



# QUEST ON LONSDALE Conference & Meeting Facilities

## Property Contact Details

**Street Address** 43 Lonsdale Street  
MELBOURNE VIC 3000  
**Telephone** 03 9663 3317  
**Facsimile** 03 9663 1095  
**Email** [questonlonsdale@questapartments.com.au](mailto:questonlonsdale@questapartments.com.au)  
**AAA Rating** 4 Star (anticipated)

## Conference & Meeting Enquiries

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

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

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

## Meeting & Business Services

- ◆ Secretarial/ Business Support
- ◆ Photocopying
- ◆ Facsimile Transmissions

## Meeting Facilities & Features

- ◆ Data Point providing internet access
- ◆ Whiteboard & Markers
- ◆ Flipcharts available
- ◆ Catering Menu's available
- ◆ Additional Audio Visual equipment to meet your requirements
- ◆ Complimentary Iced Water, Mints, Note Pads & Pens

## Audio Visual

*Standard Audio Visual Includes*  
Whiteboard with whiteboard markers  
Flip chart, butchers paper & markers  
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 depending 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). See page 3 for catering options.

## Meeting Room Configurations & Capacities

**Full Day Hire \$350.00**      **Half Day Hire \$275.00**  
**(4 hours or less)**  
**Briefing / Meeting Hire \$150 (max 2 hours)**

Theatre	U Shape	Class Room	Boardroom	Square metres	Ceiling height (m)
40	20	20	20	50	2.7





# QUEST ON LONSDALE

## Conference & Meeting Facilities

### The Lonsdale Room

Width  
5.60m

Length  
10.35m

Height  
2.70m

Overhead Projector Screen

Broadband  
access

Entrance from  
Quest on  
Lonsdale lobby

Catering Area

Direct Access to Lonsdale St



# QUEST ON LONSDALE

## Conference & Meeting Facilities

### The Lonsdale Room – Catering Options

#### **Food and Beverage Packages:**

Tea & Coffee on Arrival \$2.75 pp

Tea & Coffee for duration of hire \$6.50 pp

**Morning / Afternoon Tea:** Freshly brewed coffee & Selection of Teas and Selection of Assorted Cookies OR Slices OR Seasonal Fruit Platter. \$7.50 pp

**Lunch:** \$22.00 pp

Please select from below catering options

Freshly brewed coffee & Selection of Teas

Soft drink / Juice

#### **Quest Lonsdale Catering Package:**

Morning tea, lunch and afternoon tea, Continuous Freshly brewed coffee & selection of Teas \$38.00 per person

\*\* External catering incurs a cost of \$5.50 per person

### **Examples of an 'All Day Catering Package'**

#### **Morning and Afternoon Tea**

##### **Choice of 2 items from list below:**

Mini muffins (2 per serve)

Scones with strawberry jam and whipped cream

Lemon meringue pies

Raspberry frangipani tarts

Chocolate and coconut rum balls **g**

Seasonal fruit skewers **g**

Bite-sized chicken ribbon sandwiches (2 per serve)

Flourless orange cake **g**

Macadamia nut shortbread (2 per serve)

Mini mushroom & pine nut tarts

#### **Lunch—Choice of 1 of the following options:**

##### **Option 1**

Chef's selection of white and rye sandwiches, foccacia, Turkish bread, mountain bread wraps, sesame seed rolls and bagels (1.5 rounds per person)

##### **Option 2**

##### **Individual Boxed Salads— choose ONE:**

Chicken Caesar salad with croutons, egg and Parmesan

Greek salad, olives, tomato and feta **g**

Roast chicken salad with mango avocado salsa **g**

Spiced chickpea and sweet potato salad with avocado and cherry tomatoes **g**

Potato salad with bacon, spring onion and seeded mustard **g**

Roasted potato and pumpkin salad with baby spinach, macadamia nuts

and a wholegrain mustard mayonnaise **g**

Barbecue pork and rice noodle salad with crispy fried shallots **g**

Chicken, kaffir lime and lemongrass salad **g**

##### **Option 3**

##### **Individually Boxed Hot Items - choose:**

Tandoori chicken, fragrant basmati rice, riata and roti

Veal osso bucco with mashed potato

Traditional lasagne with tomato and basil ragu

Wild mushroom and spinach risotto with white truffle oil and Parmesan

Pumpkin and spinach lasagne with ricotta and tomato

Spiced Italian style meatballs with tomato and capsicum sauce **g**

##### **Option 4**

##### **Hot & Cold Savoury Lunch - choose 5 items:**

Individual potato, caramelised onion and brie pizza

Individual Chicken, BBQ sauce and mozzarella pizza

Homemade sausage rolls with tomato relish

Spinach and feta triangles

Caramelised onion and blue cheese calzone

Vegetable samosa with cucumber yoghurt

Smoked paprika chicken skewers with lemon aioli

Roasted sweet potato spinach and pine nut arancini with saffron mayonnaise

Beef and red bean Empanada

Vegetarian rice paper rolls **g**

Assorted Nori with wasabi mayonnaise and soy (2 per serve)\*

##### **\*\*All lunch options served with a Seasonal Fruit Platter\*\***

**g**—Gluten Free

\*—Gluten Free on request

Minimum order of 10 guests

# QUEST ON LONSDALE

## Conference & Meeting Facilities

### Conference Accommodation

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Quest on Lonsdale offers a range of studio, one and two bedroom executive apartments located in the heart of Melbourne Government and Business districts. Each of our apartments are self contained and recently refurbished with full kitchen facilities (excl studio apartments), separate lounge/dining room, high speed broadband and Foxtel TV.

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

### Studio Apartment

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- ◆ 1 – 2 persons
- ◆ 1 x Queen Bed
- ◆ \$160.00 per night

### One Bedroom Apartment

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- ◆ 1 – 2 persons
- ◆ 1 x Queen or  
2 x Singles
- ◆ \$170.00 per night

### One Bedroom Spa Executive

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- ◆ 1 – 2 persons
- ◆ 1 x Queen bed
- ◆ \$185.00 per night

### Two Bedroom Apartment

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- ◆ 1 – 4 persons
- ◆ 2 x Queen or  
1 x Queen & 2 x Singles
- ◆ \$240.00 per night

### Broadband Internet Rates:

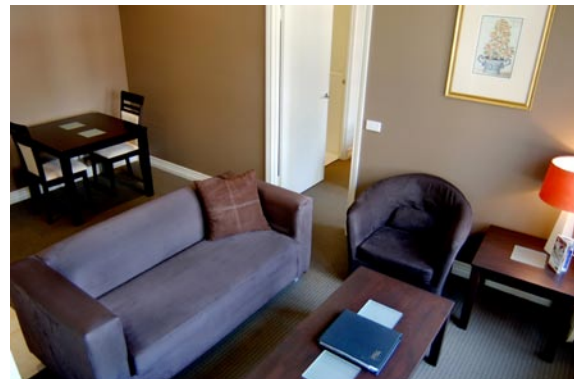
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One hour:	\$5.50
24 hours:	\$20.00
One week:	\$75.00
One month:	\$175.00
The Lonsdale Room:	\$20 per day

### Conditions

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





## QUEST ON LONSDALE Conference & Meeting Facilities

### 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 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





## QUEST ON LONSDALE Conference & Meeting Facilities

**AMEX / DINERS / VISA / MASTERCARD**

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

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

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please fax this page & event order to  
Attn James Hamilton at  
03 9663 1095 no later than 7 days prior  
to your conference**