

# Beenleigh Events Centre

## Venue Hire



# BEENLEIGH EVENTS CENTRE

## A Warm Welcome

### The Venue

The Beenleigh Events Centre (BEC), an extremely well presented and highly adaptable venue. Having a maximum venue wide capacity of 800 people, with the main function room comfortably seating 600 in theatre style and 400 in banquet style, BEC is the perfect space for your next event.

Whether it's a small corporate training session or large awards presentation; a client meeting or an industry conference – with its moveable walls and multiple independently hireable rooms BEC has the space you need.

Of course, your next family occasion - such as a baby shower, milestone birthday or Wedding event will equally feel right at home within the walls of the BEC and in the hands of our experience team of event professionals.

A fully liquor licensed venue with an enthusiastic team capable of delivering exceptional full service events, with the added flexibility of allowing self- and third party catering, BEC accommodates for all members of our diverse community with dignity, care and compassion.

BEC is conveniently located in the centre of Beenleigh, nestled between the Crete Street Theatre and the Beenleigh Library and is just 10 minutes south of the junction of the Pacific and Logan Motorways by car.

A 30% reduction in venue hire (only) is available to eligible Non-Profit organisations.

### Location

 Corner Kent and Crete Street  
Beenleigh QLD 4207

#### Travelling by Car

The confluence of two major roadways, M1 & M6 provides easy access wherever you're travelling to or from across South East Queensland.

Via the M1 - Pacific Motorway use Exit 35 - Beenleigh South Exit, home of local icon the Beenleigh Artisan Distillery - Australia's oldest registered distillery.

From there it is just a short 5 minute drive to the undercover car parking and warm hospitality of Beenleigh Events Centre.

The venue provides free undercover parking for up to 48 vehicles and ample street parking in the vicinity with disability access.

#### Travelling by Train

You can take a train from Brisbane or the Gold Coast direct to Beenleigh Station.

#### Travelling by Bus

Several bus routes serve the Beenleigh area. Routes 553, 565, R701, R585, and 728 all have stops near the Events Centre.

The Beenleigh Events Centre is then just a short walk from the Train station or Bus stop.





## Parking options

- 1 Underneath Beenleigh Events Centre, Patrons only.
- 2 Street Parking, various time limits on Crete St, James St, Kent St, Bellew St and Intercity Circuit.
- 3 Car Park opposite the Beenleigh Court House
- 4 Cnr Main and Bellew Streets
- 5 Beenleigh Train Station Car Park



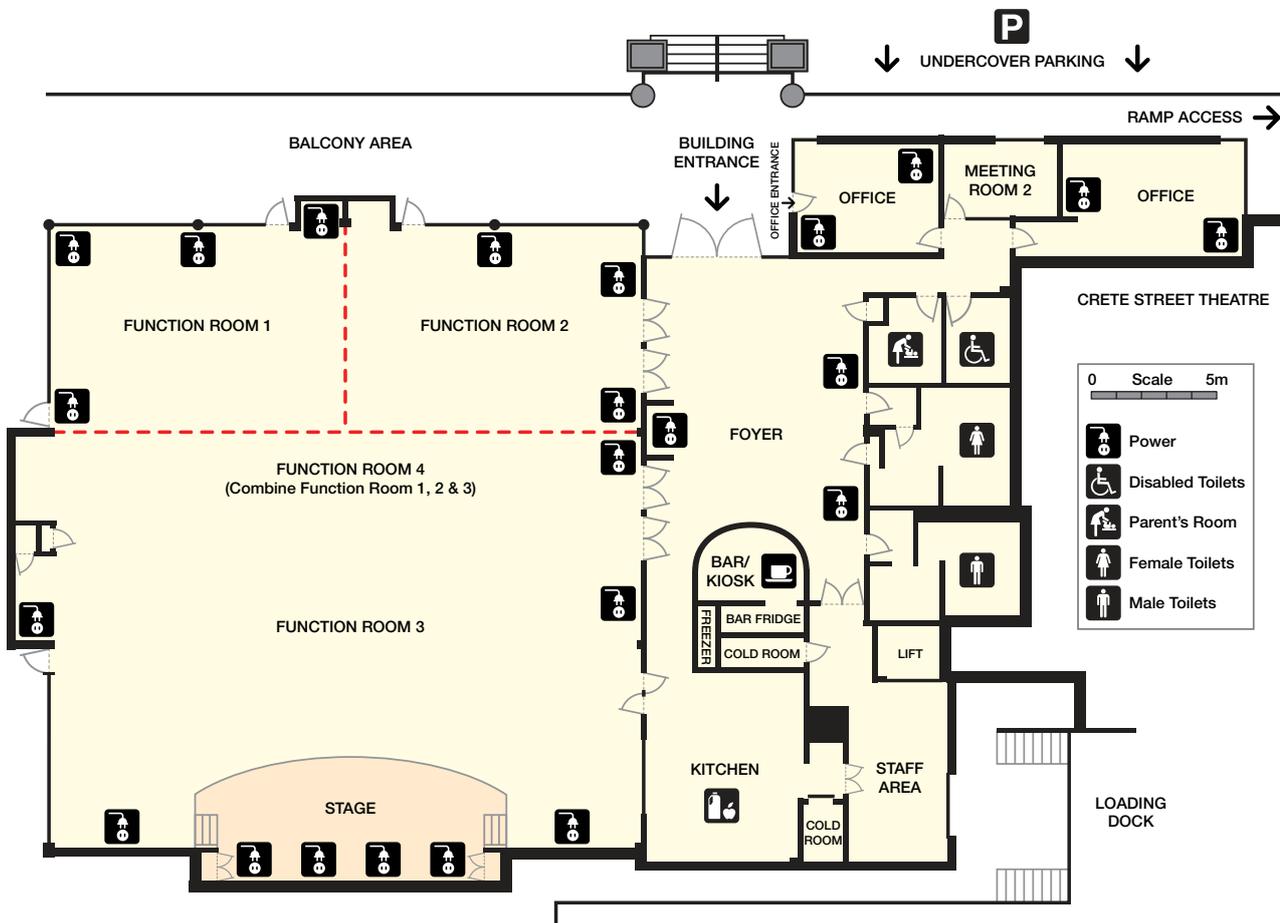
## Services included with your booking:

- Access to our experienced & dedicated events team and production specialists
- An event specific floor plan showing your preferred layout of the space
- All set up of tables, chairs & staging required for your event
- Comprehensive audio equipment – lectern, roving microphones & speakers with CD & Auxillary inputs for your device
- Static room lighting and stage wash
- Free Wi Fi for you and your guests
- Onsite undercover parking for 48 vehicles  
Additional parking is available nearby
- Facilities for People with disabilities, venue is wheelchair accessible via ramp
- Dedicated infant care room
- Elevated loading dock access at rear

## Optional services at additional cost:

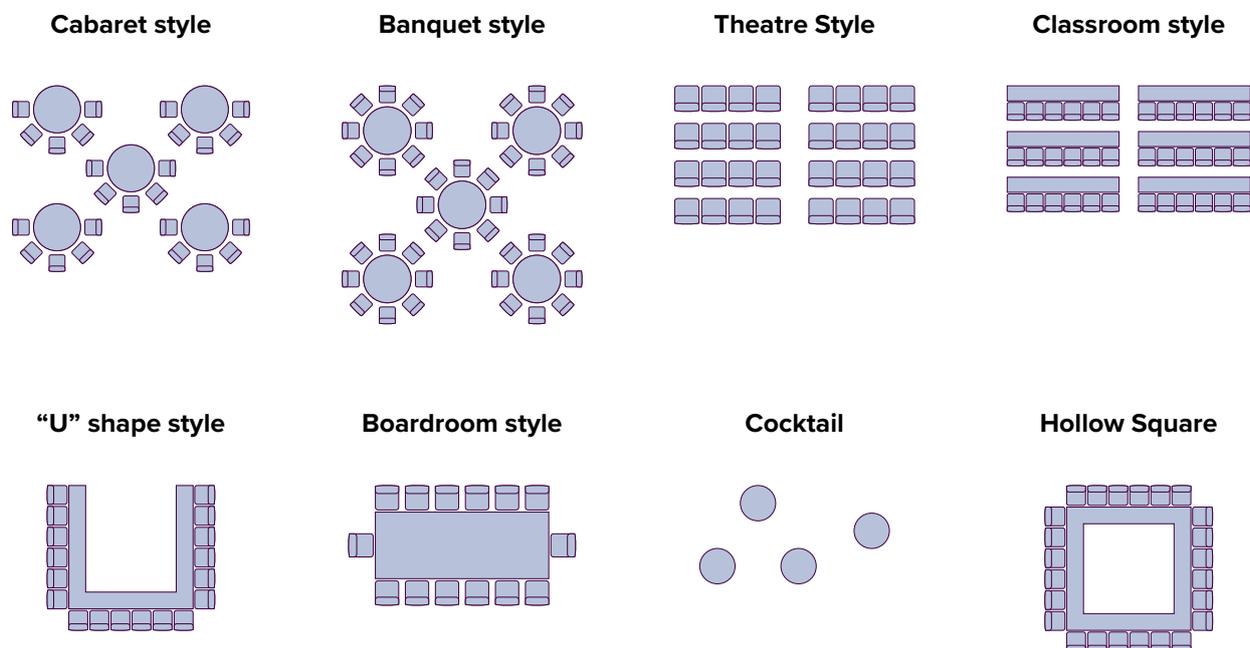
- Full service Food & Beverage options – ask to see our menus and beverage list
- Kitchen hire – engage your own caterer or prepare and provide your own meals
- Fully licensed bar – take advantage of our liquor license – Minimum Spend, no BYO.
- Enhanced event production – additional state of the art AV equipment on request
- Table linen, napkin & chair cover hire
- Decoration or theming services
- Celebration Package – Great inclusions for Weddings, Birthdays & Parties
- Conference Package – Catering Options for your next meeting
- Whole of Venue Hire – get exclusive use!
- Venue Security - required when liquor is served and bookings finishing after 8pm

## Floor Plan



# Your Event - Your Way

## 1. Chose your set-up style



## 2. Select your room

Moveable walls separate the BEC's three main function rooms. When removed, a "fourth" room configuration is achieved that combines the three main function room areas. Function room 4 is approximately 24m x 24m with the built stage.

	Function Room 1 or 2	Function Room 3	Function Room 4	Meeting Room
<b>Capacity (pax/room)</b>				
• Theatre Style	60 pax	300 pax	600 pax	20 pax
• Banquets	50 pax	200 pax	300+ pax	
• Boardroom Style	30 pax	150 pax	400 pax	15 pax
<b>Hire fees</b>				
• hourly rate (min 2 hours) Monday to Thursday	\$67 per room	\$145	\$232	\$42
• hourly rate (min 2 hours) Friday to Sunday	\$77 per room	\$168	\$263	\$42
• Full day hire (10 hrs)	\$617 per room	\$1,338	\$1,971	\$295

Full Venue Hire (Function Room 4, kitchen, meeting room)	Cost
Full day rate (10 hrs)	\$2,928
Half day rate (4 hrs)	\$1,463
Hourly rate (minimum 2 hr)	\$412 per hr

\* 30% discount on standard rates for eligible non-profit organisations.

# Equipment and other services fees

The BEC has a full range of services and equipment available to ensure all of your function requirements are met.

## Available equipment

Detail	Hire charge
4 x movable pin boards 1.8m x 2.4m	Free
1 x flip-chart sized whiteboard	Free
1 x lecturn (black)	Free
4 x hot water urn	Free
25 x 6ft trestle tables	Free
40 x banquet round tables	Free
420 x chairs	Free
2 x EV speakers on stands	\$70 each
4 x data projector (4 hour)	\$70 each
4 x data projector (8 hour)	\$140 each
Headset or hand held microphones	\$100 each
2 x Silver screen rear projection	\$500 each
Full Colour lighting package	\$700 each
LED round lights (4 per set)	\$110 each set
2x LED light bars	\$60 set
Banquet linen package (10 pax)	\$20 per table
Table linen	\$8.50 each
Linen napkins (Colour range on request)	\$1.50 each
Lycra chair covers (black or white)	\$3 each
2 x Drape Kit (black - 9m wide x 3m high)	\$99 each

## Full catering or self cater:

- catering for 25 to 400 guests
- ability to self cater, full access to onsite kitchen
- flexibility to cater for every need, from cocktail parties through to sit-down three-course dinners
- menus can be created to suit all budgets

We understand that your event is an expression of what is important to you or your business, so our highly skilled team are ready to transform your vision into reality. Our technical team will embrace your requirements and are dedicated to supporting the execution of your vision.

## Additional venue staff

### Security bond (POA)

A security bond will be required for your event. Management will assess the type of event you are having and advise the appropriate bond required.

### Security Guards (POAh, 4 hr min)

Security guards may be required for your event held at this venue. Management will advise if necessary, cost & number of guards required when booking your event.

### Cleaner fees (minimum 4 hours) (POA)

### Venue Supervisor (POA)

Required for any event outside 8am to 5pm Monday to Friday or as deemed by the venue coordinator.

### Technical/Production Officers (POA)

Required for any event with large amounts of technical assistance. Check when booking your event.

### Room Attendants (POA)

Required for any event with venue catering less than 100 – 1 per 50 people

## Kitchen facilities

The BEC commercial kitchen can be utilised as partial hire, full hire or a combination of both. The cold room and freezer are included with both types of hire. No pots, no pans, no serving equipment and no oil include for deep fryers. The venue does not supply crockery, cutlery or glassware for self-catered events however these can be hired.

### Partial hire (\$51 per hour)

Bench space for food preparation and serving only (no appliances, no pots, no pans or no serving equipment included).

### Full hire (\$103 per hour)

Use of full kitchen appliances (no pots, no pans, no serving equipment included, and no oil include for fryers).

### Cooking Oil (\$160)

Venue to supply 40 litres, clean and remove.

# Delegate Packages (Min 30 pax)

Our meeting packages are designed to complement the venue amenities and audiovisual capabilities, ensuring that all guests are well accommodated and that your meeting runs smoothly from start to finish.

## Half Day Delegate Package ..... \$35 pp

- Morning OR afternoon tea (chef's daily selection)
- Lunch (2 choices from light lunch options)

## Full Day Delegate Package ..... \$50 pp

- Morning AND afternoon tea (chef's daily selection)
- Lunch (2 choices from light lunch options)

### Inclusions:

- Continuous coffee, a selection of teas and herbal infusions.
- Water Station
- Mints for the table
- Staffing

### Light Lunch Options

- Assorted sandwiches
- Assorted wraps
- Assorted rolls
- Fruit platter

\* Dietary options are available upon request. Add on \$3 per item.

\* Please note that the fillings for all sandwiches, wraps, and rolls will vary.



# Event checklist

- Complete booking form and return to **bec@logan.qld.gov.au**
- To secure your date, pay the non-refundable booking deposit no more than 14 days after the form has been sent
- Book site visit with council officer
- Notify venue of event requirements eg. floorplan, package, times
- Advise caterer and decorator of venue times for your booking
- Return signed venue hire agreement within 4 weeks of confirmation of booking
- Pay balance of bond and fee at least 4 weeks before your event
- Advise venue of any changes to your event on **2899 7350**

**Logan City Council**  
150 Wembley Rd,  
Logan Central QLD 4114  
Phone: 07 3412 3412  
Email: council@logan.qld.gov.au

## Contact Us

- ☎ **07 2899 7350**  
(Monday to Friday, 9 am to 4 pm)
- ✉ bec@logan.qld.gov.au
- 📍 logan.qld.gov.au/council-venues-hire
- ✉ PO Box 3226 Logan City DC QLD 4114

## Further information

