



# QUEST CHELTENHAM CONFERENCE FACT SHEET

The Conference Room at Quest Cheltenham provides you with a range of options and configurations for groups of up to 40 people, an ideal environment for board meetings, training sessions, seminars and more. We offer audio visual equipment at no additional charge as well as complimentary Wi-Fi access and secure basement car parking for all delegates. Our conference packages can be tailored to your specific needs and budget including various catering options. The purpose built Conference facility provides you with quality, flexibility and convenience.

## MEETING FACILITIES & FEATURES

- Audio Visual Equipment (Ceiling mounted data projector and screen)
- High speed Wi-Fi internet
- Whiteboard with markers
- Flip Chart with paper & markers
- Portable LCD TV
- Terrace Break-out Area with BBQ
- Reverse Cycle Air conditioning
- Complimentary Pens & Note Pads
- Business administration services
- Tables, Chairs & Lectern provided
- Whiteboard and whiteboard markers
- Flip charts, paper and markers
- High speed WiFi internet access
- Lapel microphone
- Inbuilt speaker system
- Additional Audio Visual Equipment provided upon request (extra costs may apply)

## TEA AND COFFEE

Quest Cheltenham offers complimentary chilled water, and standard tea and coffee throughout. Lavazza Coffee Pods and twinging's Tea can be arranged at an additional cost per head.

## QUEST CHELTENHAM

37-39 Station Road, Cheltenham, VIC, 3192

For further information contact

[questcheltenham@questapartments.com.au](mailto:questcheltenham@questapartments.com.au)

Visit [questcheltenham.com.au](http://questcheltenham.com.au)

or call +61 3 8523 5800

## ROOM HIRE RATES

	HALF DAY < 4 hours	FULL DAY > 4 hours
<b>Conference Room</b>	<b>\$200</b>	<b>\$300</b>
<b>Breakout Room</b> (Studio or One Bedroom Apartment)	N/A	<b>\$160</b>

## ROOM CONFIGURATIONS & CAPACITY

	Theatre	U-Shape	Class Room	Board Room	Herringbone
<b>Conference Room</b> Size: 60 sq m	40	20	18	20	18
<b>Breakout Room</b> Size: 40 sq m				10	

## CATERING

Catering can be arranged on a per head basis at competitive prices

- Morning Tea
- Lunch
- Afternoon Tea
- Cocktail
- Platters

## ACCOMMODATION (55 Apartments)

Quest Cheltenham offers a range of Studio, One, Two and Three bedroom apartments. When you choose to hold your meeting or function at Quest Cheltenham we can provide you with negotiated accommodation rates for delegates.