

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.

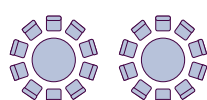
Auditorium

Features include:

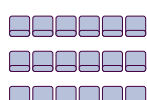
- Kitchen (available Saturday and Sunday only) - includes hot plates and sink
- Raised stage (performance space 10 x 9 m) and small vinyl dance floor in front of the stage
- Air conditioning
- Carpeted floor
- Toilets
- Dressing rooms - includes 2 clothes racks
- Ticketing/Kiosk Booth - Includes a double-door fridge, sink, urn, and microwave
- 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)	\$130.00 p/hour
7 am to midnight (Fri - Sun)	\$140.00 p/hour
Rehearsal and set-up fees	\$74.00 p/hour

Notes: Registered Australian charities and not-for-profit organisations can access a 60% discount with a valid ACNC Certificate.



Banquet
seating arrangement



Theatre style
seating arrangement

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).

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)	\$53.00 p/hour

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 Sunday	3 hours minimum
Hire fees	
7 am to midnight (Mon - Thu)	\$35.00 p/hour
7 am to midnight (Fri - Sun)	\$42.00 p/hour

Rotunda and waterfall garden

Features include:

- Power point in the rotunda

Hire fees	
To reserve the space	\$85.00 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
- *The venue must be cleaned and vacated by the scheduled event finish time to avoid additional charges*

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.

Venue staff

Venue staff may be required for your event. As this venue is monitored by a security alarm system, any applicable staffing costs will be included in your quote.

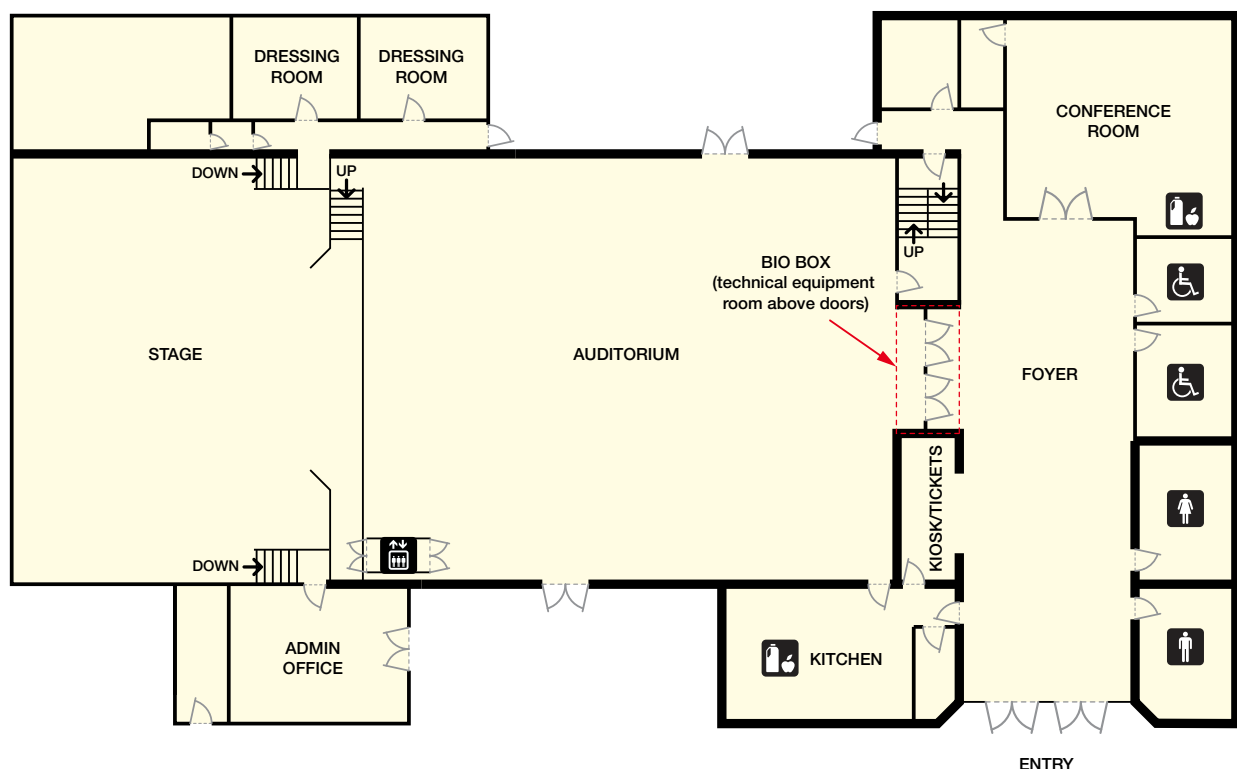
Late cancellation fee

Hirers are required to advise Council in writing if they wish to cancel a booking and pay associated late cancellation fee:

- Greater than 2 months' notice of cancellation prior to booking - full refund of security bond. Non-refundable deposit will be retained.
- 1-2 months' notice of cancellation prior to booking - half of hire fees deducted from security bond.
- Less than 1 months' notice of cancellation prior to booking - full hire fee deducted from security bond.

Security bond for 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.



Event checklist

- ☐ Complete the online booking form and return it to **communityvenues@logan.qld.gov.au**
- ☐ Return the signed venue hire agreement
- ☐ Pay the non-refundable deposit to confirm your booking.
- ☐ 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

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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