

Underwood Park Community Centre

Venue Hire



logan.qld.gov.au



WELCOME

to Underwood Park Community Centre

This relatively new multipurpose facility at Underwood Park offers a range of affordable activities and programs for all community members. The hall is also available for hire for various private and community events.

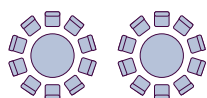
The venue features:

- Air conditioning
- Kitchen
- Carpeted floor
- Small wooden deck and concrete balcony
- Free on-site car parking

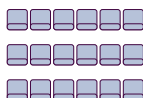
Main room hire

Capacity (214 m ²)	
Theatre or cocktail style	150 pax
Banquet style/theatre style	100 pax
Minimum hire times	
Monday to Friday	3 hours minimum
Saturday	4 hours minimum
Sunday	5 hours minimum
Hire fees	
7 am to 10:30 pm	\$62.00 p/hour
10:30 pm to 12 am	\$76.00 p/hour

Note: 30% discount on standard rates for eligible non-profit organisations.



Banquet seating arrangement



Theatre style seating arrangement

Room hire inclusions

What's included in the prices:

- Use of the kitchen and kitchen equipment
- Use of tables and chairs
- Use of 75-inch TV
- Use of cleaning products in the kitchen
- Use of venue vacuum cleaner

Minimum Hire:

- 3 hrs weekdays, 4 hrs Saturday, 5 hrs Sunday

Equipment - main room

Detail
20 Trestle tables (rectangular) – 650mm x 1720mm
12 Banquet tables (round) – 1.8m diameter
180 chairs
75-inch TV for presentations – HDMI connector available (Apple laptops may need an adapter)

Note: Glasses, cutlery and crockery are not available on site.

Equipment - kitchen

Detail
Large commercial 3 door fridge
Cooktop and oven
Microwave
Boiling water on tap
Sink
Small stainless kitchen bench



Hirer's obligations

Before the event:

- Set up of tables and chairs
- Provide your own cooking oil, cooking utensils and food.

After the event:

- Pack down of tables and chairs
- Take rubbish out to the skip
- 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.
Cleaning fees will be charged if the venue or equipment is not cleaned properly.

Additional services fees

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. The bond will be between \$200 and \$500 and will be refunded within 2 weeks after the event has concluded if no additional fees are incurred.

Security Guards (POA, 4 hr min)

Security guards are the normal requirement at Underwood Park Hall for evening events/parties (after 8 pm) or at all times when there is alcohol on the premises. Security will be booked by Council.

Accessibility

- Accessible carpark
- Accessible bathrooms
- Ramp access

Contact Us

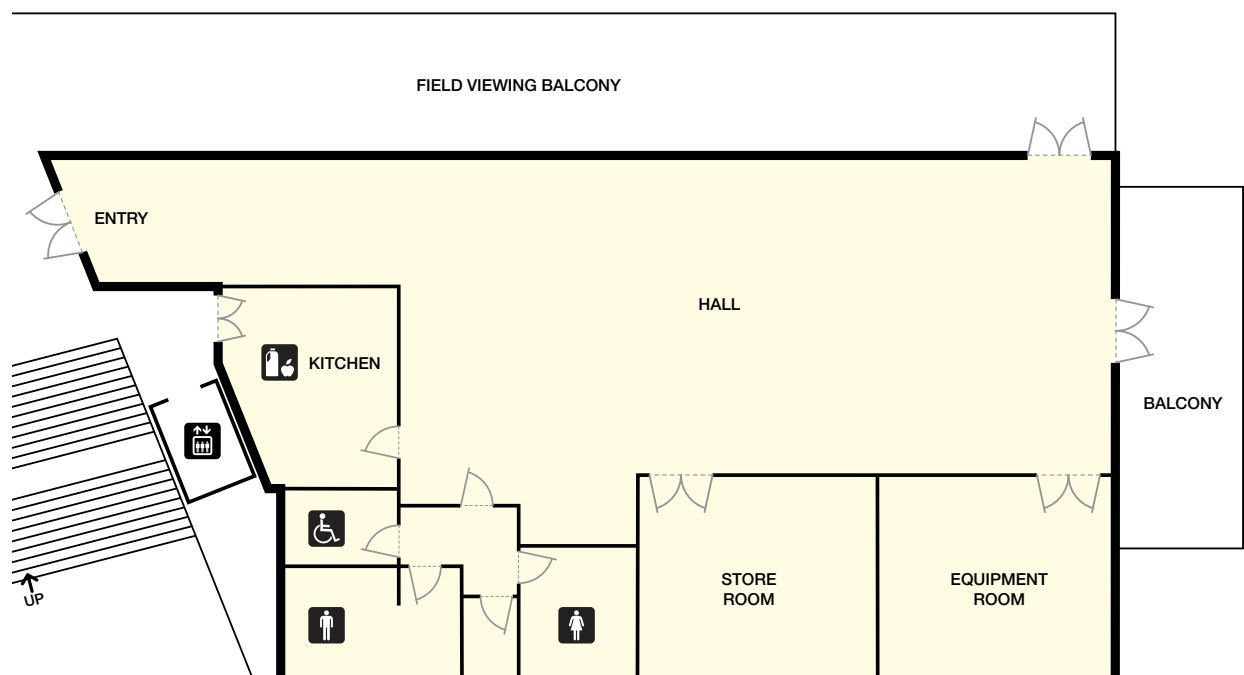
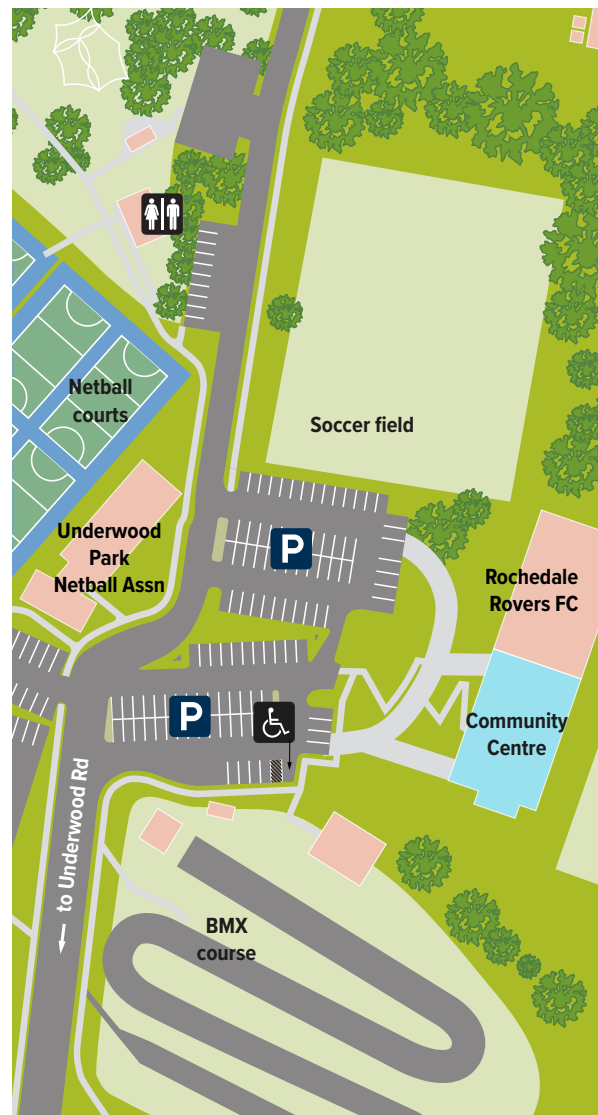
☎ 07 2899 7353
(Monday to Friday, 9 am to 4 pm)

✉ communityvenues@logan.qld.gov.au

🌐 logan.qld.gov.au

Location

📍 982 Underwood Road, Priestdale QLD 4127



Event checklist

- ☐ Complete booking form and return to **communityvenues@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
- ☐ 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 7353**

Further information



Logan City Council

150 Wembley Rd,
Logan Central QLD 4114

Phone: 07 3412 3412

Email: council@logan.qld.gov.au

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