



Serviced Apartments

## Conference & Meeting Facilities

### Property Contact Details

**Street Address** 8 Dixon Street  
Sydney NSW 2142  
**Telephone** 02 8281 4700  
**Facsimile** 02 8281 4799  
**Email:** [questondixon@questapartments.com.au](mailto:questondixon@questapartments.com.au)

**AAA Rating** 4 star + Green Star

### Conference & Meeting Enquiries

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

**Sunny Bawa**

**Telephone** 0401 358 821  
**Facsimile** 02 8281 4799  
**E-mail:** [sbawa@questapartments.com.au](mailto:sbawa@questapartments.com.au)  
**Internet Site:** [www.questondixon.com.au](http://www.questondixon.com.au)

### Meeting & Business Services

- Secretarial/ Business Support: POA
- Photo Coping/ Facsimile Transmissions: POA

### Meeting Facilities & Features

- Data/ Modem Points providing internet access
- Natural Lighting
- Meeting rooms with Balcony
- Flip chart, butchers paper & markers (Complimentary).
- Pens, pads & mints. (Complimentary)

### Audio Visual

- White Board: \$35.00 per day
- Direct Dial phone; Standard charges apply.
- Internet access; from \$20.00 per day.
- Television & DVD player; \$10.00 per day.
- Projector; POE

\*Additional Audio visual equipment can be hired at extra cost and prior booking

### Catering

- Arrival Tea & Coffee: \$4.50 per person.
- Morning Tea & Coffee with light refreshments: \$10.00 per person.
- Working Lunch. (As negotiated)
- Afternoon Tea & Coffee refreshments: \$10.00 per person.
- Bottled Water: \$2.50 per bottle

\*Additional or specific catering requirements provided upon request

### Meeting Room Configurations & Capacities

**Room Only**  
**Full Day Hire** \$230.00 (9am – 5pm)

Theatre	U Shape	Class Room	Board room	Square meters	Ceiling height (m)
10	10	10	10	55qs	3.7m





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### GUEST MEETING TERMS AND CONDITIONS

- **PAYMENT.** Total payments will be paid prior to 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 property pursuant to this agreement.
- **CANCELLATION.** Cancellation within 7 days of the event will incur a fee of 50% of anticipated revenue. If cancellation occurs within 48hrs of event, the full amount will be payable to the property.
- **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.

- **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.

**COMPANY:** \_\_\_\_\_

**CONTACT Name:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

**DATE OF CONFERENCE:** \_\_\_\_\_

**ARRIVAL TIME:** \_\_\_\_\_

**No. OF PAX:** \_\_\_\_\_

**ROOM HIRE - \$.00 per day / night**  
**SET-UP (Circle one):**

Board Room  
Theatre Style  
Class Room

### **CATERING: (Please circle appropriate choice)**

- 1) Conference package as negotiated (minimum 10 pax)
- 2) Arrival Tea \$4.40 pp
- 3) Morning Tea (& refreshments) \$10.00 pp
- 4) Lunch As negotiated
- 5) Afternoon Tea (& refreshments) \$10.00 pp
- 6) Data Projector POE
- 7) White Board \$35 pd
- 8) Bottled water \$2.50 pb

### **PAYMENT:**

**AMEX / DINERS / VISA / BANKCARD /  
MASTERCARD**

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please fax this page & Event Order to  
'Jyoti Prasad' on 02 8281 4799**