



QUEST SHEPPARTON Conference and Meeting Facilities

Property Contact Details

Street Address 177 – 183 Welsford Street
SHEPPARTON VIC 3630

Postal Address As Above

Telephone 61-(03) 5814 4800

Facsimile 61-(03) 5814 4899

Email questshepparton@questapartments.com.au

AAA Rating 4.5 Star AAA Rating

Property Website www.questshepparton.com.au

Conference & Meeting Enquiries

For any property meeting enquiries, bookings or to arrange a site inspection please contact:

E-mail: questshepparton@questapartments.com.au

Internet Site: www.questshepparton.com.au

Meeting & Business Services

- ◆ Business Administration Support
- ◆ Photocopying
- ◆ Facsimile Transmissions

Meeting Facilities & Features

- ◆ Wireless Broadband Internet*
- ◆ Whiteboard and Markers
- ◆ Flipcharts and flipchart paper
- ◆ Catering Menu's available
- ◆ Additional Audio Visual equipment to meet your requirements
- ◆ Complimentary Iced Water, Mints, Note Pads and Pens

Audio Visual

- ◆ Wireless Broadband Internet
- ◆ LCD TV
- ◆ DVD / Video Combo

** Additional Audio visual equipment or Broadband Access can be provided upon request (ie Data Projector). Associated Costs will apply*

Catering

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

- ◆ Arrival Tea & Coffee
- ◆ Morning Tea with light refreshments
- ◆ Working Lunch
- ◆ Afternoon Tea & Coffee refreshments
- ◆ Cocktail Food or Buffets

** Additional catering requirements can be provided upon request. Associated Costs will be involved*

Meeting Room Configurations

Full Day Hire	\$300.00 (or part thereof)
Briefing / Meeting Hire	\$225.00 Max 2 hours

Theatre	U Shape	Class Room	Boardroom	Square metres	Ceiling height (m)
70	35	30	35	78	2.7



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Conference Accommodation

Quest Shepparton offers a range of studio, one, two and three bedroom apartments located within walking distance to the Shepparton CBD. Each of our apartments are self contained offering full kitchen facilities (excl studio apartments), washing machine, dryer, separate lounge/dining room, LCD TV's, Astar and a designated work desk with high speed broadband.

When you choose to hold your meeting or function at Quest Shepparton, please advise of your Accommodation requirements and we will be able to provide you with a quote.

Studio Apartment

- ◆ 1 – 2 persons
- ◆ 1 x King Bed

One Bedroom Apartment

- ◆ 1 – 2 persons
- ◆ 1 x King Bed

Two Bedroom Apartment

- ◆ 1 – 4 persons
- ◆ 2 x King beds

Three Bedroom Apartment

- ◆ 1 – 6 persons
- ◆ 3 x King Beds

Broadband Internet Rates:

One hour:	\$6.00
24 hours:	\$22.00
One week:	\$80.00
One month:	\$195.00

Data Projector Hire:

Full Day:	\$185.00
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Conditions

Room Types are subject to availability. Please be aware that all of our King Beds can be split into Two Single Beds. This must be advised at the time of confirming your accommodation requirements. Our accommodation prices are based on room only, unless otherwise state on your individual quote.





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QUEST MEETING TERMS AND CONDITIONS

- **CONFIRMATION.** Confirmation of the booking by the client must be made in writing within 7 days of the tentative reservation. Otherwise the property 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 the property. All approved credit arrangements require full payment within 7 days of the function.
- **GUARANTEE OF PAYMENT.** The client signatory agrees with the Quest property to be personally liable to pay all monies payable to the Quest Shepparton 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 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 Quest Shepparton 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 Shepparton prior to signing the contract. Furthermore, all prices quoted are inclusive of a GST.
- **ROOM RENTAL CHARGE.** Meeting room rental charges are dependant on the time period required, the number of guests in attendance and the overall catering requirements.
- **COMMENCEMENT AND 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 Shepparton reserves the right to charge whatever costs are reasonably incurred to ensure the smooth operation of that meeting/event.
- **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 Quest Shepparton prior to the event.
- **DAMAGES.** Clients are financially responsible for any damage sustained to Quest Shepparton 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 Shepparton 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 properties 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 Shepparton 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 properties 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 in relation to the event/function.

AMEX / DINERS / VISA / MASTERCARD

Card Number: _____

Expiry Date: _____

Name _____

Signature _____

Date _____

Please fax this page & event order to 03 5814 4899 no later than 7 days prior to your Event.