

Telethon Speech & Hearing

VENUE HIRE

BENDAT PARENT & COMMUNITY CENTRE

Exceptional facilities
to suit all your
business needs



The Bendat Centre is located in Wembley, overlooking the picturesque Lake Monger. With ample free parking and only 7 mins from the Perth CBD and 25mins from Perth airports, we offer complimentary Wi-Fi and boast exceptional facilities providing the professionalism to ensure your next event is a success.

Our multi-purpose venue space is suited for both small and large events and is the perfect destination for a large conference, planning day, corporate workshop, AGM, seminar or an intimate wedding.

By hiring this venue you are helping to support the work of Telethon Speech & Hearing, a proud Western Australian success story, impacting the lives of children and their families, to speak, hear, connect and learn.





AUDITORIUM

The auditorium located on the ground floor boasts conference facilities, stage, specialised acoustic walls and interior sound panelling.

Whether it's an intimate wedding, business planning day, conference or training seminar, this room is perfectly suited to both small and large events, it can be partitioned into two separate rooms and can be arranged in an array of function layouts.

ROOM MEASUREMENTS	DEPTH (metres)	WIDTH (metres)
Auditorium (excluding the stage area)	11	13
Auditorium stage side	11	13
Auditorium back half	7	13
Stage area (raised 600mm with four stair access either side)	3.5	8
Lakeside	5	13

Equipment available for hire:

- » Full touch screen
- » Projector
- » Lectern
- » AV equipment
- » Microphones



The Auditorium can be configured for any style. This area can also be divided in two to accommodate smaller groups and has access to the Lakeside Room.

ROOM SETUP	CAPACITY	
	Full Auditorium	Half Auditorium
Theatre setup	300	180
Table setup	150	60

Equipment available for hire:

- » Full touch screen AV equipment
- » Projector
- » Microphones
- » Lectern



LAKESIDE FOYER

With beautiful views of Lake Monger, this area is adjacent to the Auditorium and when booked with the auditorium, is ideal to take your guests post meeting for a sundowner.

This space is perfectly suited for a post event sundowner or a small cocktail event and includes use of our state of the art kitchen facilities.





THE LAKESIDE ROOM

Located on the ground floor, this room is perfectly suited for small meetings or as an additional breakout space for your next large conference or seminar.

ROOM MEASUREMENTS		DEPTH (metres)	WIDTH (metres)
Lakeside Room		9	5
ROOM SETUP		CAPACITY	
Theatre setup		30	
Table setup		20	

Equipment available for hire:

- » Portable Projector
- » Screen
- » Whiteboard



TOMASI TRAINING ROOM

Located on the first floor, this room is filled with natural light. Perfect for workshops, seminars, corporate planning days and AGM.

Lift access, toilets and shared kitchen area are available.

ROOM MEASUREMENTS	DEPTH (metres)	WIDTH (metres)
Tomasi Training Room	10	15

ROOM SETUP	CAPACITY
Theatre setup	80
Table setup	60

Equipment available for hire:

- » Full touch screen
- » AV system
- » Microphones
- » AV equipment
- » Projector
- » Lectern



BOARDROOM

Located on the first floor, with magnificent views of Lake Monger. This is the perfect meeting venue and is designed to accommodate small business meetings.

Lift access, toilets and shared kitchen area available.

ROOM MEASUREMENTS*	DEPTH (metres)	WIDTH (metres)
Boardroom	11	4
ROOM SETUP	CAPACITY	
Theatre setup	36	
Table setup	25	

**Off-square shape, measurements are central*



PRICE TABLE

ROOM	CAPACITY		PRICE (Incl. GST)		AV EQUIPMENT HIRE
	Theatre setup	Table setup	Full Day 8 hrs*	Half Day 4 hrs*	
Tomasi Training Room	80	60	\$500	\$250	+\$175 Includes: Projector, Screen, Mics and Audio
Boardroom	30	25	\$400	\$200	+\$75 Includes: Projector and Wi-Fi
Lakeside Room	30	20	\$300	\$150	+\$75 Includes: Projector and Wi-Fi
Auditorium	300	180	\$1,100	\$550	+\$200 Includes: Touch Screen and Full AV system
Half Auditorium	150	60	\$550	\$275	+\$200 Includes: Touch Screen and Full AV system

**Please note, that an additional charge may be incorporated into the payment for additional hours the venue is used outside of the above costs.*



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ABOUT TSH

Telethon Speech & Hearing originated in 1966 with a group of parents, who had great hopes for the future of their profoundly deaf children, refused to settle for what they thought was “second-best”.

These parents decided to start a school of their own. With five students, no premises, little money and no experience, they made a commitment to pursue the very best oral education for their children. In 1972, a site in Lake Monger was formally offered and in 1975 the present facility in Wembley was opened on land set aside by an Act of State Parliament.

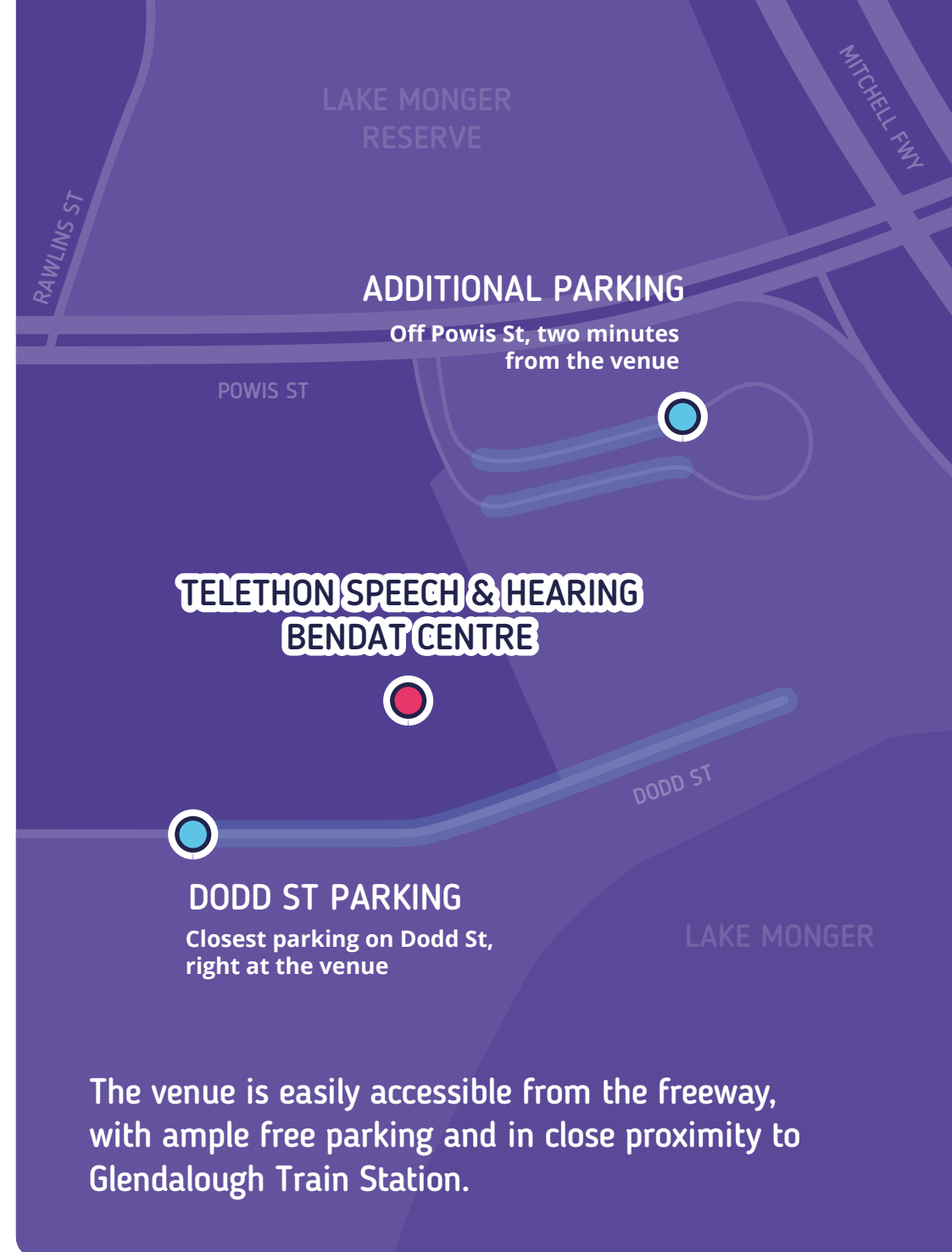
When booking your event, you will be pleased to know that the net proceeds from this service will support the work of Telethon Speech & Hearing to assist children with hearing, speech and language difficulties.

We look forward to assisting you with your event at the Telethon Speech & Hearing Bendat Centre.

Venue enquiries:

Venue Hire Manager: +61 8 9387 9816

Our Venue Hire Manager will be happy to assist you with all your enquiries and welcome you to come in and view the function areas.



The venue is easily accessible from the freeway, with ample free parking and in close proximity to Glendalough Train Station.

TERMS & CONDITIONS

Hiring a Venue at Telethon Speech & Hearing (TSH)

Bookings

CONFIRMATIONS

- » On receipt of your enquiry a booking form will be sent to you along with an information pack which outlines venue hire costs, details of additional services and our terms and conditions.
- » When the booking form is returned, which is also acceptance of our terms and conditions, a confirmation email will be sent to you.
- » An invoice will be sent to you requesting full payment for venue hire and is expected within 5 working days of receipt.
- » TSH reserves the right to communicate with the hirer to inform the hirer that the booking is not confirmed if payment is not paid within 5 days of the request for booking was made.
- » The hirer will pay the interest on payments which are unpaid seven days after any invoice at the rate of eight per cent per annum compounded.

Tentative Bookings

- » TSH will hold tentative bookings until such time that there is another request for the space. If this occurs TSH will contact the client holding the space for pending confirmation. Upon confirmation, normal booking conditions and cancellation penalties will apply.

Cancellations

- » There will be no cancellation fee for bookings cancelled 28 days or more from the event date and a full refund will be provided. A cancellation fee of 50% of the room hire fee will be charged for bookings cancelled within 28 days of the venue hire date. If cancellation occurs within 10 days of the venue hire date 100% room hire fee will be charged. If cancellation occurs within 5 days of the venue hire date the total cost of the venue hire (including catering) will be charged. Refund will be provided accordingly.
- » If TSH has reason to believe that the function will affect the smooth running of its business, its security or reputation, it reserves the right to cancel the function without liability.
- » TSH is not liable for any interference or cancellation of an event in a venue which is caused by civil disruption, industrial action, terrorism, act of God, or any circumstances beyond the direct control of TSH and will not be obliged to settle any dispute or control any disruption which has been caused.

Variations

- » TSH, at its sole discretion, reserves the right to accept or decline any requests from the hirer to make variations to the date of hire or room.
- » Where TSH does not accommodate the variation request and the hirer does not wish to continue with the initial booking, the change will be considered as a Cancellation, as above.

Bonds

TSH, at its sole discretion, reserves the right to hold a refundable bond for the venue hire. The bond amount will be up to the amount due for the venue hire. The bond will be refunded to the hirer once it has been confirmed that all conditions of hire have been met. Unless disputed, this will normally occur within 14 days of the date of hire.

Insurance

- » TSH assumes no responsibility for damage or loss of client property before, during or after a function. Hirers will need to take their own insurance for the event, their belongings and any damage that may be caused.
- » Hirers who book venues must have a current public liability insurance policy to the value of not less than \$10 million. A certificate of currency (or copy) for the policy will need to be presented together with your confirmation booking.

Indemnity

The hirer indemnifies TSH against claims, losses, actions, damages, costs and expenses, personal injury, death or damage to property arising from the use of the venue and any equipment used during the hiring caused directly or indirectly by any act or omission of the hirer, or their officers, agents or employees or any other person directly or indirectly associated with the hirer's use of venue or by the hirer's failure to comply with these terms and conditions of venue hire.

Damage

- » Hirers must maintain good order in the vicinity of a hired venue and ensure property in and around the venue is not damaged.
- » Where these conditions have been breached, the hirer will pay the cost of labour, replacement cost of items, materials, cleaning, repairs, consultancy costs and restoration of the venue and its fittings, equipment, furniture, carpets and any other property which has been removed or damaged.

Furniture and Equipment

- » Furniture and equipment must not be moved without the permission of TSH.
- » If permission to move furniture or equipment is given by the TSH, it will be on the understanding that the furniture and equipment will be returned to the same position as before the event. The hirer will bear any charges incurred if a venue needs to be reconfigured once the event has concluded. Additional charges will be \$55 per hour (inclusive of GST for a minimum two hours).
- » Furniture and equipment may not be moved outside the venue. The hirer will bear any repair or replacement costs if furniture or equipment is damaged during an event.

Cleaning

- » The venue will be left clean and tidy at the close of the event. The hirer will incur additional cleaning costs if a venue is not left cleaned and tidy at the end of an event.
- » Leave the room/s in a clean and tidy condition, with all rubbish etc. removed.
- » Mop and wipe any floor, table, chair etc. that is dirty or has something spilt on it.
- » No confetti, rice or any materials should be used in or around the venue.

Additional cleaning is chargeable at the rate of \$55 per hour (incl GST for a minimum of two hours).

Catering

- » Catering for the event is the responsibility of the hirer. TSH can recommend a caterer at the request of the hirer.
- » Food, beverages and other refreshments may be served on the premises and hirer must ensure that all leftover food and packaging will be cleared and disposed of in the bins provided.

TERMS & CONDITIONS

Hiring a Venue at Telethon Speech & Hearing

Service of Alcohol

- » If alcohol is being sold or consumed on TSH grounds a liquor licence may be required and should be applied for by the hirer who must abide by the conditions of this permit and a proof of permit approval must be submitted to the TSH at least 21 days before the event.
- » For more information about liquor licensing refer to the Office of Racing Gaming and Liquor.
- » Written authority from TSH to consume liquor must be carried with the hirer on the day of the function together with the booking confirmation letter.
- » The hirer must adhere to any Responsible Service of Alcohol legislation, standards or other requirements.

Security

- » Where a large number of people are to attend an event and alcohol is to be consumed, additional security must be arranged by the hirer at the cost of the hirer.
- » If TSH is of the opinion that the number of attendees or nature of the event for which a venue is hired requires additional security, the hirer must arrange such security at the cost of the hirer and written confirmation submitted to the TSH.
- » The hirer must be responsible for closing and locking all windows and doors and setting the alarm prior to departure.

No Smoking

Hirers must enforce a strict "No Smoking" policy on TSH premises.

Deliveries

- » TSH must be notified of all deliveries being made to TSH in advance of venue hire bookings. The collection and return of goods is the hirer's responsibility.
- » Deliveries to be made in advance of the date of the venue hire shall be agreed with TSH prior to the proposed date of delivery.

Audio visual equipment

The rate for venues does not include the use of audio visual equipment. Audio visual equipment is available and can be requested at an additional cost to the hirer (please see venue hire information) the time of booking or within 7 days before the booking occurs.

All AV equipment must be left returned in the same condition. If any items are damaged or lost, charges will be made for replacement.

Signage

Use of the TSH logo or photographs of the venue may be used with the approval of TSH.

If you wish to advertise a function which is to be held in a TSH venue, with the approval of TSH, the hirer may erect a banner of prescribed dimensions and material.

- » If you wish to erect directional signs for an event, stand-alone signs may be erected on TSH campus but must be removed immediately after the event.
- » No posters or brochures may be attached to any infrastructure on TSH grounds, A3 signage frames may be used.

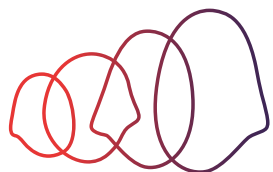
Parking

- » There are many free public car parking bays available for hirers to use. Please note that much of the car park is owned and operated by the Town of Cambridge and not TSH. Due to this, TSH is not in the position to reserve bays unless a request is made under exceptional circumstances (regal or vice-regal visitors, heads-of-state or people representing).
- » Disabled parking is available at the front of the venue.
- » TSH does not take any responsibility for any theft or damage to the vehicles while in the car park.
- » Hirers must not park in designated areas for TSH's school operations.

Protocol

- » Hirers must give advance notice of visits by regal or vice-regal visitors, heads-of-state or people representing them so that security arrangements and protocol can be observed.





Telethon Speech & Hearing

ABN 73 885 107 614

Registered Charity No: 17993

Deductible Gift Recipient

36 Dodd St, Wembley WA 6014

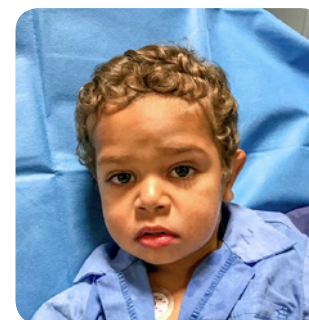
PO Box 186, Wembley WA 6913

T: +61 8 9387 9888

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E: speech@tsh.org.au

www.tsh.org.au



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