

Venue Booking Information

Located just 10mins from the heart of Brisbane's CBD, Hear and Say's headquarters is one of Australia's premier purpose-built audiology and therapy centres with business training, conference and event venues.

Flexible Venue Hire

With a first class training auditorium and flexible meeting and entertaining spaces both indoor and outdoor, Hear and Say is the ideal venue for any type of business function or meeting. Hear and Say offers one fully equipped auditorium, boardroom and several multi-purpose spaces perfect for meetings, corporate presentations, product launches, interviews, workshops and training.



Room	No. of people	Day	Price(\$)excl GST
Auditorium (with Deck)	Theatre style: 100 U Shape: 30 Hire between 8.00am and 5.30pm	Full Day	\$495
		Half Day	\$395
Learning Activities Centre	Multipurpose up to 100 Hire between 8.00am and 5.30pm	Full Day	\$400
		Half Day	\$300
Knowledge Hub	Multipurpose up to 50 Hire between 8.00am and 5.30pm	Full Day	\$200
		Half Day	\$150
Collaboration Room	Boardroom style: 20 Hire between 8.00am and 5.30pm	Full Day	\$150
		Half Day	\$100
Boardroom	Boardroom: 10 Hire between 8.00am and 5.30pm	Full Day	\$150
		Half Day	\$100
Foyer & Front decked area outside	Cocktail – Inside/Outside After 5.00 pm in conjunction with another room hire	Per hour (min 2 hours) After 5 pm	\$130
Deck	Cocktail - Outside After 5.00 pm in conjunction with another room hire	Per hour (min 2 hours)	\$100

Hear and Say Venue Hire

A 50% deposit (of the total booking amount) is payable to secure and confirm a booking. No bookings will be held without the payment of this deposit. Balances are to be paid prior to the booking date.

Room equipment

All room hire includes room set-up as required, audio-visual equipment and use of projector screens.

Equipment available

Hear and Say can supply the equipment you need for your event at no extra charge:

- Standard whiteboard with markers
- Wifi available in all areas
- Hand Held microphones
- Hearing Loop for Hearing Impaired in Auditorium
- Portable Sound field systems for all areas
- Built-in data projector (Auditorium and Knowledge Hub only)
- Conference phone



Catering

There are a number of kitchens that may be used for catering purposes.

Tea, coffee and water in disposable cups is included in all room hire if required.

Dinner Plates, side plates, bowls, wine glass, champagne flute or small water / juice glasses available for hire at \$0.75 per piece (up to 100 guests)

Knives, forks, dessert spoons and teaspoons available for hire at \$4.00/10 pieces



Getting to Hear and Say

29 Nathan Avenue, Ashgrove

Parking for up to 70 vehicles. For more information on how to get to Hear and Say www.hearandsay.com.au/Contactus/Howtofindus/. Our new Brisbane Centre is accessible by public transport. Maps, timetables, route and fare information can be found here by visiting www.translink.com.au.

Access

Our building has disabled access in addition to stroller access and parent rooms.

Hear and Say Venue Hire
Venue Hire Agreement

Bookings must be confirmed and agreement signed at least seven days prior to the event.

Hirer	Company Name: ABN: Address:		
Contact Person	Name: Email: Phone:		
Date of Event		Start time:	End time:
Did you wish to make multiple bookings for this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, indicate other dates:		
Purpose of Event			
No. of attendees			
Type of hire (please tick)	<input type="checkbox"/> Day <input type="checkbox"/> Half Day <input type="checkbox"/> Hourly		Number of hours:
Hear and Say Venue (please tick)	<input type="checkbox"/> Auditorium <input type="checkbox"/> Learning Activity Centre <input type="checkbox"/> Knowledge Hub <input type="checkbox"/> Collaboration Room		<input type="checkbox"/> Boardroom <input type="checkbox"/> Foyer (after 5pm) <input type="checkbox"/> Deck
Hire of tableware	<input type="checkbox"/> Dinner plates Quantity: @ \$0.75 each Total: \$ <input type="checkbox"/> Side plates Quantity: @ \$0.75 each Total: \$ <input type="checkbox"/> Bowls Quantity: @ \$0.75 each Total: \$ <input type="checkbox"/> Wine glasses Quantity: @ \$0.75 each Total: \$ <input type="checkbox"/> Champagne flutes Quantity: @ \$0.75 each Total: \$ <input type="checkbox"/> Water glasses Quantity: @ \$0.75 each Total: \$ <input type="checkbox"/> Water jug Quantity: @ \$0.75 each Total: \$ <input type="checkbox"/> Knives Quantity: @ \$4.00/10 Total: \$ <input type="checkbox"/> Forks Quantity: @ \$4.00/10 Total: \$ <input type="checkbox"/> Dessert Spoons Quantity: @ \$4.00/10 Total: \$ <input type="checkbox"/> Teaspoons Quantity: @ \$4.00/10 Total: \$ TOTAL: \$		
Price (\$)	Hire of venue		\$
	Hire of tableware		\$
	GST (if applicable)		\$
	TOTAL		\$
	DEPOSIT (to confirm booking) 50%		
Insurances (please provide details and copies of relevant insurances)	The Hirer must have in force public liability insurance for at least \$10,000,000 whilst hiring the Venue.		
Facilities and Equipment (provide details of facilities and equipment to be utilised)			
Catering (please tick)	Will the event be catered? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes:		
	Name of Caterer:		
	Caterer contact number:		
Conditions of hire	<ul style="list-style-type: none"> Upon signing this agreement, the hirer will pay to Hear and Say a deposit of 50% of the value of this agreement 		

Hear and Say Venue Hire

	<ul style="list-style-type: none"> • Cancellations received in writing up to Seven (7) working days prior to commencement of hire will attract a cancellation fee - \$50.00. • Cancellations where less than (7) working days written notice is given, will attract a cancellation fee equal to the full cost of the Venue Hire. • Amendments to bookings will incur an Administration Fee - \$20.00. • A refundable deposit of \$100 for extra cleaning may also be required • The hirer may not sub-let any space within Hear and Say. • Activities can only be held on the date and times referred to in this agreement. • Hirers must have in place all permits, rights, licences, etc. to undertake their activities and are responsible for payment of taxes or charges to third parties in connection with such activities. • Hirer shall not infringe or breach any copyright. • Hear and Say reserves the right to exercise control of sound levels. Any noisy activities and works that generate vibrations are to be approved by Hear and Say. • All vehicles utilising the Hear and Say carpark must do so in line with traffic management protocols. • Hirers must not obstruct any exist or path of travel within the building. • Hired facilities are to be left in a clean and tidy condition. • Any damages must be paid for in full. • Hear and Say reserves the right to suspend or control to any extent any activity which is not in accordance with these conditions.
General obligations	<ul style="list-style-type: none"> • When hiring a Hear and Say Venue, the Hirer is responsible to ensure: <ul style="list-style-type: none"> ○ An adult supervises children at all times. ○ All in attendance behave in an orderly manner. ○ All equipment belonging to Hear and Say is to be left in good condition. ○ Your event does not impact on the local community or surrounds (i.e.) loud noise, large crowds without prior approval from Hear and Say. ○ The Hirer must keep a record of persons attending and will be responsible to ensure their evacuation in the case of fire or if the Venue must be evacuated for any other reason.
Occupational Health and Safety	<ul style="list-style-type: none"> • Everyone on Hear and Say premises is obliged to take reasonable care to ensure their own health and safety and those of co-workers, visitors and patrons to events. • The Hirer must comply with any safety instructions given by Hear and Say staff. • It is the Hirer's responsibility to ensure that their employees, contractors, volunteers and/or helpers practice good housekeeping to control and identify and report any hazards to Hear and Say staff immediately. • It is the Hirer's responsibility to adequately induct employees, contractors and helpers/volunteers before starting work in the Hear and Say venue.
Prohibited actions	<ul style="list-style-type: none"> • The Hirer must not drive tacks, nails or screws etc. into Hear and Say walls or any part of the building, furniture or fixtures. • No smoking is permitted on the premises or within 4 metres of the building entrance. • The Hirer must not permit any flame (including candles), explosive or fuel to be brought into the venue.
Privacy	<ul style="list-style-type: none"> • Hear and Say takes care to respect the privacy of its hirers. Personally identifiable information (name, address etc.) is required in order to create a legally binding contract between the Hirer and Hear and Say. This personal information may be stored in the Hear and Say database. Please refer to the Hear and Say Privacy Policy for further information. • On occasion, Hear and Say may use your information to advise you of the various services provided by Hear and Say.
Indemnity	<ul style="list-style-type: none"> • The Hirer must indemnify and keep indemnified Hear and Say from and against all actions, claims, demands, losses, injuries, death and expenses for which Hear and Say may become liable including any loss, damage or injury from any cause whatsoever to property or person caused or contributed to by the use of the venue by the Hirer and for any personal injury sustained by any person in or about the Venue however caused other than the wilful or negligent act of Hear and Say or its servants or agents.

Hear and Say Venue Hire

I have read and understood the above conditions. I agree to abide by the terms and conditions stated above and according to the purpose of use as stated in the Venue Hire Agreement. This agreement is made on the date it is executed by Hear and Say.

Executed as an Agreement.

Executed by the Hirer by its duly appointed representative:
Signed:
Name:
Title:
Date:

Executed by Hear and Say by its duly appointed representative:
Signed:
Name:
Title:
Date: