

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, meeting room, conference room and rotunda are hired separately. There is free on-site parking, 2 accessible carparks and 2 accessible bathrooms.

Auditorium

Features include:

- Kitchen (available Saturday and Sunday only) - includes hot plates, sink and kettle
- 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 2-door fridge and sink
- Mirror ball
- The venue stores 35 trestle tables, 31 banquet tables and 350 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)	200 pax
Minimum hire times	
Monday to Friday	2 hours minimum
Saturday	3 hours minimum
Sunday	4 hours minimum
Room hire fees	
7 am to 10:30 pm (Mon - Thu)	\$119.00 p/hour
After 10:30 pm (Mon - Thu)	\$178.50 p/hour
7 am to 10:30 pm (Fri - Sun)	\$129.00 p/hour
After 10:30 pm (Fri - Sun)	\$193.50 p/hour
Rehearsal and set-up fees	\$65.50 p/hour
Rehearsal and set-up after 10:30 pm	\$98.25 p/hour
Audio-visual equipment	
Data projector	\$55 p/day

Notes: 20% discount on standard rates for eligible non-profit organisations. Table linen, glasses, cutlery and crockery are not available on site.

Hire inclusions (what's included in the price)

- Use of the kitchen and kitchen facilities
- 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).

Security bond for auditorium hire

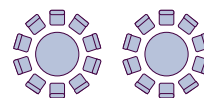
A security bond will be required for your event. Management will assess the type of event you are having and advise the appropriate bond required. The bond will be between \$1,000 and \$1,400 and will be refunded within 2 weeks after the event has concluded if no additional fees are incurred.

Meeting Room

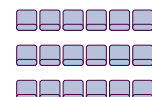
Features include:

- Air conditioned
- Can be used as an additional dressing room or prayer room (set-up with no furniture)

Capacity (69.72 m ² - 8.3 x 8.4 m)	
Theatre style	20 to 25 pax
Minimum hire times	
Monday to Friday	2 hours minimum
Saturday	3 hours minimum
Sunday	4 hours minimum
Hire fees	
7 am to 10:30 pm (Mon - Thu)	\$32.00 p/hour
After 10:30 pm (Mon - Thu)	\$48.00 p/hour
7 am to 10:30 pm (Fri - Sun)	\$39.00 p/hour
After 10:30 pm (Fri - Sun)	\$58.50 p/hour



Banquet seating arrangement



Theatre style seating arrangement

Conference Room

Features include:

- Air conditioned
- Wall-mounted TV
- Kitchenette: Hot water ZIP tap (tea and coffee not included), sink, fridge and microwave

Note: Table linen, glasses, cutlery and crockery are not available on site.

Capacity (69.72 m ² - 8.3 x 8.4 m)	
Theatre style	50 pax
Minimum hire times	
Monday to Friday	2 hours minimum
Saturday	3 hours minimum
Sunday	4 hours minimum
Hire fees	
7 am to 10:30 pm (Mon - Thu)	\$32.00 p/hour
10:30 pm to 12 am (Mon - Thu)	\$48.00 p/hour
7 am to 10:30 pm (Fri - Sun)	\$39.00 p/hour
10:30 pm to 12 am (Fri - Sun)	\$58.50 p/hour

Security bond for conference room hire

A security bond of \$50 will apply. The bond will be refunded within 2 weeks after the event has concluded if no additional fees are incurred.

Rotunda and waterfall garden

Features include:

- Power point in the rotunda

Hire fees	
To reserve the space	\$75.00 p/2 hours
After 10:30 pm	\$112.50 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.

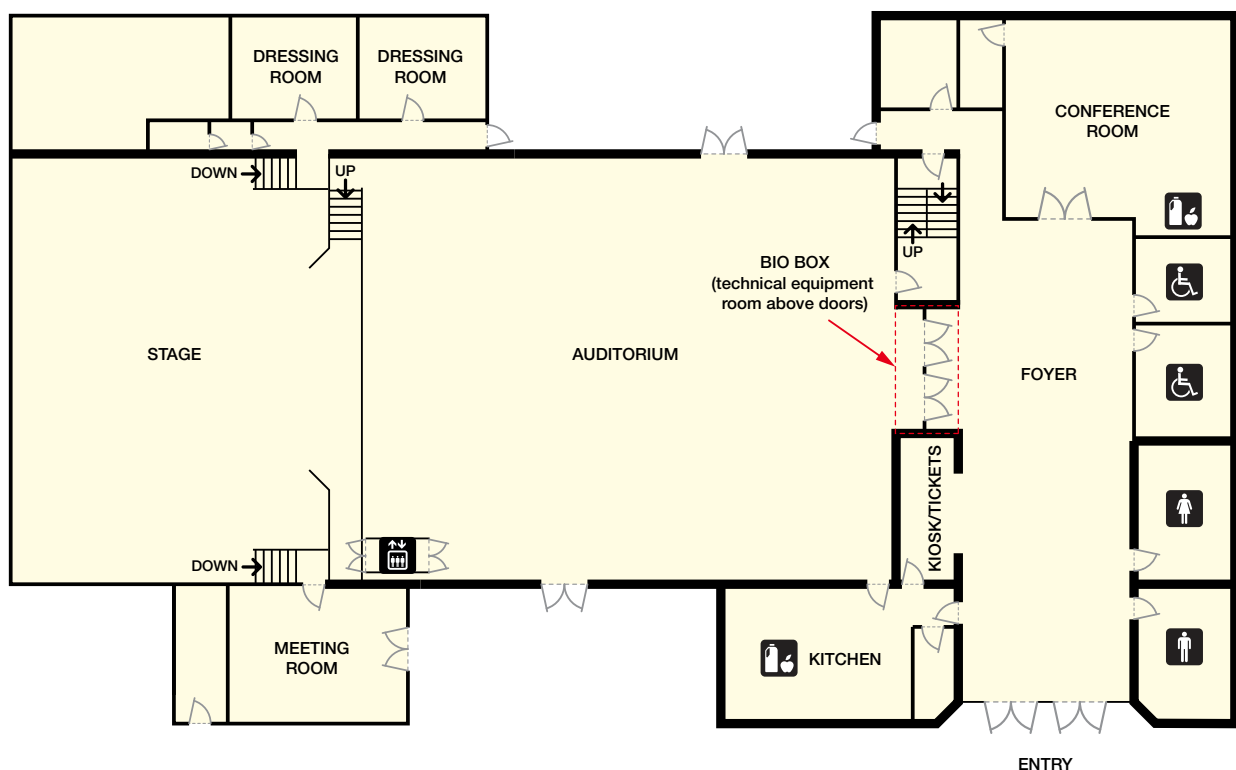
After the event:

- 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
- *Venue must be cleaned and vacated by 12 midnight*

Additional services fees

Security Guards (\$65/hour each, 4 hr min) x 2

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



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**

Logan City Council
150 Wembley Rd,
Logan Central QLD 4114
Phone: 07 3412 3412
Email: council@logan.qld.gov.au

logan.qld.gov.au

Logan West Community Centre Location

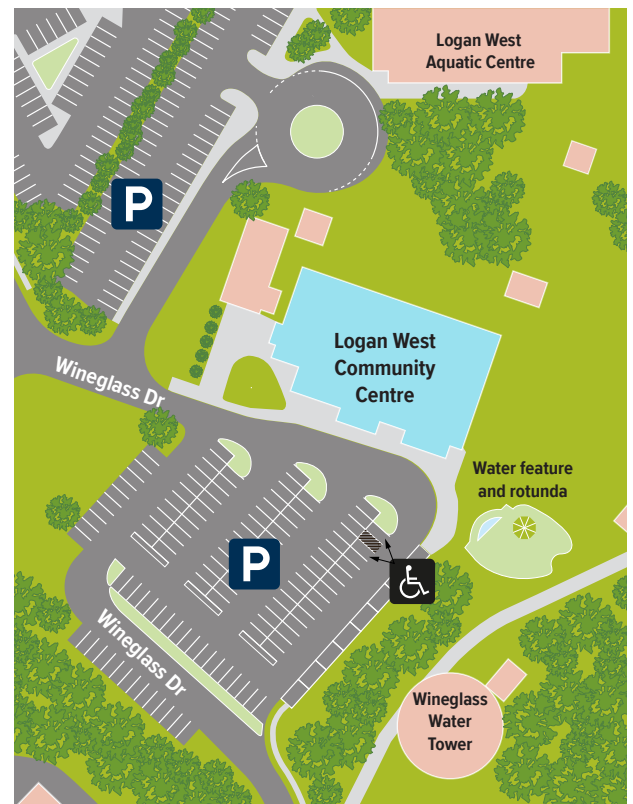
📍 2 Wineglass Drive, Hillcrest QLD 4118

Contact Us

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

✉ communityvenues@logan.qld.gov.au

🌐 logan.qld.gov.au



Further information



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