

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.

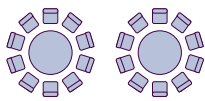
The venue features:

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

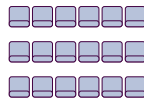
Main room hire

| Capacity (214 m ²) | |
|--------------------------------|-----------------|
| Theatre or cocktail style | 150 pax |
| Banquet style/theatre | 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 | \$48.50 p/hour |
| 10:30 pm to 12 am | \$72.75 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 |
| 10 Banquet tables (round) – 1.8m diameter |
| 100 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 (\$65/hour each, 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

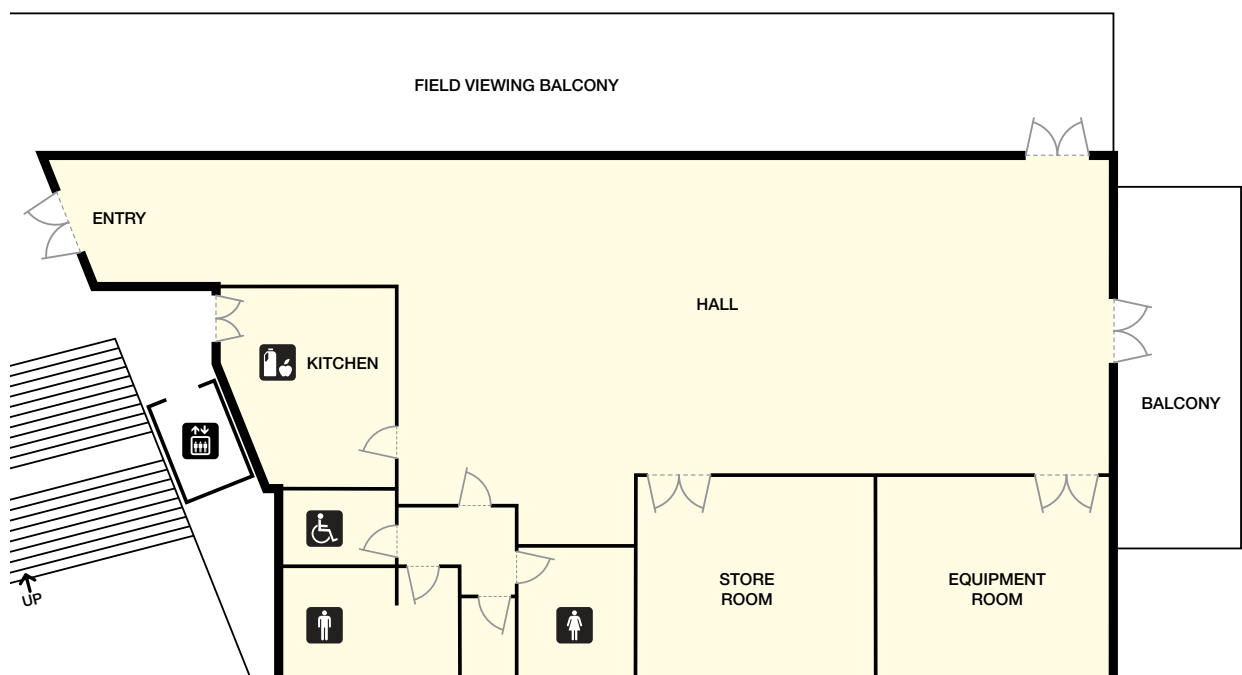
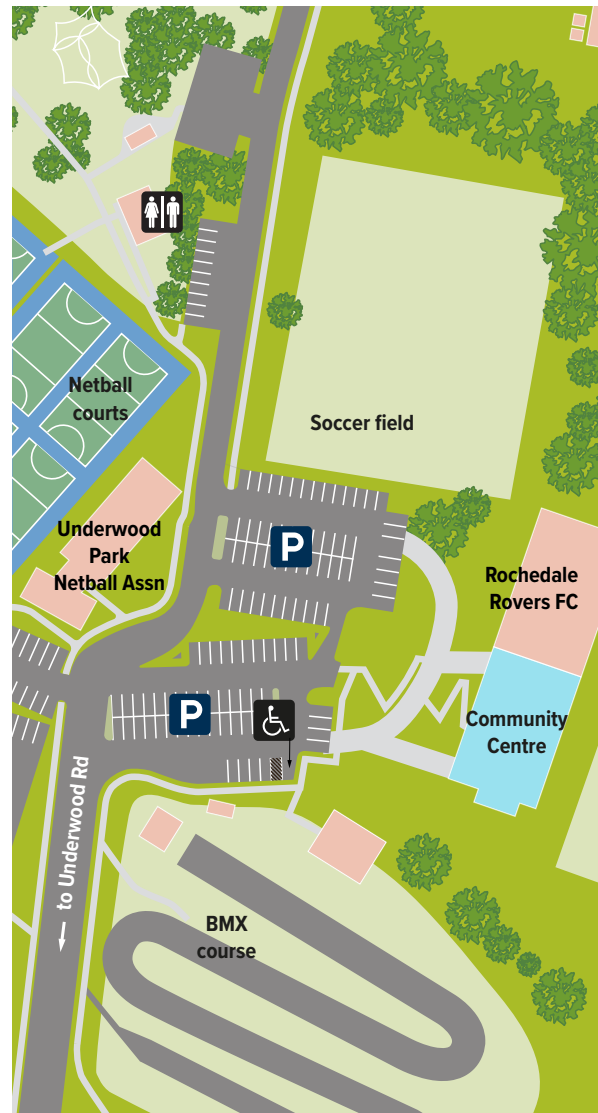
☎ 07 2899 7353
(Monday to Friday, 9 am to 4 pm)

✉ communityvenues@logan.qld.gov.au

📍 logan.qld.gov.au

Location

📍 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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