



Quest Narre Warren Conference & Meeting Facilities

Property Contact Details

Street Address Cnr Princes Hwy and Verdun Drv Narre Warren , VIC 3805

Telephone (03) 9796 6944

Facsimile (03) 9796 6244

Email

questnarrewarren@questapartments.com.au

Melways Reference Map: 110 (G-6)

AAA Rating 4 Star – Eco friendly star

Conference & Meeting Enquiries

For any property meeting enquiries, bookings or to arrange a site inspection please contact reception on 03 9796 6944 or Karen Watson 0419 884 370:

Karen Watson

Sales and Marketing Executive

E-mail: kwatson@questapartments.com.au

Website:

www.questnarrewarren.com.au

Room Hire

Inclusions in room hire:

Whiteboard with whiteboard markers, flip chart, butchers paper & markers, direct dial phone, television & DVD player; complimentary tea, coffee, mints, note pads and pens.

*Digital projector hire and internet access available at additional charges.

Meeting & Business Services

- ◆ Business Administration Support
- ◆ Broadband internet connection
- ◆ Facsimile transmissions and printing

Meeting Facilities & Features

- ◆ Internet access (request at time of booking to arrange)
- ◆ Additional Audio Visual equipment to meet your needs.
- ◆ NEW 60 inch Plasma for leisure functions (to watch movies, sporting events etc)

Parking

Parking is subject to availability

Catering

Catering can be arranged on a per head basis as per your requirements. Some catering options are;

- Breakfast, Lunch or dinner presentation
- Morning / afternoon tea
- BBQ
- Buffet or Cocktail

Make a request and we will try our best to please.

*Please note: Quest Narre Warren does not allow self catering

Meeting Room Configurations & Capacities

Room	Theatre	U Shape	Class Room	Boardroom
Conference Room	30	25	25	25





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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.
- **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 31 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 property pursuant to this agreement.
- **CANCELLATION.** Cancellation within 48 hours of the event will incur a fee of anticipated day hire 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 the Quest property 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 the Quest property 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, the Quest property 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 the Quest property prior to the event.
- **DAMAGES.** Clients are financially responsible for any damage sustained to the Quest property 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.** The Quest property 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 the Quest properties 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.
- **CATERING** packages are available at Quest Narre Warren (no self catering)
- **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.