

Organising an Event in Logan Info Sheet



This list of links and contacts will assist you to organise your event.

Venue hire

Council parks

All council parks are available for functions. Bookings for vehicle access or events need to be made at least three days in advance. For more information email council@logan.qld.gov.au or contact the Parks Administration Assistant on (07) 3412 5524.

Logan Entertainment Centre

For more information see the Logan Entertainment Centre [Venue hire](http://www.logan.qld.gov.au/LCC/logan/lec/venuehire.htm) website (<http://www.logan.qld.gov.au/LCC/logan/lec/venuehire.htm>).

Community centres and halls

These facilities are available to the community for a variety of purposes. For more information see the Council [Community centres and venues](http://www.logan.qld.gov.au/LCC/residents/communityserv/communitycentres/default.htm) website (<http://www.logan.qld.gov.au/LCC/residents/communityserv/communitycentres/default.htm>).

Infrastructure

Marquee (9m x 5.4m)

Available to all community and sporting organisations. For more information email council@logan.qld.gov.au or phone (07) 3412 5172.

Witches hats, vests and barrier tape

These items can be issued temporarily to community and sporting organisations. For more information email council@logan.qld.gov.au or phone (07) 3412 5172.

Portable toilets, fencing, additional marquees, PA equipment

Council is unable to provide assistance with these items. It is suggested you consult your local business directory for the appropriate provider.

Health and safety

Food

Selling food from a temporary food stall at events such as markets, festivals and fetes may require a food business licence. For more information see the Council [Food stalls](http://www.logan.qld.gov.au/LCC/business/food/food_stalls.htm) website (http://www.logan.qld.gov.au/LCC/business/food/food_stalls.htm).

Waste management

Community and sporting organisations are entitled to disposal of waste up to the value of \$1000 per financial year. Eligible organisations can also arrange bins for their event up to the value of \$200 per financial year. For more information email council@logan.qld.gov.au or phone (07) 3412 5172.

Alcohol

The Liquor Act 1992 prohibits the consumption of alcohol in public places unless the area is covered by a liquor licence or permit. For more information see the Queensland Government [Liquor Licensing Division](http://www.liquor.qld.gov.au) website (<http://www.liquor.qld.gov.au>).

Fireworks

Event Coordinators and Fireworks Contractors must comply with the Queensland Government Fireworks Code of Conduct. For more information see the Queensland Department of Mines and Energy [Explosives and Fireworks Safety](http://www.dme.qld.gov.au/mines/explosives.cfm) website (<http://www.dme.qld.gov.au/mines/explosives.cfm>).

Promotion

Council events calendar

To register for the [Events Calendar](http://www.logan.qld.gov.au/LCC/logan/thingstodo/Events/default.htm) (<http://www.logan.qld.gov.au/LCC/logan/thingstodo/Events/default.htm>) email the details of your event to council@logan.qld.gov.au.

Signage

Council does not permit signage on Council property.

Events checklist

There is also a simple [Event checklist](http://www.logan.qld.gov.au/NR/rdonlyres/3A87B550-845F-4435-976A-AC8AC678DE39/0/Community_Events_Management_Checklist_Public.pdf) (pdf) (http://www.logan.qld.gov.au/NR/rdonlyres/3A87B550-845F-4435-976A-AC8AC678DE39/0/Community_Events_Management_Checklist_Public.pdf) for those looking to stage an outdoor event in Logan.

The checklist is a useful tool to ensure that you have considered everything involved in staging a safe and successful event such as food permits, safety, insurance and volunteers prior to the event.

For more information about planning events in Logan contact Council's Community and Cultural Events Coordinator on (07) 3412 5176.