



# KINGSTON BUTTER FACTORY CULTURAL PRECINCT (KBF) – SPACES FOR HIRE



# HAVE YOUR EVENT WITH US

**The newly reimagined Kingston Butter Factory Cultural Precinct is your new perfect space to host your event.**

We have a range of versatile spaces for hire including indoor blackbox theatre, outdoor stage, indoor studio, function rooms and meeting rooms, plus much more.

Our spaces can accommodate various events, ranging from large outdoor concerts, to smaller scale events such as theatre performances, meetings, cocktail style functions and much more.

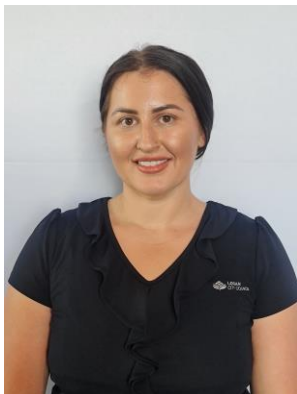
The cultural precinct is conveniently located next to the Kingston train station that is on the Brisbane-Gold Coast line. And there's plenty of free parking onsite.

If you're looking for a venue that offers everything your event will need, then look no further than the Kingston Butter Factory Cultural Precinct. Our dedicated team will provide support and help to create a successful event for you.

For further information please make contact with our KBF team:



Ben Witham – Venue Coordinator Kingston Butter Factory Cultural Precinct  
[benwitham@logan.qld.gov.au](mailto:benwitham@logan.qld.gov.au) or ph. (07) 3412 4956.



Amie Parry – Bookings & Events Officer Kingston Butter Factory Cultural Precinct  
[amieparry@logan.qld.gov.au](mailto:amieparry@logan.qld.gov.au) or ph. (07) 3412 4922.

# SPACES FOR HIRE

## Outdoor Stage and Event Space

**Permanent stage:** 14m (W) x 12m (D) x 8m (H)

**Patron capacity (full event space):** 5000

**Wing space (off stage):** 4m (W) x 12m (D) to each side of stage

**Stage floor surface:** Concrete, with 7.5kPA Uniform distributed load and 4.5kN point load capability

**Stage height:** 1.2m (with tiered step(s) down at front/sides)

**Stage ceiling height:** 8m

**Clear height above stage:** 6m

**Event Lawn:** 5,000m<sup>2</sup>



Artist's impression of the outdoor event stage and lawn.

	Unit	Amount (incl. GST)
Set Up/Rehearsal, Non Performance Day	Per Day	\$2,500.00
Week Day Rental (Monday to Thursday)	Per Day	\$5,000.00
Weekend Rental (Friday to Sunday Public Holidays)	Per Day	\$6,500.00

Hire Inclusions & optional extras	Unit	Amount (incl. GST)
Venue Officer/Technician	Up to 6 hours	Included in hire
House Fixed Speakers & Lighting Grid	Per Day	Included in Hire
Customised AV Solutions	Per Day	POA

\*Discounted room hire rates available to Community Organisations\*



## Indoor BlackBox Theatre

**Stage:** 10.8m (W) x 7.1m (D) x 5.6m (H) Includes Rear stage false crossover wall:

**Patron capacity:** 220 (156 Retractable and 64 Flat floor Loose seating \*still to be finalised)

**Full Theatre Size:** 263m<sup>2</sup> or 19.3m (L) x 13.7m (W)

**Stage floor surface:** Masonite

**Stage height:** 0m (Blackbox Style stage at building floor level)



Artist's impression of indoor theatre.

	Unit	Amount (incl. GST)
Set Up/Rehearsal, Non Performance Day	Per Day	\$500.00
Week Day Rental (Monday to Thursday)	Per Day	\$850.00
Weekend Rental (Friday to Sunday Public Holidays)	Per Day	\$1,200.00

Hire Inclusions & optional extras	Unit	Amount (incl. GST)
Venue Officer/Technician	Up to 6 hours	Included in hire
House Fixed Speakers & Lighting Grid	Per Day	Included in Hire
Customised AV Solutions	Per Day	POA

\*Discounted room hire rates available to Community Organisations\*

## Multi Purpose Outdoor Plaza

**Space Dimensions:** approximately 1750m<sup>2</sup> (including plaza 750m<sup>2</sup> and surrounding lawn 1000m<sup>2</sup>)

**Patron capacity:** 500

**Floor surface:** Concrete Plaza painted with artistic design, paved pathways and grass lawns. Shaded Structure in the centre of the Plaza 8m x 16m



Preliminary drawing of outdoor plaza with market stalls.

	Unit	Amount (incl. GST)
Set Up/Non Event Day	Per Day	\$500.00
Week Day Rental (Monday to Thursday)	Per Day	\$750.00
Weekend Rental (Friday to Sunday Public Holidays)	Per Day	\$1,250.00

\*Discounted room hire rates available to Community Organisations\*



## Indoor Studio

**Full Theatre Size:** 106m<sup>2</sup> or 11m x 9.5m

Includes Lounge Furniture & small boardroom table/chairs

Includes kitchenette with fridge & microwave

Adjoins to theatre & can be booked independently (Mon-Thur) or as part of dual space hire combined with Theatre (Mon-Sun)

	Unit	Amount (incl. GST)
Studio Rental (Monday to Thursday) Half Day Hire (up to 4 hours)	Per Hire	\$250.00
Studio Rental (Monday to Thursday) Full Day Hire (over 4 hours)	Per Hire	\$385.00

\*Discounted room hire rates available to Community Organisations\*

## Atrium (Indoors Level 1)

**Room Dimensions:** 21.1m (W) x 23m (L)

**Patron capacity:** 150 standing (to be confirmed)

Includes unallocated flat bench tiered seating with cushions overlooking the Creative Industries display spaces

	Unit	Amount (incl. GST)
Half Day Hire (up to 4 hours)	Per Hire	\$400.00
Full Day Hire (over 4 hours)	Per Hire	\$750.00

\*Discounted room hire rates available to Community Organisations\*

## Mezzanine Function Room (Indoors Level 2)

**Room Dimensions:** 6.8m (W) x 23.9m (L)

**Patron capacity:** 75

Full room: 169m<sup>2</sup> includes kitchenette

	Unit	Amount (incl. GST)
Half Day Hire (up to 4 hours)	Per Hire	\$550.00
Full Day Hire (over 4 hours)	Per Hire	\$785.00

\*Discounted room hire rates available to Community Organisations\*

## Small Meeting Room/s (Indoors Level 2)

### 1.) Community Workshop/Meeting Room Dimensions: 6m (W) x 9m (L) – 55m<sup>2</sup>

Patron capacity: 14 Includes boardroom table/chairs

### 2.) Mezzanine Meeting Room: 6.8m (W) x 6.2m (L) – 43m<sup>2</sup>

Patron capacity: 12 Includes boardroom table/chairs & kitchenette

	Unit	Amount (incl. GST)
Meeting Room	Per Hour	\$45.00

\*Discounted room hire rates available to Community Organisations\*

## Example Meeting & Function Room Configurations

**Boardroom**



**Classroom**



**U-shape**



**Banquet**



**Theatre**



# CATERING

Our catering department is passionate about food. With contemporary and traditional menus that will entice and delight you, please the palate, be visually appealing and suitable to any budget. Our commitment to providing quality food and delivering excellent customer service will assist in creating a wonderful atmosphere and experience for you and your guests.

## Pricing and Quotes

All quotes are provided as an estimate only and any changes to your event requirements will alter your quote. All prices are inclusive of GST. Every effort is made to honour and maintain stated prices however prices are subject to change at the discretion of the catering department without notice and are subject to seasonal availability.

## Confirmation

A signed Venue Hire Agreement and the payment of deposits finalised by the due dates must be received. Receipt of payments and documentation signifies acceptance of terms and conditions of the hire of the centre. All documentation and deposits must be finalised to ensure your event proceeds and prior to any ticket releases, if applicable for your event.

## Guests

Attendance figures including dietary requirements **must be confirmed in writing with the venue no later than 5 working days prior** to the event. This figure will be the accepted maximum number of guests and as such will be charged for regardless of any decrease in numbers. We are aware of the varied specific dietary requirements that exist and are happy to work with you to tailor these to your event attendees.

## Services and Charges

Standard function tables accommodates up to 10 guests per table

All table linen is provided and charged from **\$8/per piece**, this includes cloth napkins.

An alternate drop service if available will incur a **\$5/per head** charge.

The sale and service of alcoholic beverages on events is regulated by compliance with the Liquor Act. Under no circumstances, will minors, disorderly or intoxicated patrons be provided service.

Catered events with low guest numbers may incur staffing costs which if applicable will be indicated at the time of quotation

KBF does not allow food or beverage to be brought onto the premises; approval must be sought for the following circumstantial exceptions:

- Food being used for demonstration purposes or taste testing.
- Celebration cakes.
- Sponsorship involving Food and/or Beverage
- Corkage fees may be applicable on sponsored beverages

## Kiosk

A kiosk will be operated from inside the Venue before and during events and will have available a selection of grab and go food including Chocolates, ice-creams, pastries and a range of refreshments that attendees may purchase and enjoy within the theatre and other hireable spaces.



## CONFERENCE AND WORKING LUNCHES

We have a range of options available for you to make your delegates feel special at your event.

Vegetarian and special dietary needs are available upon request, prior to your event date.

v=vegetarian

df = dairy free

gf = gluten free

### **On Arrival, Morning Tea, Afternoon Tea**

• Seasonal whole fruit (per piece)	\$ 1.50pp
• Baked Cookies (1)	\$ 2.50pp
• Sweet Muffin 80gr (1)	\$ 5.00pp
• Sweet Danishes (1)	\$ 5.50pp
• Plain Scones with strawberry jam and cream (1)	\$ 6.00pp
• Caramel Slice (gf) (1)	\$ 7.00pp
• Refuel Bar (v) (1)	\$ 7.50pp
• Banana Bread (gf) (1slice)	\$ 8.00pp
• Orange Almond Bread (gf, df) (1slice)	\$ 8.00pp
• Spinach and Fetta Pastizzi (v) (1)	\$ 3.00pp
• Petite Pies (1)	\$ 3.50pp
• Sushi (v options available) (2slices)	\$ 4.50pp
• Sausage Rolls (v options available) (1)	\$ 4.50pp
• Chorizo Tart (1)	\$ 4.50pp
• Kale Tart (v) (1)	\$ 4.50pp
• Spinach and Onion Pakora (v) (1)	\$ 4.80pp
• Savoury Muffin 130gr (v) (1)	\$ 6.00pp
• Roast Vegetable Scrolls 180gr (v) (1)	\$ 7.00pp
• Spinach and Fetta Scrolls 180gr (v) (1)	\$ 7.00pp

### **Platter, charged per platter**

• Seasonal fruit platter small (serves 5)	\$ 25.00pp
• Seasonal fruit platter medium (serves 10)	\$ 50.00pp
• Seasonal fruit platter large (serves 20)	\$ 100.00pp
• Cheese platter small (serves 5)	\$ 50.00pp
• Cheese platter medium (serves 10)	\$ 100.00pp
• Cheese platter large (serves 20)	\$ 200.00pp

## CONFERENCE AND WORKING LUNCHES CONT.

### Traditional Sandwiches, Rolls and Wraps Selection made with seasonal chef selection fillings

- White, grain and wholemeal breads, gluten free pumpkin bread (4 points) \$ 6.00pp
- Ciabatta rolls, fresh round white rolls or wholemeal rolls (1 roll) \$ 6.50pp
- Tortilla wraps (2 pieces) \$ 8.50pp

### Examples of seasonal fillings

- Free range egg, chive, mayonnaise, lettuce
- Ham, cheese, tomato
- Chicken, celery, mayonnaise
- Tuna, cucumber, lettuce, lemon, dill mayonnaise
- Smoked salmon, cream cheese, lemon, rocket
- Salami, tomato, baby spinach, aioli
- Roast vegetables, falafel, rocket, tomato chutney (v)

### Beverages

- |                             |                    |           |
|-----------------------------|--------------------|-----------|
| • Brewed tea and coffee     | 1 serve            | \$ 4.00pp |
|                             | Continuous         | \$ 8.50pp |
| • Instant tea and coffee    | 1 serve            | \$ 3.00pp |
|                             | Continuous         | \$ 6.50pp |
| • Juice (assorted flavours) | 250ml PET btl      | \$ 4.00ea |
|                             | Jug                | \$ 8.50ea |
| • Water                     | Self-serve station | Included  |
|                             | Bottled            | \$ 2.50ea |

*Additional beverage items including soft drink, bottled water, alcohol and barista coffee are available and charged on consumption when requested.*

## **COCKTAIL PACKAGES**

Cocktail packages include platters served to your guests for a half hour duration. You can add an additional half hour at a fee per person.

### **Canape selection**

Choice of 3 hot/cold canapes, per person	\$ 15.00pp
Choice of 4 hot/cold canapes, per person	\$ 20.00pp
Choice of 6 hot/cold/dessert canapes, per person	\$ 30.00pp
Additional dessert canape, per piece	\$ 5.00pp

### **Cold**

- Bruschetta – tomato, basil and parmesan (v, gf on request)
- Sushi – assortment of flavours (v options available)
- Thai Chicken Noodle Salad served on spoon (gf)
- Crostini with duck, camembert and carrot marmalade

### **Hot**

- Pies – assortment of chicken curry, lamb and rosemary, steak and pepper
- Lamb Samosa
- Vegetable Samosa (v)
- Involtini – chorizo, spinach and ricotta (v options available, gf available on request)
- Mini Pizza (gf available on request)
- Vegetable Spring Roll (v)
- Chorizo Portuguese Tarts
- Kale Portuguese Tarts (v)
- Tempura Prawns

### **Dessert**

Charged per piece, Chefs seasonal selection

### **Platters charged per platter**

• Cheese platter small (serves 5)	\$ 50.00
• Cheese platter medium (serves 10)	\$ 100.00
• Cheese platter large (serves 20)	\$ 200.00

### **Beverages**

A selection of De Bortoli red, white and sparkling wines; light, mid-strength, heavy and premium beers; cider, a selection of premixed spirits as well as non-alcoholic beverages available.

# CENTRE SERVICES & OTHER RELEVANT CHARGES

## Event Ticketing

KBF Cultural Precinct offers access to a computerised ticketing system. Prices includes the design of event tickets, event build, printing and overall management of your ticketing.

Administration fee (per ticket sold) POA

Batch print, only available under special circumstances and must be approved directly by the Venue Manager POA

## Merchandising fee

Commission on sales of programs, souvenirs and memorabilia etc 10% of the value of sales

## Event Duty Staff

Event/Venue Supervisor, Front of House Supervisor, Food and Beverage Attendant, Usher, Security Guards (POA)

Bar Attendant, Barista, Audio Operator, Audio Visual & Lighting Operator, Stage Manager, General Technicians

*\*KBF Cultural Precinct follows the guidelines provided by the Liquor Licensing Act of Queensland in regards to crowd control and staffing requirements. Staffing requirements are quoted on a per event basis. KBF Cultural Precinct is a fully serviced venue and the Venue Coordinator reserves the right to charge any additional staffing as is appropriate to your event.*

## Administration Services

Phone Calls (per call) \$0.50

Photocopies (per page) \$0.10

## Equipment

All equipment hired at the request of the client, including pickup and delivery costs.

## Damages

All repairs and replacements shall be decided upon by Venue Management and effected by Centre Contractors. Where there is a time lag for repair of essential equipment, short term hire may need to be arranged and on costed to the hirer.

*\*The use of sticky tape, wall tacks, blue tac or glue is not permitted on any of the venue walls. Repair costs will be forwarded onto the client.*

# MARKETING OPPORTUNITIES

KBF Cultural Precinct currently has a number of marketing and advertising opportunities in place to promote shows and events held in the centre.

KBF Cultural Precinct must approve all marketing material and requires all promotional and marketing collateral to include the KBF and Logan City Council logos.

## **Show Guide (Bi-Annually)**

Shows that are open to the public, booked and confirmed may be provided with an opportunity to advertise in our Show Guide (additional costs apply).

## **Website**

All productions with ticket sales are listed on the website.

## **E-Newsletter (Monthly)**

Shows will receive a brief synopsis (max 50 words), image and show details and online booking option at the discretion of the venue.

Exclusive EDMs can be arranged to promote your event (additional costs apply).

## **Facebook**

KBF Cultural Precinct will include productions in general Facebook posts.

Additional boosts and advertising can be scheduled (additional costs apply).

## **Onsite Billboard Signage**

Opportunities for onsite physical & electronic signage will be discussed with clients upon request

# FREQUENTLY ASKED QUESTIONS

## **Can I provide my own catering and beverage?**

The Kingston Butter Factory Cultural Precinct is a fully licensed and catered venue and therefore all beverages and catering will be provided by the KBF Cultural Precinct. This is a requirement of both the Liquor and food licenses that the venue operates within. Our catering department will be happy to assist you in developing a menu to suit the needs of your event and budget.

## **Can I hold a date for my event?**

Restrictions can be placed on available dates, however a non-refundable deposit must be paid within 14 days to secure your date otherwise your booking will be removed from the system.

## **Will I need to pay for staff?**

Yes. Staff are rostered to work your event to provide a safe working environment for the period of your hire and are compulsory. Staffing requirements are based on a per event basis and can include Front of House and Technical staff. Security requirements will be assessed on a per event basis. All prices will be included in your event quote. Please feel free to discuss further with the bookings officer how volunteers from your organization may be able to assist.

## **Will there be charges for equipment?**

Any equipment provided by the KBF Cultural Precinct for your event will incur a charge. KBF can provide quotes for hire of external equipment, with any delivery or pick up costs forwarded onto the client.

## **Can the KBF Cultural Precinct provide a ticketing service for my event?**

Yes. All ticketing is done on our in-house ticketing system. This includes the event build, ticket design and printing of tickets. The cost of this service is available on application.

## **Can the KBF Cultural Precinct assist with the marketing and promotion of my event?**

Yes. KBF has various avenues for assisting with the marketing and promotion of your event. Please refer to the Marketing Opportunities page for more information.

## **Does the KBF Cultural Precinct have onsite parking?**

Yes. KBF has free parking spaces located at the front and rear of the venue, including accessible parking spaces. There are approximately 82 fixed parking bays, 5 Bus parking bays and plenty of overflow parking for major event days.

The precinct also sits adjacent to the Kingston Train station so event attendees can utilize public transport to and from your events!

### Can I use my own Technician/Ushers for my event?

You can provide your own Technician if they are Industry Professionals and have completed the community training program. Minimum requirement of Front of House Supervisor for performances, additional Ushers can be supplied by the hirer provided they complete a community venue safety induction.

### Can I change the lighting rig?

No. Only venue staff are permitted in the theatre catwalks and overhead rigging. Shows requiring alternate lighting design or scenery require a KBF staff member to complete the rigging.

## Reduction in Venue Hire Fees - CSO Application

Logan City Council offers opportunities for community based organisations to apply for assistance in relation to **venue hire fees**.

#### Eligibility

Organisations and individuals wishing to apply for a reduction in venue hire fees that

- the person or community based organisation hiring the facility is offering a genuine community service or benefit;
- the organisation is a constitutionally based non-profit organisation;
- the imposition of a hire or rental fee would place an imposition on the person's or organisation's financial resources; or
- the use or activity for which the hiring is sought is considered by the Delegated Officer to be sufficiently compatible with the Council's objectives so as to warrant support by approval of the waiver or concession.
- applicants must also hold public liability insurance to the value \$20,000,000.00

#### Evaluation

Once your application is received it is evaluated based on (but not limited to) the following;

- Availability of funding to support the endeavour – Logan City Council allocates a finite annual amount of funding to the reduction of hire fees program. At times, particularly toward the end of the financial year, funding availability may be at a minimum.
- Value of the event to the community – Where we ask you what the benefit to the community is, and to show evidence of support, Logan City Council is looking to support activities that have the greatest impact and greatest support in Logan community.
- Applications will also be assessed against how many times, if any, you have received a reduction in hire fees previously. Logan City Council is committed to assisting organisations build financial sustainability, as well as provide a broad section of the community with support.
- Applicants' budgets are reviewed with the view that the activity and/or event is not a profit making venture. Applicants who submit budgets with a large amount of projected profit may be asked to further explain their need for financial support.

#### Support

We are only too happy to provide assistance and support through the application process and we strongly encourage applicants to discuss the completion of this form with us.

Applications can take up to 14 days to be processed and evaluated, and formal notification of the outcome is provided as soon as possible.

If you have any questions about this document or the application process, please contact your respective Bookings Officer or venue directly.

# BOOKING CHECKLIST

**Complete the Advance Booking Form**

This form will assist identifying the space required for your event, and if the venue has the capacity to house your enquiry. It also identifies if you require additional services such as catering, specific technical items or event ticketing.

**Dates tentatively held and confirmation deposit invoice issued**

To secure the venue, the hirer must pay the non-refundable deposit within 14 days of the issue date, otherwise the tentative hold will lapse.

**Client Meeting**

Meeting with KBF Cultural Precinct staff to plan your event in detail including any technical and catering requirements. We will also discuss attendance and ticketing considerations for your event.

**Venue Hire Agreement and Event Quotation issued**

Logan City Council requires all venue hirers to sign a legal Venue Hire Agreement which looks at all conditions of hire. A working event quote will be issued to you which may change as discussions progress towards the delivery of your event. An upfront event deposit payment will also be invoiced after taking into consideration room hire, catering and technical requirements.

**Proof of Public Liability**

Provide KBF Cultural Precinct with a copy of public liability to the value of \$20 million. This is mandatory; if you do not have public liability you will be unable to hire the venue.

**Promotion and Advertising your event**

KBF Cultural Precinct must pre approve all marketing material and requires all promotional and marketing material to include the KBF and Logan City Council logos.

**Risk Assessment**

KBF Cultural Precinct may request you to consider a risk assessment if your event has a large number of attendees or if it is of an irregular nature. KBF Cultural Precinct will supply you with a template from which to complete this requirement.



# ADVANCE BOOKING FORM

**Company/Organisation Name:**

**Australian Business Number (ABN):**

**Please tick which hirer group your organisation belongs to:**

Community & non-commercial

*(Please include your certificate of incorporation)*

Commercial & Private

Internal

**Contact Name:**

**Position:**

**Telephone No:**

**Mobile:**

**Postal Address:**

**Postcode:**

**Email Address:**

**Event Name:**

Date	No. People Attending	Arrival Time On Site	Leaving Time From Site	Area/s Required	Type of Event

**Please tick services required:**

Catering

Technical

Ticketing

Marketing

Kiosk/Bar

Merchandise stall

**Additional Information:**

**How did you find out about us?**

Word of mouth

Website

Social Media

Newspaper

Return Client

Printed Publication

Other, please specify:

**Hirer's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

270 Jacaranda Avenue, Kingston QLD 4114

Booking Enquiries: 07 3412 4922 | Box Office: 07 3412 5626

Website: [Kbfprecinct.com.au](http://Kbfprecinct.com.au) | Facebook: @KBFPrecinct

- 17 -

