.

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.

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.

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*

\$350 Full Day – 8 Hours Max
 \$225 Half Day – 4 Hours Max
 \$45 – Additional Hour
(before or after noon) 25% surcharge for Sunday bookings*

Room Hire: The Creek Room *Available from 8am-10pm Daily*

\$350 Full Day – 8 Hours Max
 \$225 Half Day – 4 Hours Max
 \$45 – Additional Hour
(before or after noon) 25% surcharge for Sunday bookings*

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

Boardroom
 Theatre
 Classroom
 U-Shape
 Cocktail
 Cabaret

Equipment:

<input checked="" type="checkbox"/> Whiteboard	<input checked="" type="checkbox"/> Flip Chart	<input checked="" type="checkbox"/> Laser presenter	<input checked="" type="checkbox"/> Conference Phone
<input checked="" type="checkbox"/> Data Projector	<input checked="" type="checkbox"/> Pens & pads (\$1.50pp)	<input checked="" type="checkbox"/> iPod Connectivity & Speakers	<small>(call charges apply)</small>

Catering Required: Yes No

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 Please Note: 1.5% will apply to any credit card payment

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 _____