



# QUEST MACKAY

## Conference & Meeting Facilities

### Property Contact Details

**Street Address** 38 Macalister St  
Mackay QLD 4740  
**Telephone** 61- (07) 4829 5300  
**Facsimile** 61-(07) 4829 5399  
**Email** [questmackay@questapartments.com.au](mailto:questmackay@questapartments.com.au)  
**AAA Rating** 4 ½ star anticipated

### Conference & Meeting Enquiries

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

E-mail: [questmackay@questapartments.com.au](mailto:questmackay@questapartments.com.au)

Internet Site [www.questmackay.com.au](http://www.questmackay.com.au)

### Meeting & Business Services

- ◆ Business Administration Support
- ◆ Photo Coping
- ◆ Facsimile Transmissions

### Meeting Facilities & Features

- ◆ Data/ Modem Points providing internet access
- ◆ Wireless Connectivity
- ◆ Gourmet Catering Menu's available
- ◆ Additional Audio Visual equipment to meet your requirements
- ◆ Complimentary Iced Water, Mints, Note Pads & Pens
- ◆ Complimentary Car Parking

### Audio Visual

*Standard Audio Visual Includes*  
Whiteboard with whiteboard markers  
Flip chart, butchers paper & markers  
Direct Dial phone  
Television & DVD/Video Combo

\*Additional Audio visual equipment provided upon request. (Associated costs will be involved)

### Catering

Catering can be arranged on a per head basis as per your requirements some of the options are;

Arrival Tea & Coffee  
Morning Tea with light refreshments  
Working Lunch  
Afternoon Tea & Coffee refreshments

\*Additional catering requirements provided upon request (Associated cost will be involved)

### Meeting Room Configurations & Capacities

**Full Day Hire \$350.00**      **Half Day Hire \$200.00**  
**(4 hours or less)**

| Theatre | U Shape | Class Room | Boardroom | Square metres | Ceiling height (m) |
|---------|---------|------------|-----------|---------------|--------------------|
| 75      | 40      | 50         | 30        | 74            | 3.0                |



\* Images may not represent actual property



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### Conference Accommodation

Quest Mackay offers a range of studio, one and two bedroom apartments (two and three bedroom apartments equipped with two bathrooms). Each of our apartments are fully self contained with a kitchen, washer, dryer, separate lounge/dining room and working desk.

When you choose to hold your meeting or function at Quest Mackay the following accommodation rates will apply.

### Studio

- ◆ 1 – 2 persons
- ◆ 1 x King or 2 x Singles
- ◆ \$168.00 per night

### One Bedroom

- ◆ 1 – 2 persons
- ◆ 1 x King or  
2 x Singles
- ◆ \$198.00 per night

### Two Bedroom

- ◆ 1 – 4 persons
- ◆ 2 x King or 1 x King & 2 x Singles or  
4 x Singles
- ◆ \$280.00 per night

### Conditions

These prices are subject to availability and only available when booking direct with the property. Accommodation prices are based on room only.



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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.



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- **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 property 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 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

### AMEX / DINERS / VISA / MASTERCARD

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

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

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please fax this page & event Order to  
07 4829 5399 no later than 7 days prior  
to your conference**