

Conference & Meetings Package

Quality Suites Pioneer Sands

19 Carters Lane

Towradgi, New South Wales 2518

Everything your next function needs

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Thank You



Thank you for your interest in choosing
Quality Suites Pioneer Sands for your Corporate Event.
We would be thrilled to have you!

Just a stone throw away from Wollongong city centre, you'll find Quality Suites Pioneer Sands Hotel and Conference Centre in it's beautiful, quiet coastal location. Our hotel is ideally located on the northern side of Wollongong and only 60 minutes' drive south of Sydney Airport. Wollongong is situated only 80km south of Sydney.

With abundant natural light, air conditioned comfort and various break-out spaces, the conference centre has been purpose built to provide spaces for 2 through to 300 delegates. With complimentary parking, it's easy to ensure your event gets started on time.

Quality Suites Pioneer Sands can accommodate delegates in our 47 spacious One Bedroom and Two Bedroom Apartments and Studio Rooms feature a full kitchen/kitchenette facilities, balcony, TV and high speed wireless internet access allowing delegates to stay connected. Delegates can enjoy a coffee or breakfast in our Q Cafe', relax in the Q Bar or take advantage of the gym and pool.



Catering Options

Arrival Tea, Coffee and Water \$12.90 Per Person

Morning Tea \$19.90 Per Person
Two food items will be available including tea & coffee.

Afternoon Tea \$19.90 Per Person
Two food items will be available including tea & coffee.

Please note morning / afternoon tea breaks and lunch menus are chef's selection

Working Lunch \$40.90 Per Person
Selection of Sandwiches and Wraps
Selection of Hot Finger Food
Fresh Salad
Soft Drinks

Equipment Options

Please enquire separately for any additional equipment needed

Data Projector Hire \$190.00 Per Day
Hanging Projection Screen, Audio and AV Connection.

Room Hire Only

Room hire charges from Monday to Friday as below

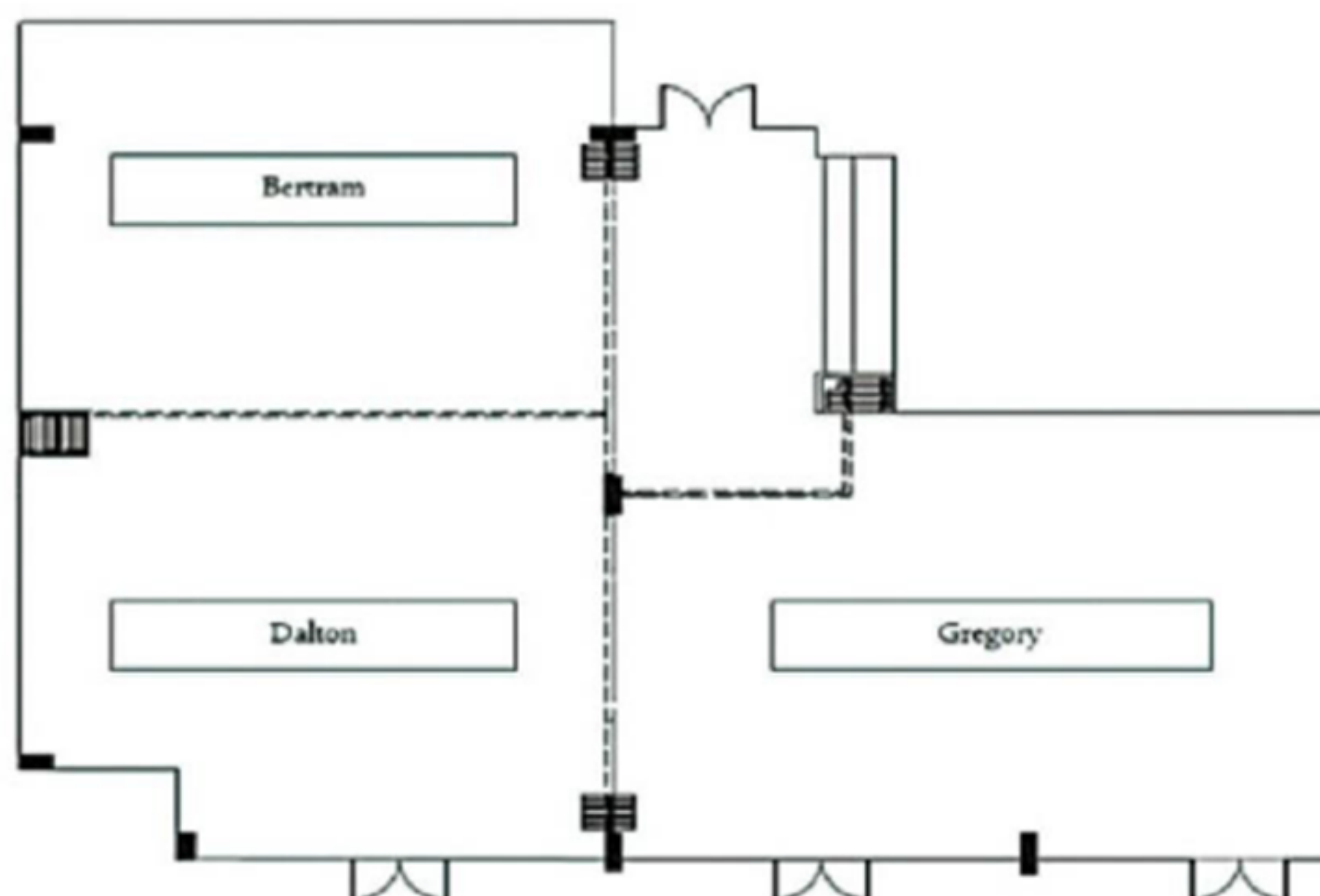
Room	Half Day Up to 5 hours	Full Day 5 + hours
Bertram	\$400.00	\$600.00
Dalton	\$400.00	\$600.00
Gregory	\$400.00	\$600.00
Dalton/Gregory	\$450.00	\$650.00
Bertram/Dalton	\$450.00	\$650.00
Ballroom	\$500.00	\$700.00

We are happy to extend the use of the conference rooms if needed. Please note an additional charge of \$60 for every hour overtime will occur.

15 % Surcharge on Weekends and Public Holidays will occur

Floor Plan

Venue capacity and floorplan...



Room	Room Size (m2)	Room Height (m)	Delegate Capacities (COVID social distancing)				
			Theatre	Cabaret	U Shape	Class Room	Board Room
Bertram	95	2.6	25	12	6	10	10
Dalton	105	2.6	27	15	6	10	10
Gregory	125	2.6	31	18	15	20	20
Dalton, Gregory	230	2.6	58	33	21	20	
Bertram/ Dalton	200	2.6	52	27	12	20	
Bertram Ballroom	355	2.6	83	40			

Accommodation

- **47 Rooms**
- **One Bedroom Apartments**
- **Two Bedroom Apartments**
- **Studio Suites**
- **Private Balcony**
- **Internet**
- **Kitchen Facilities in Apartments**
- **Laundry Facilities**
- **Complimentary Secure Parking**
- **Wheelchair Accessible Rooms**
- **Air conditioning**
- **Hair Dryer**
- **Iron & Ironing Board**
- **Tea & Coffee Facilities**
- **In-Room Mini Bar**

With our 47 over sized One and Two Bedroom, open plan, self-contained apartments all having views to either the escarpment or courtyard. We are sure to find something that suits your groups taste. Whilst our spacious and large One Bedroom Apartments are suitable for single or double occupancy, our Two Bedroom Apartments are perfect for twin share.



Terms and Conditions

To assist us in ensuring the success of your function, we would appreciate your attention to the following details

Confirmation

Should the Hotel fail to receive this contract, signed and completed 7 days before the due date, every effort will be made to contact the client prior to releasing the booking, which the Hotel reserves the right to do.

Event Cancellation

In the case of an event being cancelled the organizer must advise the hotel in writing 7 business days before the event date. If management are notified of cancellation within the 7 business days period, the hotel reserves the right to withhold full payment made by client.

Guaranteed numbers

The guaranteed minimum number of guests attending the function

is required seven (7) working days prior to the function taking place. Charges will be based on these minimum numbers or the actual attendance, whichever is greater.

Final details

To ensure your requirements are met, it is necessary for us to have seven (7) working days' notice of your function schedule and menu selection. This also includes floor plans and designs for exhibitions or display space.

Extended room hire

The organiser agrees to begin the function and vacate the room at the scheduled times. In the event that the function should continue beyond the agreed finishing time, the Hotel reserves the right to charge whatever costs are incurred to ensure the smooth running of the next function or effective running of the hotel.

Booking of other functions and or events

The Hotel reserves the right to book other functions in the same function room up to one (1) hour before the scheduled function commencement time and one (1) hour after the scheduled finishing time.

Food and beverage

No food or beverage is to be brought on to Hotel premises for consumption during the event, unless otherwise arranged with the General Manager. A handling fee will apply for any agreed or unauthorised food brought onto the premises.

Alterations

In the event of unforeseen circumstances or any alternation to numbers, the Hotel reserves the right to change the venue to another suitable room. Every effort will be made to discuss the changes with the organizer well in advance.

Payment

We will require full payment upon completion of event. Payment can be made by an approved Credit or Debit Card, Cash, or Electronic Fund Transfer (EFT). Please note that personal cheques will not be accepted. If full payment is not received 30 days after event date, additional late fee may be applied.

Damage

Loss or damage to any part of the Hotel or its equipment will be the financial responsibility of the organizer.

Nothing is to be nailed, screwed, stapled or adhered to any wall, door, window or other part of the building. The hanging of banners must be approved by Hotel Management prior to the function.

Insurance

Quality Suites Pioneer Sands will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during, or after the function.

Advertising

Prior permission is required to use the hotel name and or logo in print and or audio-visual display. Hotel management, prior to publication must approve all proposed artwork.

Menus and Prices

Every possible effort will be made to maintain menus and prices, however these are subject to change. Every effort will be made to contact the organiser if changes occur.

Special Effects

Smoke machines, special balloon effects and/or pyrotechnics cannot be operated without prior authority from Hotel management, due to the effect on the Hotel smoke detectors. Seven (7) working days' notice in writing is required. Should the fire brigade respond to an alarm set off by the unauthorised use of special effects, the Client will be liable for any charges incurred by the Hotel.

Car Parking

Located underneath the hotel, our car park has limited availability to guests staying in-house or attending a function. The entrance is via Carters Lane. Alternatively there is considerable ground level and street parking.

Deliveries

The General Manager must be notified in advance of any deliveries to the Hotel. All items should be marked for the attention of the General Manager with the function name, date and number of items being delivered. The Hotel will not accept responsibility for items left in the Hotel more than 48 hours prior to, or at the conclusion of the function without prior arrangement.

Content of the Event

If the Hotel has reason to believe that a function will affect the smooth running of the hotel's business, security or reputation, then management reserves the right to cancel the event at its discretion, and without notice or liability. Compliance Clients will be responsible to ensure the orderly behavior of their guests and the Hotel reserves the right to intervene where it sees fit.

Responsible Service of Alcohol

Under the Liquor Licensing Laws our event staff are under an obligation to ensure your patrons do not become intoxicated or disturb the neighbourhood. It is your responsibility to ensure that all attendees behave in an orderly manner during the event and do not breach our obligations. Age restrictions may apply to certain areas.

Cleaning

General and normal cleaning is included in the cost of the room hire.

You may incur additional charges in instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.

Accommodation Cancellation

1. Within Fifteen (15) – Twenty Nine (29) days prior to arrival – All rooms cancelled are subject to a cancellation charge equal to one night's accommodation charge per room cancelled.

2. All rooms cancelled within Four teen (14) days of arrival will be subject to the full accommodation charge for all room nights confirmed at the Hotel.

**Contact Us**

We look forward to hearing from you shortly

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