



# MEETING AND CONFERENCE INFORMATION PACK

Quest Glen Waverley is the perfect location & option for all of your conference and meeting requirements. The property's conference room offers an abundance of natural light, high ceilings and a spacious and comfortable environment ensuring that your event is a great success.

## MEETING FACILITIES AND FEATURES

- 45 square metres
- Complimentary, continuous tea/coffee
- Wireless internet access
- Natural light and modern décor
- Outdoor break out area
- Gourmet catering menu's available
- Complimentary iced water, mints, note pads & pens
- Complimentary car parking
- Additional audio visual equipment to meet your needs
- Reverse cycle air conditioning
- Negotiated accommodation rates

## MEETING & BUSINESS SERVICES

- Secretarial/ business support
- Photocopying
- Scanning

## AUDIO VISUAL

- Whiteboard with whiteboard markers
- Projector and Projector screen
- Flip chart, butchers paper & markers
- TV/DVD combination

## QUEST GLEN WAVERLEY

353-361 Springvale Road Glen Waverley VIC 3150

For further information contact  
[questglenwaverley@questapartments.com.au](mailto:questglenwaverley@questapartments.com.au)  
or call 3 9239 2900

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

## CONFERENCE ROOM CONFIGURATIONS AND CAPABILITIES

The Meeting & Conference Facilities at Quest Glen Waverley will provide quality, choice, flexibility and convenience with a range of options and configurations for groups of up to 35 delegates.

Our spacious light filled conference room can be configured with various table and seating layouts to suit your requirements from boardroom style meetings and product launches through to staff training sessions and workshops. Our conference team would be delighted to sit down and discuss your individual event's requirements to ensure that it is a great success.

Set-up	Max. Numbers
Board Room	20
Class Room	25
U-Shape	20
Theatre	35

## CONFERENCE ROOM RATES

Room hire includes AV equipment, iced water, mints, note pads, pens and complimentary WIFI.  
Choice of full day or half day.

Full Day	\$360
Half Day (4 hours of less)	\$270

## CATERING

Catering can be arranged on a per head basis for all of your food requirements. Some of the options include:

- Breakfast
- Morning tea
- Working lunch
- Afternoon tea