

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.

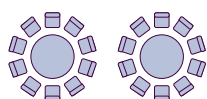
The venue features:

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

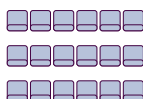
Main room hire

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	\$64.00 p/hour
10:30 pm to 12 am	\$78.00 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

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

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 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.

Late cancellation fee

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

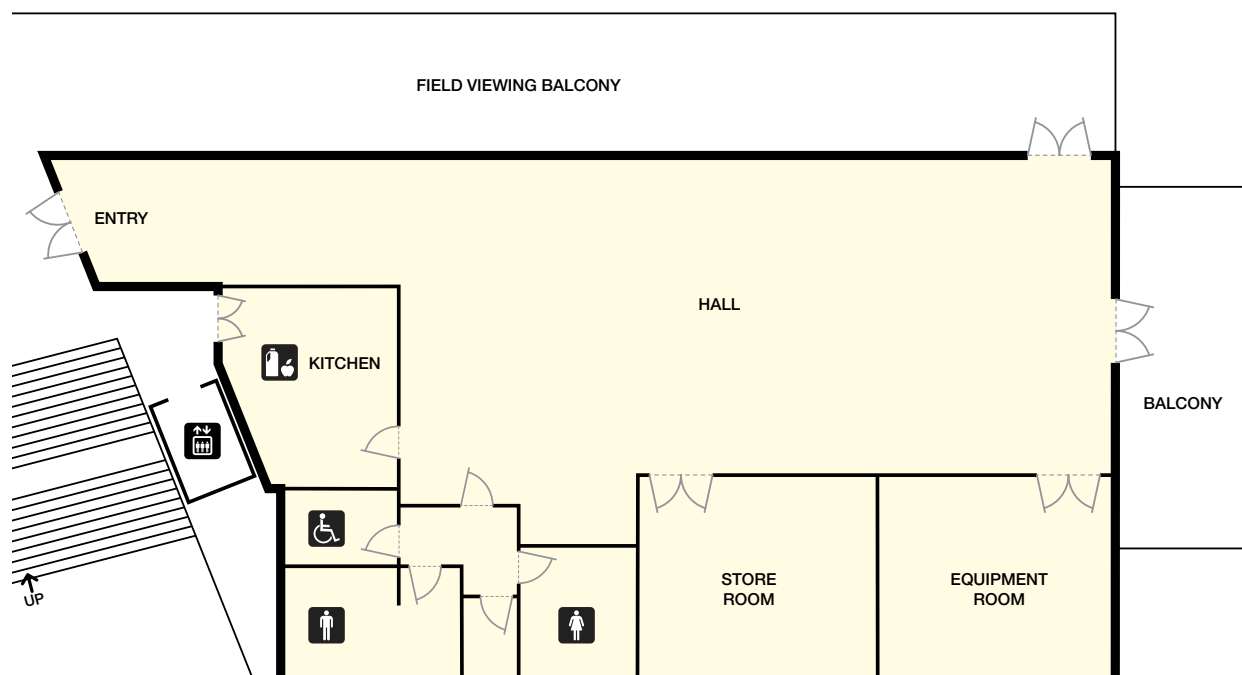
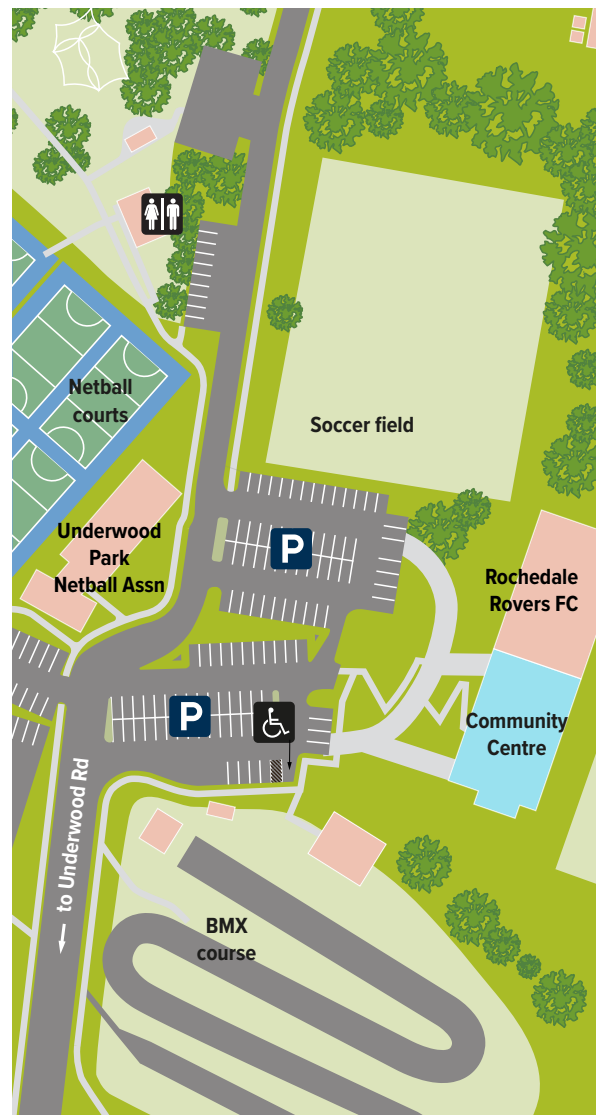
- Greater than 2 months' notice of cancellation prior to booking - full refund of security bond. Non-refundable deposit will be retained.
- 1-2 months' notice of cancellation prior to booking - half of hire fees deducted from security bond.
- Less than 1 months' notice of cancellation prior to booking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

Security bond (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 refunded after the event has concluded if no additional fees are incurred.

Accessibility

- Accessible carpark
- Accessible bathrooms
- Ramp access



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

 982 Underwood Road, Priestdale QLD 4127

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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