



WHYALLA

Conference & Meeting Facilities



4 Moran St, Whyalla SA, 5608

Telephone: (08) 8644 7600

Fax: (08) 8644 7699

Email: questwhyalla@questapartments.com.au

Web: www.questwhyalla.com.au

Property Contact Details

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

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Meeting & Business Services

- Internet Access
- Facsimile
- Photocopying
- Limited Secretarial Services
- Catering
- Negotiated 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 a local caterer – it can be arranged on a per head basis as per your requirements or arranged by yourself or your company by a preferred caterer. Please see following pages for some of our catering options.

Meeting Room Configurations & Capacities

Room Hire: \$250.00 Half Day incl. GST

\$350.00 Full Day incl. GST

Access hours:

Monday to Thursday 7:00am – 10:00pm

Friday 7:00am – 9:00pm

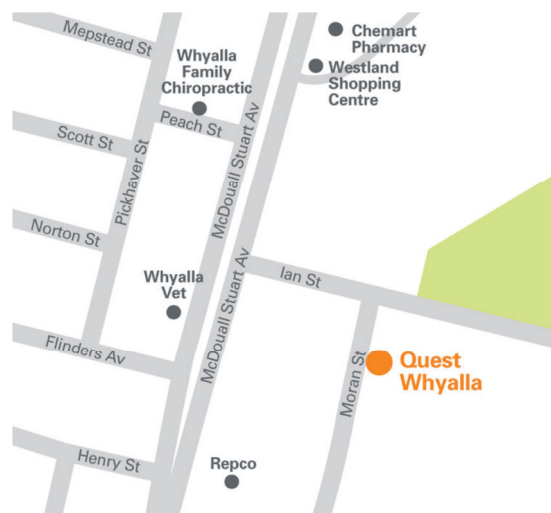
Saturday 9:00am – 5:00pm

Sunday 9:00am – 8:00pm

Theatre	U Shape	Boardroom	Cabaret	Classroom
50	25	30	30	30

Setup Configurations:

LOCATION:





WHYALLA

Conference Catering Order Form

Pricing may vary depending on the number of attendees and range of options. For example, larger group numbers may decrease the price per head per dish. Please direct all queries to reception staff.

Date Required: _____ **Quantity of people attending:** _____

Dietary requirements: _____

Conference Event Name: _____ **Contact:** _____

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

- Orange Juice-\$6.00
- Coffee Machine-\$10.00 (Cash Only)

Cold Options: (please tick)

- Wraps-\$10 per head
- Baguettes-\$10 per head
- Sandwiches - \$10 per head
- Focaccias-\$10 per head
- Chicken & Cold Meats-\$10 per head
- Chicken & Salad Platter-\$10 per head
- Continental Meats-\$10 per head

Morning Tea Options: (please tick)

- Fruit Platter-\$7 per head
- Scones-\$7 per head
- Muffins and Cakes-\$7 per head

Serving Time Required: _____

Serving Time Required: _____

Hot Options: (please Tick)

- Asian selection-\$5 per head
- Party Platter (sausage rolls, pies, pasties) \$5 per head
- Meatballs- \$8 per head
- Salt n pepper squid- \$12 per head
- Crumbed calamari- \$12 per head

Serving Time Required: _____

Afternoon Tea Options: (please tick)

- Fruit Platter-\$7 per head
- Scones-\$7 per head
- Muffins and Cakes-\$7 per head
- Salad and dips-\$7 per head
- Cheese and fruit-\$6 per head
- Cheese and biscuits-\$8 per head

Serving Time Required: _____

Please note: you will need to print and fill out this form for each day catering is required marked with the correct date the catering options are required for.

Our caterer is quite flexible if you have any dietary requirements please advise reception staff before the day.

Regarding dinner options or any other meals please speak to our friendly reception staff.

Our staff cannot supply any alcohol due to being a non-licensed property, but you may supply your own to attendees.

Accommodation

Quest Whyalla offers a range of studio, one, two and three-bedroom apartments. Each of our apartments are fully self-contained with full kitchen, separate lounge/dining room and working desk. Our studios have kitchenette and working desk facilities.

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

****PLEASE FILL OUT AND RETURN THIS FORM BY EMAIL OR FAX 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 properties 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 \$75.00 (hourly rate)