

QUEST ON DONCASTER CONFERENCE TERMS AND CONDITIONS

1. **CONFIRMATION.** Bookings are only confirmed when a signed copy of the Terms & Conditions and Event Order Form is returned with the requested deposit (if requested). Quest on Doncaster reserves the right to cancel any booking that is not confirmed by a deposit and/or returned Terms & Conditions unless prior arrangement with management.
2. **PAYMENT.** Total payments will be paid at conclusion of the event unless prior arrangements have been made with management. All approved credit arrangements require full payment within 14 days of the function.
3. **GUARANTEE OF PAYMENT.** The client signatory agrees with Quest on Doncaster to be personally liable to pay all monies payable to Quest on Doncaster pursuant to this agreement.
4. **CANCELLATION.** If a booking is cancelled less than 48 hours before the scheduled date the client will be responsible for paying for any catering that has been ordered and room hire costs.
5. **FINAL ATTENDANCE.** A guaranteed minimum number of guests attending the event is required 5 working days prior to the event and the charges will rendered accordingly. It is the responsibility of the client to contact Quest on Doncaster regarding final numbers. Should a guaranteed number not be received, the expected attendance will be taken as final.
6. **PRICES.** All prices are current at the time of quotation and are subject to revision by Quest on Doncaster prior to signing the contract. Furthermore, prices are quoted inclusive of a 10% GST.
7. **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; unless otherwise negotiated and planned.
8. **ROOM ALLOCATION.** Quest on Doncaster reserves the right to assign an alternative meeting room for the organised meeting in the event that the conference room originally designated shall be unavailable or inappropriate in the opinion of the conference coordinator at Quest on Doncaster.
9. **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, Quest on Doncaster reserves the right to charge whatever costs are reasonably incurred to ensure the smooth operation of that meeting/event. Conclusion time will not exceed **10.00pm** unless pre arrangement with management has been made.
10. **DISPLAYS & 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 Quest on Doncaster prior to the event.
11. **DAMAGES.** Clients are financially responsible for any damage sustained to Quest on Doncaster 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.
12. **FOOD & BEVERAGE.** All finalized menus must be received 5 working days prior to the conference. Failure to comply may result in choices being unavailable. No food or beverage may be brought into the conference complex for consumption without prior authorisation. **Under no circumstance is food or beverage to be taken off the premises.** Any special dietary requirements **must be** advised at the time the menus are finalised. Quest on Doncaster will endeavour to fill all dietary requirements where possible, additional charges may apply.
13. **RESPONSIBILITY.** Quest on Doncaster 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.
14. **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 Quest on Doncaster's terms and conditions.
15. **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.
16. **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 Name: _____

Quest on Doncaster

Client Name: _____

855 Doncaster Road

Doncaster Victoria 3108

Tel: 03 8848 1600 Fax: 03 9840 1010

Client Signature: _____

questondoncaster@questapartments.com.au

Date: _____

www.questondoncaster.com.au

Quest on Doncaster trades as an independently owned and operated franchise of the Quest Group

Your perfect travel companion.

