



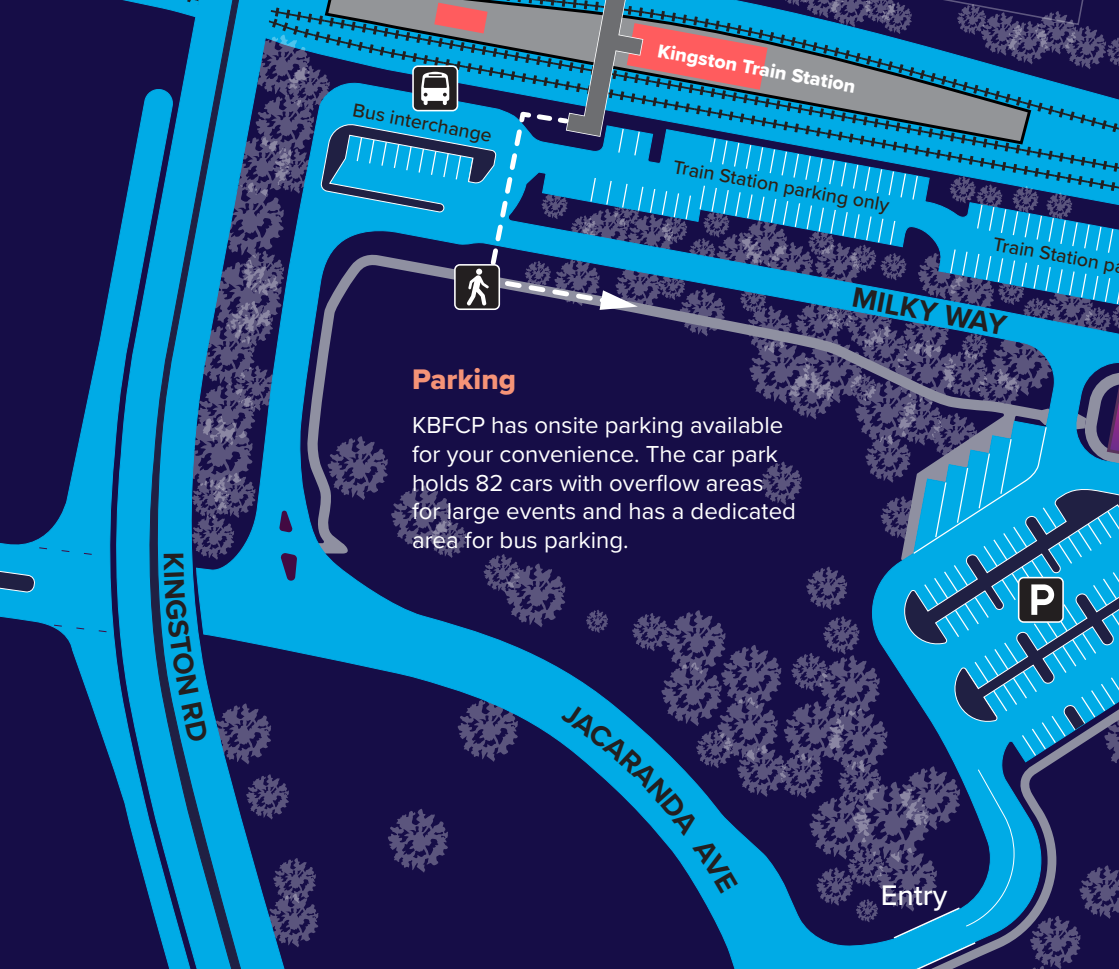
**KINGSTON  
BUTTER  
FACTORY**

# SPACES FOR HIRE

**Kingston Butter Factory  
Cultural Precinct**

[loganarts.com.au](http://loganarts.com.au)





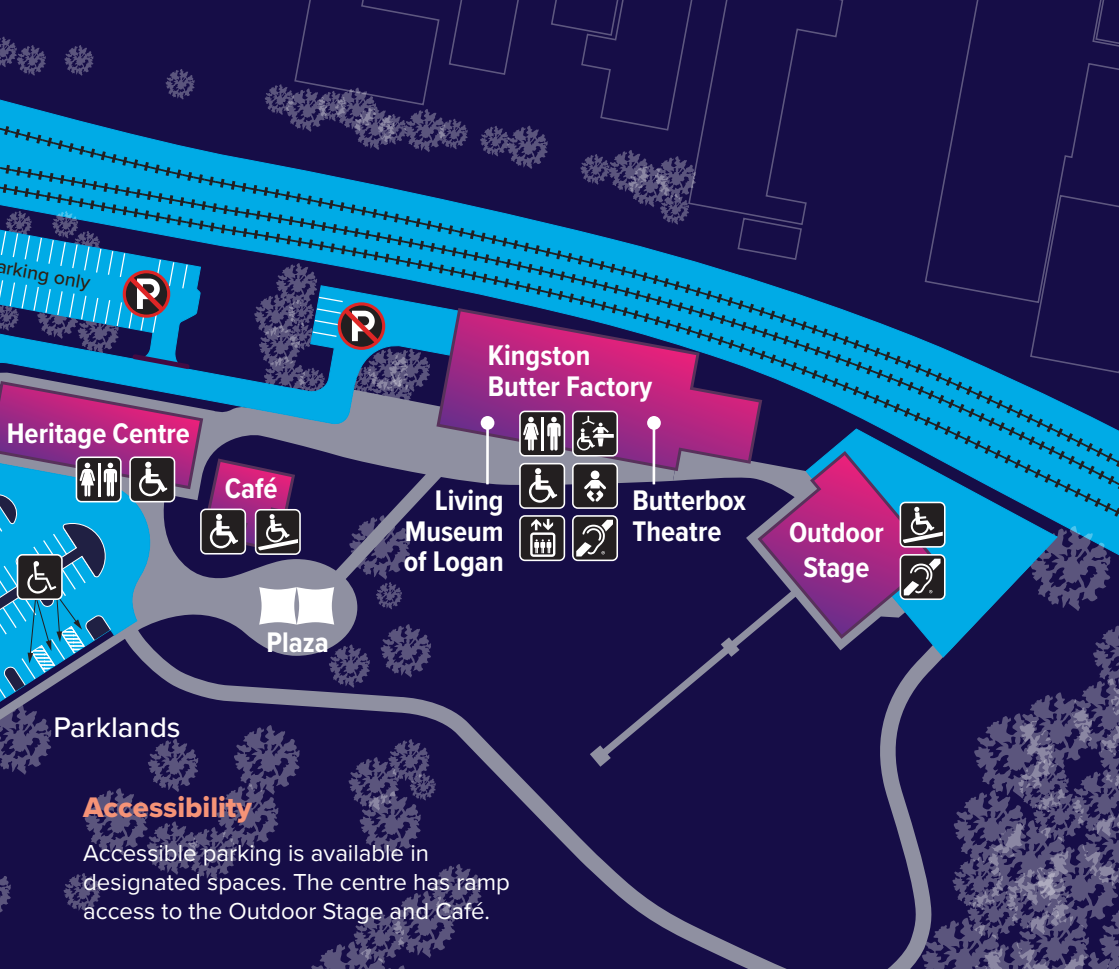
## HAVE YOUR EVENT WITH US

The reimagined Kingston Butter Factory Cultural Precinct has the perfect space to host your next event.

Our range of versatile indoor and outdoor spaces for hire include a large Outdoor Stage area, open Plaza, Indoor Studio, Butterbox Theatre, Atrium, as well as function and meeting rooms.

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

The cultural precinct is conveniently located next to the Kingston train station and accessible via the Beenleigh or Ferny Grove lines.



## Accessibility

Accessible parking is available in designated spaces. The centre has ramp access to the Outdoor Stage and Café.

There is also free parking onsite for buses and cars.

If you're looking for a unique and easily accessible venue space, this is it. Talk to our dedicated event teams about how we can help you create an event to remember.

For further information please contact our KBF team (see back cover for details).



5 star catering



Proximity to Brisbane and Gold Coast



Event management



Air conditioning



Disability access



In-house technical team

# SPACES FOR HIRE

## Outdoor Stage and greenspace

The 14 m wide Outdoor Stage faces south-west and offers highly adaptable performance space. It can accommodate up to 50 performers, together on stage and its fan-shaped audience viewing area has a 5,200 m<sup>2</sup> audience capacity.

Featuring colourful artwork by Lincoln Austin which represents the city’s diverse peoples, the stage faces vast open green space.

Ramp access is available at the side and rear. Backstage, a crossover corridor

adjoins the dressing rooms (2 large 20-person rooms and 1 small 6-person room).

The standard audio and lighting fit out is equipped with a wide range of equipment that includes brands such as Nexo, Yamaha and GrandMA. Our fulltime onsite Production Supervisor and skilled technical team are available to support the delivery of your event.

Our facilities can be tailored to suit your needs and detailed technical specifications are available on request.

› Permanent stage:	14 m (W) x 12 m (D) x 8 m (H)
› Patron capacity: (full event space)	5,200 m <sup>2</sup> audience capacity, plus additional 2,000 m <sup>2</sup> of precinct area
› Wing space (off stage):	4 m (W) x 12 m (D) to each side of stage
› Stage floor surface:	Concrete, with 7.5 kPa Uniform distributed load and 4.5 kN point load capability
› Stage height:	1.2 m from ground (with tiered step(s) down at front/sides)
› Stage ceiling height:	8 m
› Clear height above stage:	6 m
› Event Lawn:	5,000 m <sup>2</sup>
› Dressing Rooms:	129 m <sup>2</sup> of dressing rooms, spaced over 3 rooms. Two for 20 people and one for 6 people.
› Smart Pole Network:	5 pole structures that provide lighting, CCTV, Public access Wifi, wireless phone charging, and a wide range of sensor to promote community safety.



	Unit	Amount (inc. GST)
Set Up/Rehearsal, Non-performance Day	Per day	\$2,562
Weekday rental (Monday to Thursday)	Per day	\$5,125
Weekend rental (Friday to Sunday Public Holidays)	Per day	\$6,662
Full Precinct Rental (Monday through Sunday)	Per day	POA

Hire inclusions and optional extras	Unit	Amount (inc. GST)
Venue Officer/Technician	Up to 6 hrs	Included in hire
House Fixed Speakers and Lighting Grid	Per day	Included in hire
Customised AV Solutions	Per day	POA

Note: 30% discount for not-for-profit community organisations



# Butterbox Theatre

This fully air conditioned contemporary black box theatre with flat stage, retractable seating and audio visual set up offers versatile indoor space for a variety of events. Theatre productions, conferences, conversations, artist gatherings are all accommodated in this flexible venue.

The theatre offers 263 m<sup>2</sup> of space with a 90 m<sup>2</sup> sprung masonite floor flat-stage performance area. In standard seating mode the theatre can fit up to 220 patrons.

Like all facilities at this venue, our standard audio and lighting packages are of high quality. The venue utilises the latest in ProLight LED Luminaires in both Profile and Fresnel, Dante audio systems from Yamaha, and projection from Epson.

Our skilled technical team, with fulltime Production Supervisor, is onsite to assist in tailoring the facilities to suit your event. Detailed technical specifications are available on request.

› <b>Stage:</b>	10.8 m (W) x 7.1 m (D) x 5.6 m (H) Includes rear stage false crossover wall
› <b>Patron capacity:</b>	210 (156 Retractable and 54 Flat floor Loose seating)
› <b>Full Theatre Size:</b>	263 m <sup>2</sup> or 19.3 m (L) x 13.7 m (W)
› <b>Stage floor surface:</b>	90 m <sup>2</sup> sprung masonite floor flat-stage
› <b>Stage height:</b>	Black Box style stage at building floor level
› <b>Control room:</b>	Control room Is equipped with positions for a dedicated audio, lighting and AV operator.
› <b>Lighting catwalk:</b>	Lighting systems can be accessed with a catwalk walkway over the audience/performance spaces. Adjustments to front light and additional systems can be made quickly and with zero Impact to performance.
› <b>Hush Room:</b>	The Hush Room on the mezzanine level of the Kingston Butter Factory building provides a soundproof area with direct viewing to the Butterbox Theatre. This accessible space caters for patrons with small children or special needs.
› <b>Dressing Rooms:</b>	A moderate sized dressing room is available backstage

	Unit	Amount (inc. GST)
Set Up/Rehearsal, Non-performance Day	Per day	\$512
Weekday rental (Monday to Thursday)	Per day	\$871
Weekend rental (Friday to Sunday Public Holidays)	Per day	\$1,230

Hire inclusions and optional extras	Unit	Amount (inc. GST)
Venue Officer/Technician	Up to 6 hrs	Included in hire
House Fixed Speakers and Lighting Grid	Per day	Included in hire
Customised AV Solutions	Per day	POA

Note: 30% discount for not-for-profit community organisations

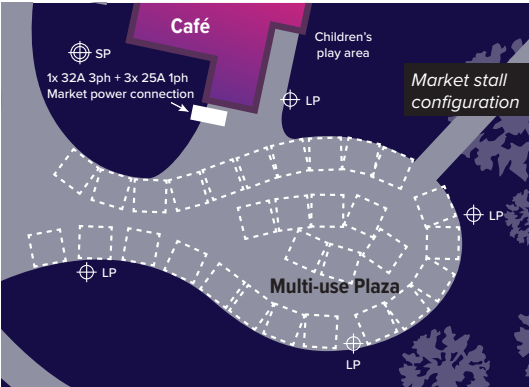


# Outdoor Plaza

The multipurpose outdoor Plaza is the ideal space for open air events. Decorated with colourful artwork and surrounded by green space, it can accommodate events such as market days, exhibitions and displays.

The nearby children’s play area has been designed to reflect the plaza artwork where insects are the inspiration. With its 3-dimensional sculptures and yellow shade covering, this space invites children to engage in imaginative play.

› <b>Space Dimensions:</b>	Approximately 1750 m <sup>2</sup> (including plaza 750 m <sup>2</sup> and surrounding lawn 1000 m <sup>2</sup> )
› <b>Patron capacity:</b>	500
› <b>Floor surface:</b>	Concrete Plaza painted with artistic design, paved pathways and grassed lawns. Shaded Structure in the centre of the Plaza 8 m x 16 m.
› <b>Smart Pole Network:</b>	5 Pole structures that provide Lighting, CCTV, Public access Wifi, wireless phone charging and a wide range of sensors to promote community safety.
› <b>Electrical:</b>	The Plaza Is equipped with 1 x 32 A 3 Phase and 3 x 25 A 1 Phase connection. The Smart Pole Network also provides additional power options across the precinct.
› <b>Water:</b>	Multiple water access points are available throughout the precinct, attached to all major structures. Public drinking fountains are located off the main building and the amenities block.





	Unit	Amount (inc. GST)
Set Up, Non-event Day	Per day	\$538
Weekday rental (Monday to Thursday)	Per day	\$808
Weekend rental (Friday to Sunday Public Holidays)	Per day	\$1,345

Note: 30% discount for not-for-profit community organisations



## Indoor Studio

The Indoor Studio offers an extension to the theatre space. Complete with boardroom furniture and kitchenette, this venue is also suitable for artist space, gatherings, or business meetings.

- › **Room dimensions:**  
106 m<sup>2</sup> or 11 m x 9.5 m

Includes lounge furniture & small boardroom table/chairs.

Includes kitchenette with fridge and microwave.

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

	Amount (inc. GST)
Studio Rental (Monday to Thursday), Half Day Hire (up to 4 hours)	\$256 per day
Studio Rental (Monday to Thursday), Full Day Hire (over 4 hours)	\$395 per day

Note: 30% discount for not-for-profit community organisations

## Atrium (Indoors level 1)

The Atrium is a relaxed and open space, perfect for Intimate talks and presentations.

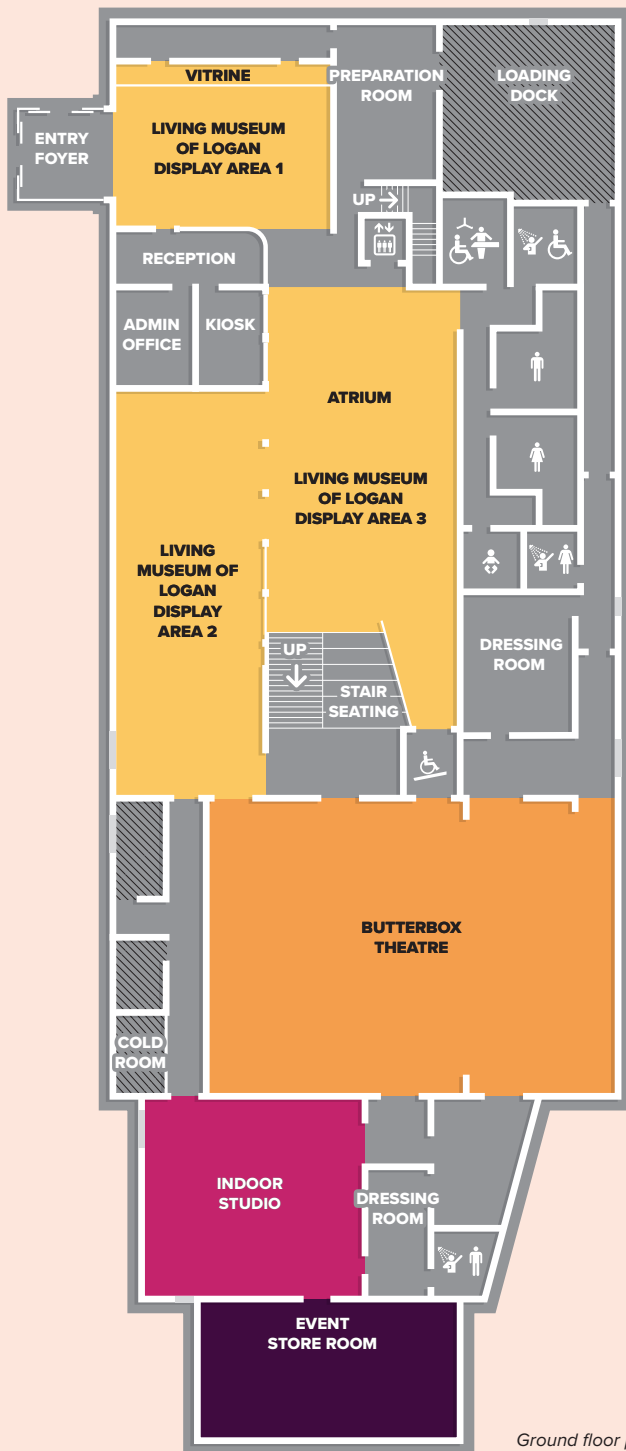
- › **Room dimensions:**  
21.1 m (W) x 23 m (L)
- › **Patron capacity:**  
150 standing (Capacity varies with the selected style of room layout)

Includes unallocated flat bench tiered seating with cushions and looks out to the Creative Industries display spaces.

	Amount (inc. GST)
Half Day Hire (up to 4 hours)	\$430 per day
Full Day Hire (over 4 hours)	\$808 per day

Note: 30% discount for not-for-profit community organisations





Ground floor plan

**Mezzanine Function Room  
(Indoors level 2)**

A comfortably sized room with kitchenette, the Mezzanine Function Room is suitable for business or social events and VIP experiences.

- › **Room Dimensions:**  
6.8 m (W) x 23.9 m (L)
- › **Patron capacity:**  
75
- › **Full room:**  
169m<sup>2</sup> includes kitchenette

	Amount (inc. GST)
Half Day Hire (up to 4 hours)	\$591
Full Day Hire (over 4 hours)	\$844

Note: 30% discount for not-for-profit community organisations.

**Small Meeting Room/s  
(Indoors level 2)**

These air conditioned private rooms can be arranged in a variety of configurations for small workshops, presentations and business meetings. They are also available to event staff and planners.

**Community Workshop/Meeting Room**

- › **Room Dimensions:**  
6 m (W) x 9 m (L) – 55 m<sup>2</sup>
- › **Patron capacity:**  
20 Includes boardroom table/chairs

**Mezzanine Meeting Room (partitioned sectioned of the Mezzanine Function Room)**

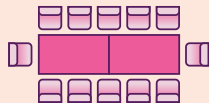
- › **Room Dimensions:**  
6.8 m (W) x 6.2 m (L) – 43 m<sup>2</sup>
- › **Patron capacity:**  
12 Includes boardroom table/chairs and kitchenette

	Amount (inc. GST)
Meeting Room Hire (up to 4 hours)	\$48

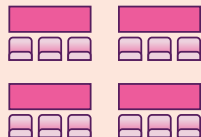
Note: 30% discount for not-for-profit community organisations.

Example Meeting  
& Function Room  
Configurations

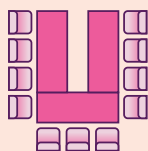
Boardroom



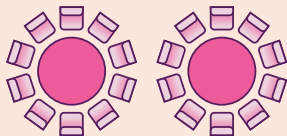
Classroom



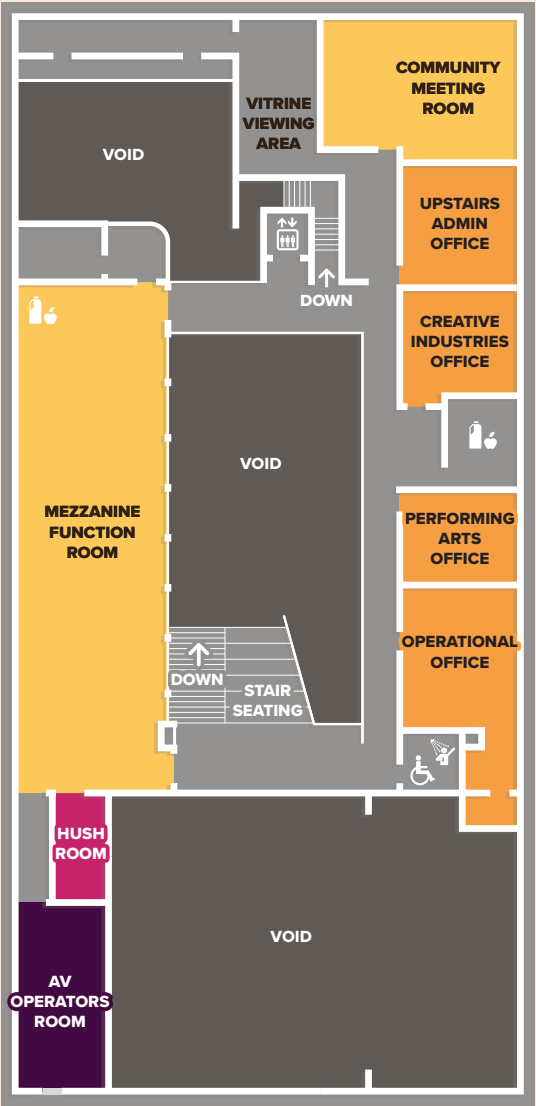
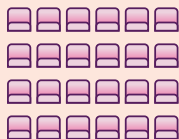
U-shaped



Banquet



Theatre



Mezzanine floor plan

# CATERING

If you're hiring any of the spaces within the Kingston Butter Factory Cultural Precinct, please talk to us about catering options. Whatever your event requirements, our team will happily work with you to tailor the food offerings to suit your needs and create the right atmosphere for your guests.

## Indoor

The variety of spaces located within the Kingston Butter Factory building are perfect for catered events, gatherings, or meetings. Our catering options include cocktail-style food and individual share platters, alcoholic or non-alcoholic beverages, and barista coffee.

A kiosk in the downstairs open space offers pre-show refreshments before performances in the Butterbox Theatre and can be opened for special events with prior arrangement.

## Outdoor

For outdoor events, our open-air servery will be open with a range of food and beverage options tailored for each event at the discretion of KBF.

Food trucks can be accommodated, with dedicated power solutions, on the outdoor grounds for selected events.

Please liaise with our event organisers on quantity and placement.

## Pricing and quotes

Catering quotes will be provided upon request. All quotes are provided as an estimate only and any changes to your event requirements may alter your quote.

Final guest numbers and any dietary requirements must be confirmed in writing with the venue 5 working days prior to the event.



**Please note:** As a fully licensed and catered venue, no food or beverages are to be brought onto the premises.



# VENUE SERVICES

## Event ticketing

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

- › Administration fee (per ticket sold) – POA
- › Batch print is 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., charged at 10% of the value of sales.

## Audio and lighting

Audio and Lighting Packages are offered in-house utilising our full-time house production team.

## Marketing opportunities

KBF Cultural Precinct currently has several marketing and advertising opportunities in place to promote shows and events held at the centre.

All marketing materials are subject to an approvals process and supplied collateral may be altered to meet Council's branding requirements. Customers will be advised by the marketing team if this is the case.

All productions with ticket sales are listed on the website.



# LOGISTICAL SUPPORT SERVICES

KBF offers logistic services that support the smooth delivery of your event. We work with our suppliers to coordinate a range of services and streamline your event planning.

## Traffic Guidance Scheme (TGS)

We have a developed Traffic Guidance Scheme and provide a visual guide of critical site information. The scheme includes essential requirements such as emergency vehicles, public transport, traffic control and signage.

## Parking services

The venue has 100 bitumen car parks and 5 bus parking bays, as well as on-site overflow parking for up to 500 vehicles. For major events, we can facilitate **shuttle bus services** to a nominated off-site location.

To alleviate parking pressures, we can also integrate rail transport as part of your event ticketing. The Kingston Railway Station is located adjacent to KBF with accessible pathways to the venue.

Our venue's proximity to major arterial routes - Gateway Motorway (M1) and Logan Motorway (M2) – allows for efficient access to and from the site.

## Security

We work with professional event security personnel to ensure every guest has a safe and enjoyable experience.

Our security services can extend to liaising with the Queensland Police Service (QPS) on how to support community events whether it be providing a police van, a cultural liaison officer, or a QPS information stand.

## Event equipment

In addition to our in-house products, we can arrange hire and delivery of event equipment. This can include fencing, signage, lighting, furniture, extra toilets, marquees, bollards, entry point ticketing gates and more. All this can be incorporated into the one quote, saving you time and money.

# ON-SITE TOILET FACILITIES

**Outside:** Permanent outside toilet facilities on the site include 6 male toilets + 9 urinals, 16 female toilets as well as 2 accessible toilets LH & RH.

**Inside:** Located on the lower floor are 5 Male and 6 Female toilets. Accessible toilets are located on both upper and lower levels. The venue also provides a Changing Spaces accessible bathroom.

# FREQUENTLY ASKED QUESTIONS

## 1. 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 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.

## 2. 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.

## 3. Will I need to pay for staff?

Yes. Staff are rostered to work your event. This is a compulsory requirement to provide a safe working environment for the period of your hire. 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 organisation may be able to assist.

## 4. Will there be charges for equipment?

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

## **5. 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.

## **6. 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 Marketing Opportunities (page 11) for more information.

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

Yes. Free parking spaces are 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 utilise public transport to and from your event.

## **8. 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. There is a minimum requirement of a front-of-house supervisor for performances.

Additional ushers can be supplied by the hirer provided they complete a community venue safety induction.

## **9. Can I change the lighting rig?**

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.

# 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.

## ☐ **Promoting and advertising your event**

KBF Cultural Precinct must pre-approve all marketing material and requires all promotional and marketing material to include the relevant Council logos as advised by the marketing team.

## ☐ **Risk Assessment**

KBF Cultural Precinct may request you complete 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.

## GETTING HERE

Located at 270 Jacaranda Avenue, Kingston, the Kingston Butter Factory Cultural Precinct (KBF) is in the heart of Logan and easily accessible by pedestrians, public transport or vehicle.



Driving north on the M1, take Exit 31 (Logan Motorway). If travelling southbound on the M1, take Exit 22 (Chatswood Road, then right onto Paradise Road).

If coming via the Logan Motorway, take the Kingston Rd exit, then turn right onto Kingston Road.



By rail you can access the precinct via Beenleigh or Ferny Grove lines. Disembark at the Kingston Train Station then take a 200m stroll from the station to the venue.



TransLink bus routes stop within a short walk of the precinct. The 3 closest bus stops are Kingston Station (4 min. walk), Kingston Road at Gould Adams Park (9 min. walk) and Clare Road near Kingston Road (12 min. walk).



The precinct is easily accessible by bicycle, with a local cycleways network connecting KBF to key activity centres in the City of Logan.



# ACCESSIBILITY

The precinct provides access for people of all abilities.



## Mobility assistance

All precinct venues are accessible. There is ramp access to the Outdoor Stage and Devon Pixies Tea House Café.

The Butterbox Theatre offers accessible seating for patrons who use wheelchairs or have other mobility concerns. If you wish to access these please advise the box office at time of booking.



## Hearing assistance

All spaces within the precinct are equipped with hearing loop assistance.



## Hush room

The Hush Room is attached to Butterbox Theatre and provides a calming, relaxing space for people experiencing difficulty processing sensory information.



## PWD bathrooms

PWD bathrooms are available in the Kingston Butter Factory building; the café; and the Heritage Centre. A **Changing Spaces** accessible bathroom can be found on the ground floor within the KBF building.

## Cerge App

We offer the Cerge Companion Website

- a collection of tools, guides, sensory descriptions, and virtual tours developed specifically to ensure visitors “Know Before They Go” about accessibility.

KBF also communicates to visitors via the Cerge Companion App which allows customers with disability to notify staff of a little “About Me” information so they can be treated equally and compassionately.









**270 Jacaranda Ave, Kingston**

The Kingston Butter Factory Cultural Precinct is owned and operated by Logan City Council, providing quality facilities for our community and visitors.

### **Reduction in venue hire fees**

Logan City Council offers opportunities for community-based organisations to apply for assistance in relation to venue hire fees. Ask for an application form.

### **Bookings**

Function bookings can be made via our bookings officer.

*Every care has been taken to ensure the information in this brochure is correct at the time of printing.*

### **To Book:**

 **07 2803 4701**

 **[loganarts.com.au](http://loganarts.com.au)**

### **Contact us:**

 **[KBFPrecinct@logan.qld.gov.au](mailto:KBFPrecinct@logan.qld.gov.au)**

### **Follow us on social media:**

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