



QUEST GRANDE ESPLANADE Conference & Meeting Facilities

Property Contact Details

Street Address 54A West Esplanade
Manly NSW 2095

Telephone 02 9976 4600

Facsimile 02 9976 4699

Email
questgrandeplanade@questapartments.com.au

AAA Rating 4 star

Conference & Meeting Enquiries

For any conference enquiries or bookings,
please contact the property on:
Telephone 02 9976 4600

To arrange a site inspection, please contact:
Property Reservations

Telephone 02 9976 4600

Facsimile 02 9976 4699

E-mail
questgrandeplanade@questapartments.com.au

Internet Site
www.questgrandeplanade.com.au

Meeting & Business Services

- ◆ Limited Secretarial / Business Support
- ◆ Photo Copying / Facsimile Services

Meeting Facilities & Features

- ◆ Room Divider and Ante-Area
- ◆ Gourmet Catering Menu's available
- ◆ Additional Audio Visual Equipment available to hire (24 hours notice required)
- ◆ Complimentary Iced Water, Mints, Note Pads & Pens
- ◆ Complimentary Car Parking for 2 cars only
- ◆ Wireless Internet available through Azure (additional costs). For technical support call 1-300-552-215.

Audio Visual

Standard Audio Visual Includes:
Whiteboard with Whiteboard Markers
Overhead Projector and Screen
Flip Chart, Butchers Paper and Markers
Direct Dial Phone
Data / Modem Lines Providing Internet Access
Television & DVD

Additional Audio Visual Equipment available for hire (minimum 24 hours notice required):

Data Projector: \$250 per day
Electronic Whiteboard: \$75 per day

Catering

See our enclosed 'Quest Meeting Experience' packages, which offer selections including the following:

Arrival Tea & Coffee
Morning Tea with Light Refreshments
Working Lunch
Afternoon Tea with Light Refreshments

**Additional Catering Requirements Provided Upon Request*

** No External Catering for conferences is to be bought onto the premises*

**All catering must be pre-arranged with the hotel's contracted caterer*

** Conferencing not available on weekends*

Meeting Room Configurations & Capacities

Conference Room Hire Cost - No Catering

1 to 9 participants: \$500.00 per day

10 or more participants: \$750.00 per day

Conference Room Hire: \$380.00 per day (with accommodation of 3 or more apartments booked)

| Room | Theatre | U Shape | Class Room | Board Room | m2 | m2 |
|-----------------|---------|------------|---------------|---------------|---------------|-----------------|
| | | | | | Both Rooms | Room Divided |
| Gilbert Room | 50 | 28 | 30 | 26 | 100 | 50 |





QUEST GRANDE ESPLANADE Conference & Meeting Facilities

Quest Meeting Experience

QUEST GRANDE ESPLANADE MEAL PACKAGE
Includes Morning Tea, Lunch & Afternoon Tea (room hire cost not included)
\$40.00 per person (0 – 9 delegates)
Conference Room Hire: **\$380.00 per day**

QUEST GRANDE ESPLANADE DAY PACKAGE
\$69.20 per person (10 delegates or more)

Includes:

Conference Room Hire
Notepads, Pens, Iced Water & Mints

Coffee & Tea on Arrival
Freshly Brewed Coffee & Selection of Teas

Morning Tea
Freshly Brewed Coffee & Selection of Teas,
One Selection from Morning Tea Menu

Working Lunch
Freshly Brewed Coffee, Selection of Teas,
One Selection from Quest Lunch Menu,
Served with Fresh Orange Juice

Afternoon Tea
Freshly Brewed Coffee & Selection of Teas,
One Selection from Afternoon Tea Menu

Standard Audio Visual Equipment
Whiteboard & Markers
Television & VCR
Overhead Projector & Screen
Flip Chart, Butchers Paper & Markers
Direct Dial Phone
Facsimile & Photocopying Services
Complimentary Car Parking for 2 cars.
Rates for the Car Park to be negotiated with property.

*Additional Audio Visual Equipment Provided upon Request (extra charge)

All Prices Are Based On Minimum Of 10 Delegates.

CATERING MENU SELECTION

Freshly Brewed Coffee & Selection of Teas available all day. Orange Juice served during lunchtime only.

MORNING TEA

All Include Freshly Brewed Coffee & Tea

| | |
|--|--------|
| Danish Delights | \$9.90 |
| Selection of Freshly Baked Mini Danish Pastries | |
| Something Sweet | \$9.90 |
| Selection of Cakes & Sweet Sensations | |
| Delicious & Nutritious | \$9.90 |
| Selection of Healthy Bran Muffins & Seasonal Fruit | |

QUEST LUNCH

All Lunches Are Served with Orange Juice.

| | |
|--|---------|
| Gourmet Baguettes | \$30.40 |
| Selection of Gourmet Baguettes with Delicious fillings with Option A or B (see below) | |
| Wrap & Sandwiches | \$30.40 |
| Selection of Gourmet Wraps / Sandwiches with delicious fillings with Option A or B (see below) | |
| Quiches / Tarts | \$30.40 |
| Selection of Savory Quiches and Tarts with Option A or B (see below) | |

All Lunches served with either Option A or B:

Option A
1 to 19 Guests - 2 Salads & Cheese Platter
20+ Guests - 3 Salads & Cheese Platter

Option B
1 to 19 Guests - 2 Salads & Seasonal Fruit Platter
20+ Guests - 3 Salads & Seasonal Fruit Platter

Salad Selections

Greek Salad, Traditional Caesar Salad, Honey Roast Pumpkin Salad or Potato Salad

AFTERNOON TEA

All Include Freshly Brewed Coffee & Tea

| | |
|--|--------|
| Danish Delights | \$9.90 |
| Selection of Freshly Baked Mini Danish Pastries | |
| Something Sweet | \$9.90 |
| Selection of Cakes & Sweet Sensations | |
| Delicious & Nutritious | \$9.90 |
| Selection of Healthy Bran Muffins & Seasonal Fruit | |



QUEST GRANDE ESPLANADE Conference & Meeting Facilities

CONFERENCE ACCOMMODATION

Quest Grande Esplanade offers a range of Studios and One Bedroom Apartments. Each of our Apartments are fully Self Contained with full Kitchen And Laundry Facilities, Televisions, Direct Dial Phones with Voicemail and Balconies.

When you choose to hold your Meeting or Function at Quest Grande Esplanade, the following Accommodation Rates will apply:

- Studio Apartment
(1 person) **\$220.00 per Night**
- One Bedroom Apartment
(1-2 persons) **\$286.00 per Night**

Special Accommodation rates may apply for groups who book 10 or more room nights.
Conditions Apply

Prices subject to availability & are net of all commissions.

Valid until 31st December 2010

Accommodation Prices Are Based On Room Only

APARTMENT MEETINGS

For small groups, you may choose to hold your meeting in one of our Apartments.

Apartment Rates Include:

Apartment Hire for 8 hrs *
Pads, Pens & Mints

* Catering is not included, but options are available upon request. Catering costs are based on the number of attendees.

- Studio Apartment Meeting
Apartment Hire **\$295.00**
(Maximum Capacity 2 People)
- One Bedroom Apartment Meeting
Apartment Hire **\$375.00**
(Maximum Capacity 4 People)

Prices subject to availability and are net of all commissions.

Valid until 31st December 2010

Apartment Meetings subject to availability and are not available during Peak Periods.



QUEST GRANDE ESPLANADE Conference & Meeting Facilities

QUEST MEETING TERMS AND CONDITIONS

- **CONFIRMATION.** Confirmation of the booking by you must be made in writing within 7 days of the tentative reservation. Otherwise we reserve the right to cancel the booking and allocate the venue to another client.
- **PAYMENT.** Total payments must be paid at the conclusion of the event unless prior arrangements have been made with us. All approved credit arrangements require full payment within 7 days of the function.
- **GUARANTEE OF PAYMENT.** The client signatory agrees with us to be personally liable to pay all monies payable to us pursuant to this agreement.
- **CANCELLATION.** Cancellation of accommodation within 30 days will incur a charge of 1 night on each room (cancellation of 1 or 2 accommodation rooms is allowed with the standard 48 hour cancellation policy applies). Catering cancellation of 7 days applies. Conference room cancellation of 72 hours applies.
- **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 your responsibility to contact us 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 us prior to signing the contract. All prices quoted are inclusive of 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.
- **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: _____