



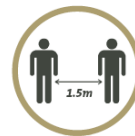
QUEST

WHYALLA

Conference & Meeting Facilities



**STAY
SAFE**
A Quest Promise



Practice social distancing



Wash your hands often with soap and water for at least 20 seconds



Cover your mouth and nose when you cough or sneeze

QUEST
APARTMENT HOTELS

4 Moran St, Whyalla SA, 5608

Telephone: (08) 8644 7600

Fax: (08) 8644 7699

Email: questwhyalla@questapartments.com.au

Web: www.questwhyalla.com.au



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:



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.



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.



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



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.

Property Contact Details

Street Address: 4 Moran Street, Whyalla, SA, 5608

Telephone: (08) 8644 7600

Facsimile: (08) 8644 7699

Email: questwhyalla@questapartments.com.au

Website: www.questwhyalla.com.au

Meeting & Business Services

- Internet Access
- Facsimile
- Photocopying
- Secretarial Services
- Catering
- Packaged accommodation rates

Meeting Facilities & Features

- Wireless internet
- Natural Light
- Reverse Cycle Air-Conditioning
- Modern Décor
- Audio Visual equipment to meet your requirements
- Complimentary Tea, Coffee, Iced Water, Mints, Note Pads & Pens
- Complimentary external break out area

Audio Visual

Standard Audio Visual Includes:

- Roof Mounted Data Projector
- Roof Mounted Projector Screen
- Speakers
- DVD Player
- Whiteboard with whiteboard markers
- Flip chart & markers.

Catering

Catering is ordered through our preferred supplier *Head Catering* who have implemented additional food and safety handling measures in light of Covid-19.

All catering now comes packaged for each individual, reducing the need for share plates or equipment. Quest Whyalla will coordinate your requirements directly with the caterer. Please see the following pages for some of our catering options.

Meeting Room Configurations & Capacities

Theatre	U Shape	Boardroom	Cabaret	Classroom
30	14	16	24	12
MAX	MAX	MAX	MAX	MAX

Current SA HEALTH guidelines enforce gatherings must comply with the 1 person per 2sqm rule. On this basis, Quest Whyalla can accommodate a maximum of 30 people in a Theatre setup. However, observing a 1.5m distance, we strongly recommend 20 as a maximum in all scenarios. Our 1 Bedroom Apartment conferencing will accommodate a maximum of 6.

Stay Safe – A Quest Promise

All staff have undertaken Health & Safety training in relation to Covid-19 and continue to maintain the increased sanitisation of the property. All bathroom facilities at Quest Whyalla are equipped with wall mounted hand soap and paper towels and/or dryer. Sanitising stations can be found at reception and a minimum of 2 stations will be available in our conference room. Your Health & Safety, and that of our staff is paramount. All attendees must sign in at Reception.

Hire Costs

Room Hire: \$370.00 Full Day incl. GST

\$270.00 Half Day incl. GST

One Bedroom Apartment Conference Hire:

\$220.00 Full Day incl. GST

\$150.00 Half Day incl. GST

Access hours:

Monday to Friday 10:00am – 5:30pm

Please note we are closed Saturday, Sundays and Public Holidays. Should you have requirements outside of our general hours, please phone us to discuss further.



Conference Catering Order Form

Date Required: _____ Quantity of people attending: _____

Dietary requirements: _____

Conference Event Name: _____ Contact: _____

On Arrival: Water, Mints, Packaged Biscuits Tea & Coffee provided throughout the event

Morning Tea Options: (please tick)

- Fruit Salad-\$9 per head
- Banana Bread - \$6 per head
- Blueberry Muffin \$6 per head
- Choc Chip Muffin \$6 per head
- Cheesecake \$8 per head
- Nourish Bowl \$7 per head

Serving Time Required: _____

Salads & Grazing (please tick)

- Lemon Pepper Squid & Salad -\$14 per head
- Grilled Chicken Ceasar Salad - \$14 per head
- Vegetarian Quiche & Salad - \$11 per head
- Marinated Lamb Salad - \$14 per head
- Morrocan Chicken Salad \$16 per head

Serving Time Required: _____

Wraps/Sandwiches/Baguettes (please tick)

- Club Sandwich \$14 per head
- Chicken, Lettuce, Mayo Baguette -\$11 per head
- Ham & Salad Baguette - \$11 per head
- Ham, Cheese & Tomato Roll - \$10 per head
- Chicken BLT \$14 per head

Serving Time Required: _____

Afternoon Tea Options: (please tick)

- Fruit Salad-\$9 per head
- Banana Bread - \$6 per head
- Blueberry Muffin \$6 per head
- Choc Chip Muffin \$6 per head
- Cheesecake \$8 per head
- Nourish Bowl \$7 per head

Serving Time Required: _____

All options provided individually boxed.

Our caterer is flexible and also experienced in dietary requirements – please advise us of any special requirements and we will coordinate additional menu options with the caterer. Any reduction or cancellation to booked catering items must be made 48 Hours in Advance of the booked date or the full price will be charged.

Quest Whyalla is not a licensed premise and will not provide liquor. You are welcome to privately provide alcohol inside the venue only (please advise reception in advance) however you must observe the seated alcohol consumption rule as defined by SA HEALTH. Any anti-social or unacceptable behaviours will result in immediate termination of your event. Due to our small team, we are unable to provide table service or dedicated wait staff. We would be happy to refer you to Head Catering to discuss wait staff hire.

Accommodation

Quest Whyalla offers a range of studio, one, two and three-bedroom apartments. Each of our apartments (excluding Studios) are fully self-contained with full kitchen separate lounge/dining room, washing facilities and work desk. We have updated all televisions to SMART televisions for your viewing experience in 2020.



Studio Apartment

Bedding Configuration: 1 King Bed or 2 Singles

Maximum Guests: 2

One Bedroom

Bedding Configuration: 1 King Bed or 2 Singles (Sofa Bed additional cost)

Maximum Guests: 3



Two Bedroom

Bedding Configuration: 2 King Beds or 4 Singles (Sofa Bed additional cost)

Maximum Guests: 5

Two Bedroom Executive

Bedding Configuration: 2 King Beds or 4 Singles (Sofa Bed additional cost) 2x Bathroom

Maximum Guests: 5

Three Bedroom Executive

Bedding Configuration: 3 King Beds or 6 Singles (Sofa Bed additional cost)

Maximum Guests: 7



Conference Credit Card Authority & Agreement Form

FORM MUST BE COMPLETED PRIOR TO THE EVENT

Person completing this form: _____

GUEST DETAILS

Guest name/s: _____

Mobile: _____

Arrival Date/Time: _____

Departure Date/Time: _____

COMPANY DETAILS (IF APPLICABLE)

Company: _____

Telephone: _____

AUTHORITY/CREDIT CARD DETAILS

I, _____ (the card holder) authorise Quest Whyalla to keep these details on file to process the Conference Room/Catering Costs.

Visa MasterCard Diners Amex

Card No: _____

Exp: ____/____/____

Card Holders Signature: _____

Payments processed via credit card will incur a transaction fee: *AMEX: 2.30% Diners: 2.70% VISA: 1.50% MasterCard: 2.00%*. Please forward a receipt via email or post to the address below:

A CLEAR PHOTOCOPY OR SCANNED COPY OF THE CREDIT CARD (FRONT AND BACK) AND VALID PHOTO IDENTIFICATION MUST BE ATTACHED FOR AUTHORISATION TO BE APPROVED.

- CONFIRMATION. Confirmation of the booking by the client must be made in writing within 3 days of the tentative reservation. Otherwise the property reserves the right to cancel the booking and allocate the venue to another client.
- PAYMENT. Total payments will be paid at the conclusion of the event unless prior arrangements have been made with the property. A credit card to secure the booking will be required prior to the event. (see below credit card authority form)
- 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 the Quest property regarding final numbers. Should a guaranteed number not be received, the expected attendance will be taken as final.
- 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 the Quest property prior to the event.
- 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.
- 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 the Quest properties terms and conditions.
- CANCELLATION POLICY. Cancellations and changes must be lodged by 2.00PM, 48 hours prior to the scheduled arrival. Cancellation within the 48-hour period will incur a surcharge of \$100.00 and the full cost of catering.