

Logan West Community Centre

Venue Hire



logan.qld.gov.au



WELCOME

to Logan West Community Centre

The Logan West Community Centre is a mid-sized venue that offers a range of affordable activities and programs for all community members. The facility has a beautiful rotunda and waterfall garden that would be ideal for a wedding or engagement photos.

The auditorium, conference room and rotunda are hired separately. There is free on-site parking and accessible bathrooms.

Auditorium

Features include:

- Kitchen (available Saturday and Sunday only) - includes hot plates and sink
- Raised stage (performance space 10 x 9 m) and small vinyl dance floor in front of the stage
- Air conditioning
- Carpeted floor
- Toilets
- Dressing rooms - includes 2 clothes racks
- Ticketing/kiosk booth - includes a 2-door fridge and sink
- Mirror ball
- The venue stores 40 trestle tables, 30 round banquet tables and 400 chairs which are shared between the rooms

| Capacity (320 m ² - 16 x 20 m) | |
|---|-----------------|
| Theatre style (maximum fit = 35 trestle tables) | 350 pax |
| Banquet style (maximum fit = 31 banquet tables) | 250 pax |
| Minimum hire times | |
| Monday to Sunday | 3 hours minimum |
| Room hire fees | |
| 7 am to midnight (Mon - Thu) | \$126.00 p/hour |
| 7 am to midnight (Fri - Sun) | \$136.00 p/hour |
| Rehearsal and set-up fees | \$72.00 p/hour |

Notes: Registered Australian charities and not-for-profit organisations can access a 30% discount with a valid ACNC Certificate.

Hire inclusions (what's included in the price)

- Use of tables and chairs
- Use of cleaning products in the kitchen
- Use of venue vacuum cleaner

Bio Box/technical equipment

If you wish to operate our technical equipment in the Bio Box, a course must be completed prior to your event. Only those that have completed the course will be permitted in the Bio Box. (Course cost \$35 per person - minimum 2 people in attendance).

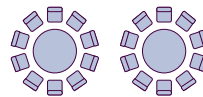
Security bond for auditorium hire

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. The bond will be refunded after the event has concluded if no additional fees are incurred.

Kitchen

The kitchen includes a gas stove and oven, sink and bench space. (The dishwasher and 2 ovens are not available for hire/use).

| Kitchen hire fees | |
|-------------------------------------|----------------|
| 2 pm to midnight (Monday to Friday) | \$51.00 p/hour |



Banquet seating arrangement



Theatre style seating arrangement

Conference Room

Features include:

- Air conditioned
- Wall-mounted TV
- Kitchenette: Hot water ZIP tap (tea and coffee not included), sink, fridge and microwave

| Capacity (69.72 m ² - 8.3 x 8.4 m) | |
|---|-----------------|
| Theatre style | 50 pax |
| Minimum hire times | |
| Monday to Friday | 2 hours minimum |
| Saturday | 3 hours minimum |
| Sunday | 4 hours minimum |
| Hire fees | |
| 7 am to midnight (Mon - Thu) | \$34.00 p/hour |
| 7 am to midnight (Fri - Sun) | \$41.00 p/hour |

Security bond for conference room hire

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. The bond will be refunded after the event has concluded if no additional fees are incurred.

Rotunda and waterfall garden

Features include:

- Power point in the rotunda

Hire fees

| | |
|----------------------|-------------------|
| To reserve the space | \$83.00 p/2 hours |
|----------------------|-------------------|

Note: No eating or drinking in this area.

Hirer's obligations

Before the event:

- Set up of tables and chairs
- Provide your own cooking oil, cooking utensils and food.
- Provide your own table linen, glasses, cutlery and crockery

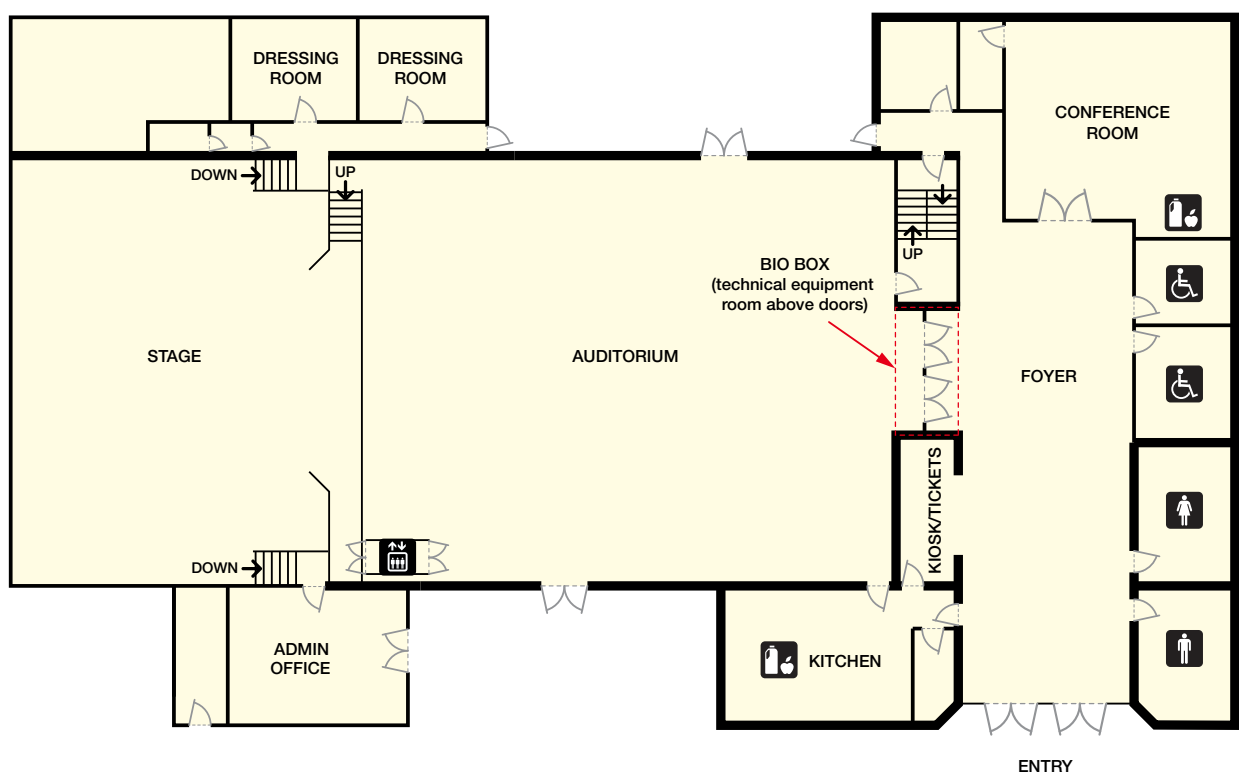
After the event:

- Pack down of tables and chairs
- Take rubbish to the outside industrial bin
- Clean the main floor with venue vacuum cleaner
- Clean the kitchen including the floor (venue mop available)
- Leave the venue in the same condition as found
- *Venue must be cleaned and vacated by 12 midnight*

Additional services fees

Security Guards (POA, 4 hr min)

Security guards may be required for your event held at this venue. Management will advise the cost and number of guards required when booking your event.



Event checklist

- Complete online booking form and return to communityvenues@logan.qld.gov.au
- Return the signed venue hire agreement
- Pay bond and fees prior to your event
- Advise venue of any changes to your event on **2899 7353**

Further information



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

logan.qld.gov.au

Logan West Community Centre Location

📍 2 Wineglass Drive, Hillcrest QLD 4118

Contact Us

☎ 07 2899 7353 (Monday to Friday, 9 am to 4 pm)

✉ communityvenues@logan.qld.gov.au

🌐 logan.qld.gov.au



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