



MEETING & CONFERENCE INFORMATION PACK

Whether you need to meet for hours, half a day or a week, Quest Port Adelaide conference facilities provide you with quality, choice, flexibility and convenience. Quest Port Adelaide offers varied and professional catering options, Internet and state-of-the-art audio visual equipment. This purpose built property is a great alternative to a traditional hotel room, with dedicated on-site reception and check-in, daily housekeeping (limited service on Sundays and Public Holidays) included in rate.

PROPERTY CONTACT DETAILS

Address 36 North Parade, Port Adelaide SA 5015
Telephone +61 8 8409 3500
Email events.portadelaide@questapartments.com.au
Property website questportadelaide.com.au

MEETING FACILITIES AND FEATURES

- High speed WiFi Internet access
- Gourmet catering menus available
- Additional audio visual equipment to meet your needs
- Complimentary iced water, mints, note pads and pens
- Free on-site car parking
- Abundance of natural light and air
- Breakout terrace area with views of the Port River
- On-site reception

MEETING AND BUSINESS SERVICES

- Business administration services
- Photocopying
- Facsimile transmissions
- Dedicated conference coordinator

AUDIO VISUAL

Standard audio visual includes:

- Logitech Meetup 4K Ultra HD video conferencing, including 5xHD zoom with full range speaker system and microphone
- Activ2Touch 70" LCD Panel with interactive whiteboard display, high definition resolution of 1920 x 1080, and embedded PC
- Whiteboard with whiteboard markers
- Flip chart, butcher's paper and markers
- Direct dial Polycom SoundStation2 conference telephone
- High Speed WiFi Internet access
- Screen
- Additional audio visual equipment provided upon request (associated costs will apply)

CONFERENCE ROOM RATES

FULL DAY (4-8 Hours)	\$550.00
HALF DAY (2-4 Hours)	\$400.00
BRIEF MEETING (up to 2 Hours)	\$300.00

Room Hire is fully inclusive of:

- ✓ Logitech Meetup 4K Ultra HD video conferencing, including 5xHD zoom with full range speaker system and microphone
- ✓ Activ2Touch 70" LCD Panel interactive TV
- ✓ Whiteboard
- ✓ Flip chart
- ✓ Pads and pens
- ✓ Twinings tea and Nespresso coffee
- ✓ Chilled water and mints

ROOM CONFIGURATIONS AND CAPABILITIES

Our spacious Port River 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.

SET-UP	THEATRE	U SHAPE	CLASS ROOM	BOARD ROOM	WORKSHOP
MAX NO.	48	21	24	21	30

Or customise the 58 sq m space to suit your specific requirements.

CATERING

Catering can be arranged on a per head basis as per your requirements. Some of the options are:

- Arrival tea and coffee
- Conference catering ranges from \$25 - \$55 per delegate
- Offsite restaurant chargeback available

STAY SAFE PROMISE

See next page.



STAY SAFE

A Quest Promise

The health and safety of our guests and team members remain our top priority, and we have taken all precautions to ensure you are well looked after during your next stay. This is our **Stay Safe Promise**.

In accordance with advice given by the World Health Organisation, see how we've enhanced our already rigorous cleaning and hygiene measures:



Daily health checks for all team members prior to their shift.



Use of face masks.



Hand sanitiser stations set up in reception, with antibacterial wipes and masks available upon request.



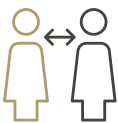
More frequent disinfecting and deep cleans to common areas and lift.



Appointed a Stay Safe Compliance Manager who ensures superior cleanliness standards in all properties by verifying their compliance to guidelines set by the World Health Organisation, Federal & relevant State Governments and Accommodation Association.



All Quest staff will undertake mandatory training to ensure we are not only meeting but exceeding world-class cleaning standards.



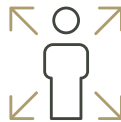
Adherence to social distancing encouraged, with signage in all common areas, and guests kindly asked to wait outside during daily housekeeping.



A Stay Safe Manager in all properties with relationships with health organisations, to ensure guests experiencing symptoms can access healthcare quickly.



Temporary closure of some facilities including gyms and pools in line with local government legislation.



Contactless delivery of food options, including: Pantry shopping service, local chargeback restaurants and room service powered by Deliveroo.



And lastly, reduced opportunities for touch with: use of gloves by housekeeping staff, use of contactless payment methods, and all non-essential items, such as magazines, removed from rooms.

MENU SELECTIONS

Vegetarian, Vegan and GF option available (additional cost may apply)

BREAKFAST \$25pp

ASSORTED ITEMS

Select two options below

- Bacon & Egg Roll (*streaky wood smoked bacon, free range egg*)
- Ham, Cheese & Tomato Toastie
- Ham & Cheese Croissant
- Yoghurt Cup (*muesli, yoghurt topped with fruit*)
- Assorted Muffins (*double chocolate, blueberry, banana chocolate*)
- Bagel with cream cheese
- Mini Quiches – Spinach and tomato, Lorraine

Included

- Fresh fruit skewers

MORNING TEA \$25PP

ASSORTED SANDWICHES (white + multigrain artisan bread)

Select three options below

- Roast Capsicum, zucchini, sundried tomatoes, baby spinach and aioli (V)
- Ham, cheese & tomato
- Salami, swiss cheese and mixed greens & pesto
- Egg, lettuce and mayonnaise (V)
- Roast beef, aioli, mustard pickles, spinach and cheese

ASSORTED SWEETS

Select three options below

- Banana Bread
- Vegan Sweet
- Muffins – chocolate, blueberry & banana chocolate
- Cookies – anzac, cornflake and chocolate
- Carrot Cake
- Assorted Mini Donuts – chocolate, strawberry and cinnamon
- Bagel with cream cheese

LUNCH \$35PP

SALADS

Select two options below

- Pasta – Salami, roast capsicum, olives in a tomato sauce
- Caesar – Cos lettuce, parmesan cheese, boiled egg, bacon crouton with caesar dressing
- Roast Pumpkin – Roast pumpkin, baby spinach, danish feta with balsamic glaze
- Greek – Mixed greens, tomato, black olives, danish feta, cucumber with an olive and herb dressing
- Roast Veg – Mixed grains, mesculin lettuce and roast vegetables (VG)

FINGER FOODS

Two options included below

- Cocktail pies, pasties and sausage rolls
- Mini quiches – spinach and tomato, Lorraine

ASSORTED SANDWICHES

Select two options below

- Roast Capsicum, zucchini, sundried tomatoes, baby spinach and aioli (V)
- Ham, cheese & tomato
- Salami, swiss cheese and mixed greens
- Egg, lettuce and mayonnaise
- Chicken, tasty cheese, mayonnaise, mixed greens
- Roast beef, aioli, mustard pickles, spinach and cheese

AFTERNOON TEA \$22PP

ASSORTED PLATTERS

Select three options below

- Carrot Cake
- Muffins – chocolate, blueberry & banana chocolate
- Assorted cookies
- Assorted Mini Donuts – chocolate, strawberry and cinnamon
- Fresh Fruit Platter – seasonal fresh fruit
- Bagel with cream cheese

(V) = Vegetarian (VG) = Vegan (GF) = Gluten Free

INDIVIDUAL MENU OPTIONS

Price per item. Minimum 2 orders per item.

HOUSE MADE 9" PIZZAS

Served on a house made napolitana sauce

(\$4 extra for gluten free base)

- Hawaiian \$14**
Triple smoked ham, pineapple and tasty cheese.
- Vegetarian \$14**
Roast capsicum and zucchini, black kalamata olives, mushrooms and baby spinach.
- Supreme \$15**
Triple smoked ham, mild salami, streaky bacon, pineapple, capsicum, kalamata olives and tasty cheese.
- Meat Lovers \$16**
Marinated chicken breast pieces, mild salami, triple smoked ham, streaky bacon, tasty cheese with a house made bbq bourbon sauce.

HOUSE MADE FRESH SALADS

- Pasta salad \$13**
Spiral pasta, mild salami, roasted capsicum and zucchini, kalamata olives in a house made napolitana sauce.
- Caesar salad \$15**
Boiled free range egg, cos lettuce, Parmesan cheese, streaky bacon, croutons and house made caesar sauce.
- Roast pumpkin salad \$14**
Roast butternut pumpkin, baby spinach, danish feta, with a balsamic glaze.
- Greek salad \$14**
Washed mesclun and iceberg lettuce, truss tomatoes, kalamata olives, cucumber, with a herbed olive oil dressing.
- Roast Vegetable salad \$15**
Roasted capsicum, zucchini and baby tomatoes, washed mesclun lettuce, kalamata olives, with pumpkin seeds and mixed grains.

HOUSE MADE BURGERS

- Chicken Schnitzel Burger \$13**
Crumbed chicken, iceberg lettuce, truss tomato, tasty cheese and kewpie mayonnaise.
- Beef Schnitzel Burger \$13**
Crumbed beef, iceberg lettuce, truss tomato, tasty cheese and kewpie mayonnaise.
- Veggie Burger \$13**
Vegetarian pattie, iceberg lettuce, truss tomato, tasty cheese with or without kewpie mayonnaise.

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ALL DAY PACKAGES

Our all day packages consist of a selection of Nespresso Coffees and traditional, infused and herbal Twinings Teas, Iced cold water and our lolly bar served all day.

FISHERMEN'S WHARF PACKAGE \$55pp (minimum 10 delegates)

Vegetarian, Vegan and GF option available (Additional \$3 for GF)

MORNING TEA

Select two options below

- Carrot Cake
- Banana Bread
- Mini Muffins
- Assorted Cookies
- Seasonal Fruit Skewers
- Assorted Cake Slices

LUNCH

Select two options below

Chefs selection of breads and wraps

- Swiss cheese, tomato, hummus and spinach (V)
- Roast capsicum and zucchini, sundried tomato, baby spinach with aioli
- Ham, tasty cheese and tomato
- Salami, roast capsicum rocket and pesto
- Egg, lettuce and mayo
- Chicken, tasty cheese, mayonnaise, mixed greens
- Chicken schnitzel burger

AFTERNOON TEA

Select two options below

- Dips Platter (two dips with crackers)
- Assorted Muffins
- Banana Bread
- Carrot Cake
- Australian Cheese Platter
- Fresh Fruit Skewers
- Bagel with Cream Cheese

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TERMS & CONDITIONS

CONFIRMATION

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

GUARANTEE OF PAYMENT

The client signatory agrees with Quest Port Adelaide to be personally liable to pay all monies payable to Quest Port Adelaide 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 Port Adelaide 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 Port Adelaide 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.

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 Port Adelaide 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 Port Adelaide prior to the event.

DAMAGES

Clients are financially responsible for any damage sustained to Quest Port Adelaide 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 Port Adelaide 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 Port Adelaide'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, noisome, and 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.

BOOKING REQUEST

Should you wish to proceed with making a meeting or conference reservation at Quest Port Adelaide, 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.

CLIENT DETAILS

Company Name: _____

Business Address: _____

Name of Booker: _____ Booker Phone: _____ Booker Email: _____

Name of Facilitator: _____ Facilitator Phone: _____

EVENT DETAILS

Date of Event: _____ Start Time: _____ Finish Time: _____

Number of Guests: _____

Access Required: _____ From: _____ To: _____

Event Type: Workshop Meeting Presentation Other: _____

Room Layout Required: Theatre U Shape Classroom Boardroom Workshop Other: _____

AV or Equipment Requirements: _____

CATERING REQUIREMENTS

Catering Timing: _____

Dietary Requirements: _____

ACCOMMODATION REQUIREMENTS

Accommodation Room Required: Yes No / Room Only or Conference Package

Please accept one of the following: ALL CHARGES incurred or ROOM ONLY charges for any accommodation

'All charges' – additional/incidental charges (such as telephone, internet, restaurant charge backs) will be paid for by the signatory to this agreement.

'Room only' – 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.

PAYMENT DETAILS

A credit card is required to confirm the booking.

Payment Method (please tick): Credit Card **Amex / Diners 2% transaction fee. Mastercard / Visa 1.5% transaction fee*

Direct Electronic Transfer

Our company has established credit with Quest Port Adelaide

Card Type (please tick): AMEX DINERS VISA MASTERCARD

Card Number: _____ Expiry Date: _____ CCV: _____

Name on Card: _____ Cardholder's 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 Signatory: _____ Signature: _____ Date: _____