

# Underwood Park Community Centre

Venue Hire



[logan.qld.gov.au](http://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.

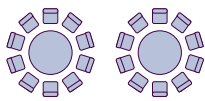
The venue features:

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

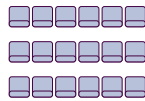
### Main room hire

Capacity (214 m <sup>2</sup> )	
Theatre or cocktail style	150 pax
Banquet style/theatre	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	\$60.00 p/hour
10:30 pm to 12 am	\$74.00 p/hour

*Note: 20% 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: Table linen, 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

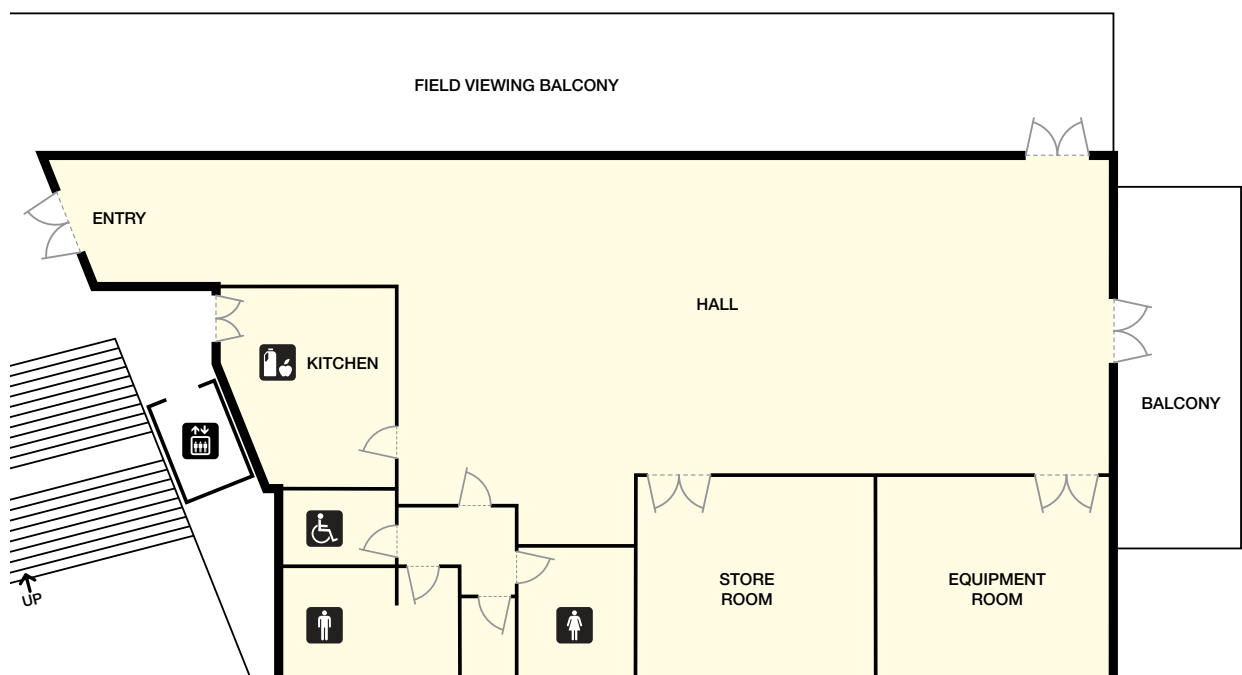
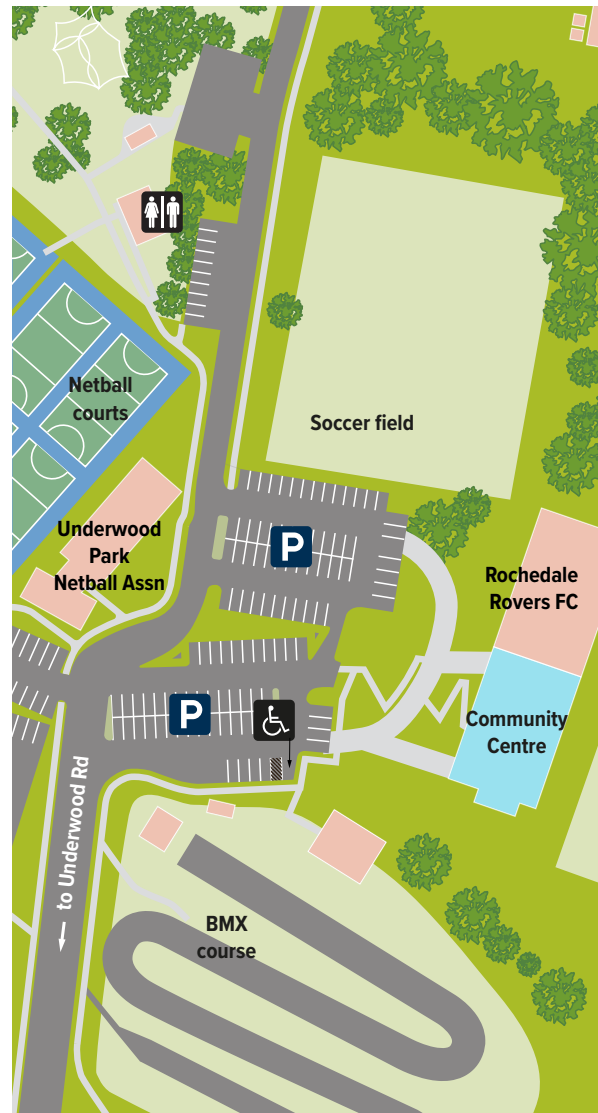
☎ 07 2899 7353  
(Monday to Friday, 9 am to 4 pm)

✉ [communityvenues@logan.qld.gov.au](mailto:communityvenues@logan.qld.gov.au)

🌐 [logan.qld.gov.au](http://logan.qld.gov.au)

## Location

📍 956-980 Underwood Road, Priestdale



# 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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