

INTAKA ISLAND BIRTHDAY PARTY FORM



**Intaka Island**<sup>TM</sup>  
The natural heart of the city



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**PLEASE NOTE: Due to COVID-19 rules and regulations, we currently only allow a maximum number of 20 guests. This number includes adults and children. This is to ensure that the group is manageable (in line with COVID-19 regulations) as the rangers offer an activity during a birthday party event.**

## INTAKA ISLAND EDUCATIONAL BIRTHDAY PARTIES

Mom and dad bring the kids along to celebrate their birthday soaking up the sights and sounds of nature! Set up your party in our Lapa at the heart of Intaka Island and let our guides take the little ones to explore the Island and canals of Century City.



## WHAT DOES A BIRTHDAY PARTY INCLUDE?

You will be given exclusive use of the Educational Lapa for 3 hours from 10h00-13h00 or 14h00-17h00. This includes the setup and breakdown. We are happy if you want to decorate the venue a little – but please keep in mind we are a nature reserve! One activity of your choice (see options on the next page) is included. In the Lapa you can therefore entertain the parents, whilst our field ranger takes the children on their activity. You are welcome to bring your own party packs, cake etc – but should you require a bit of help, we will put you in contact with our catering team.

**The order in which you do the activities can vary according to your preferences, but we found the following format most popular:**

- (1) Parents arrive and set up
- (2) Intaka reception directs guests to Lapa
- (3) Welcome and activity
- (4) Cake and presents time!
- (5) Boat Ride (optional)



## WHAT IS THE LAPA?

Upon arrival at Intaka Island you will find our reception area, the Intaka Island Eco-Centre. From the centre departs our island walks and 500m from here, at the heart of the island, lies the Educational Lapa. This rustic and game-reserve like structure was built to provide visitors on the island with a nice picnic area, whilst maintaining that "outdoor " feel. The actual structure is made of wood and desiged to be as "open" as possible, but with drop down "blinds" to assist on particularly windy days!

**The Venue can accommodate the following numbers of people:**

- 40 Seated



## WHAT DO THE ACTIVITIES INVOLVE?

These options take approximately 1 hour and all adults are welcome to enjoy the Lapa.

COMPONENT	CONTENT
Treasure hunt	With the help of a map, children will have to find different bird nests hidden on the Island. In each nest will be a sticker of the bird that the nest belongs to. In order to receive the clue that will lead them to their treasure, they will have to match the bird to the correct "nest picture" on their map. Please note: treasure will need to be provided by yourselves (fizzer, lollie, etc.)
Island tour	Our experienced rangers will take the children on a journey around the island sharing its stories and pointing out all the key plants and animals.
Bird watching	Our experienced rangers will introduce the children to perhaps their first bird watching experience. This will include taking them around and going over the basics of bird identification.
Boat ride (optional at an additional cost of R45 p/child)	This activity takes the children onto the canals of Century City and a journey around Intaka island on one of our ferries. These ferries are covered so that it is rain and busy child resistant! We have an extra staff member on board to assist with children and two adults of the party group can join free of charge. Should you feel more comfortable with lifejackets – these can be found under the seats of the boat. Our skippers will gladly assist!





## HOW MUCH DOES IT COST ?

**A basic fee of R1040** that includes the Lapa and free access to all parents.

Please note additional entertainment such as face painters, clowns, etc. will need to be organised by yourselves.

## WHAT HAPPENS IF IT RAINS ?

Intaka Island is an outdoor adventure – and adventure doesn't stop for some bad weather! If on the big day the weather is exceptionally bad, we may opt to postpone to another day, but there is ample shelter and activities can be adjusted to minimise playing the rain.

Should you however choose to cancel, our usual cancellation policy applies.

## HOW DO I MAKE A BOOKING?

1. Make sure you have read the Conditions of Hire below, as this contains important fine print for you, your event and your guests.
2. All bookings/enquiries are done through the Eco-Centre Administrator
3. Complete booking form which will be sent to you once date has been confirmed and email or fax to Eco-Centre Administrator on 021 552 2986 or [info@intaka.co.za](mailto:info@intaka.co.za)
4. You will be issued with a pro forma invoice upon receipt of booking form and your booking will only be confirmed after payment of a 50% deposit.
5. Full payment must be made on or before the date of the event.

**For further enquiries please do not hesitate to contact us:**

021 552 6889

[info@intaka.co.za](mailto:info@intaka.co.za)

## WHAT DOES VENUE HIRE INCLUDE?

**Venue hire consist of the use of:**

- 6 x (4 seated) tables
- 2 x (6 seated) tables
- Chairs to seat 36 people
- 1 x open fireplace (Unfortunately this is for the Intaka Island use only)
- Outdoor toilets (Eco Loo)
- Lights
- Plugs

## WHAT HAPPENS IF I HAVE TO CANCEL MY BOOKING?

### **Please notify the Administrator immediately and take note of the following:**

If you cancel 14 days before the event you will be refunded all payments received.

If the cancellation falls within 14 days of the event you will not be required to pay the full amount, but will forfeit the 50% deposit.

If the cancellation takes place within 7 days of the event you will still be required to pay the full amount.

## TERMS AND CONDITIONS

- Kindly note that management reserves the right to prohibit any décor that it deems to be a risk to the natural ecosystem. Please do not hesitate to contact us for clarification.
- Bringing and using balloons onto the island is prohibited due to the risk it poses to the natural ecosystem.
- During the set-up there may be some public visitors in the area, but we shall ensure the client's exclusive use of the Lapa at least 30 minutes prior to the event.
- Intaka Island will do a basic set-up as specified before the event. We kindly request that you conduct a clean up after the event. Please support the recycling facilities available.
- Intaka Island is an entirely non-smoking facility therefore no smoking is allowed at the Lapa. Smokers are kindly requested to smoke across the bridge at the train area.
- Use of music is limited and subject to management approval.
- The supervision of children remains the responsibility of the host parents at all times, except for the designated activities that are under the supervision of the Intaka Field Rangers.
- The function holder will be responsible and liable for any damage or loss caused to the venue and its surrounds during the hire of the venue, which includes damages caused by any sub-contractors hired for the hosting of function.
- Parking: If your event requires extended hours, complimentary parking vouchers can be obtained from Eco-centre reception.
- Management has the right to impose any additional terms and conditions, as it deems necessary, in order to ensure inter alia the protection of the rights of other visitors and employees of Intaka Island, as well as its immediate surroundings.
- Disclaimer of liability: Please exercise caution around the canals, water bodies and bridges as the use hereof is entirely at your own risk. The CCPOA and the developers of Century City shall not be liable for any injury, loss or damage of any nature whatsoever sustained by any person howsoever arising whilst on Century City property or resulting from the use of its facilities and amenities.



# COVID-19 GUIDELINES FOR VENUE HIRE AND SCHOOL GROUPS

## 1.1 Venue Hire – Activity Centre

- The activity centre and centre bathrooms are cleaned and sanitised before each event. All chairs and tables are sanitised.
- All visitors are screened on arrival with their temperatures taken.
- All visitors are to sanitise on arrival.
- Visitors are to wear masks at all times.
- A maximum of 40 people standing and 30 people seated are allowed in the activity centre under COVID-19 regulations.
- The activity centre venue hire set up includes social distancing as chairs are spaced out 1.5m for events.
- There are three sanitiser dispensers in the foyer where guests can sanitise. There are also sanitiser dispensers in the bathrooms.
- If Intaka Island crockery is used, it is washed before the event, as well as after the event.
- Outside caterers are to be screened on arrival with their temperatures taken.

## 1.2 Venue Hire – Lapa (all events excluding kids' birthday parties)

- The lapa and lapa toilets are cleaned and sanitised before each event. All chairs and tables are sanitised.
- All visitors are screened on arrival with their temperatures taken.
- All visitors are to sanitise on arrival.
- Visitors are to wear masks at all times.
- A maximum of 25 people are allowed in the lapa under COVID-19 regulations.
- The lapa venue hire set up includes social distancing as chairs are spaced out 1.5m for events.
- There is one sanitiser dispenser at the lapa toilets where guests can sanitise, as well as a sanitiser dispenser at the entrance to the lapa.
- If Intaka Island crockery is used, it is washed before the event, as well as after the event.
- Outside caterers are to be screened on arrival with their temperatures taken.

## 1.3 Venue Hire – Lapa (Kids' birthday parties)

- All the same rules apply as per above section 1.2. The following rules are added:
- Parents/ guardians are responsible for social distancing between guests (children).
- A maximum of 20 people are allowed for kids' birthday parties – this includes children and adults/ parents/ guardians. This is to ensure that the group is manageable (in line with COVID-19 regulations) as the rangers offer an activity to the kids during a birthday party event. The activity is an island tour, junior birding or a treasure hunt.

## 2. School Groups

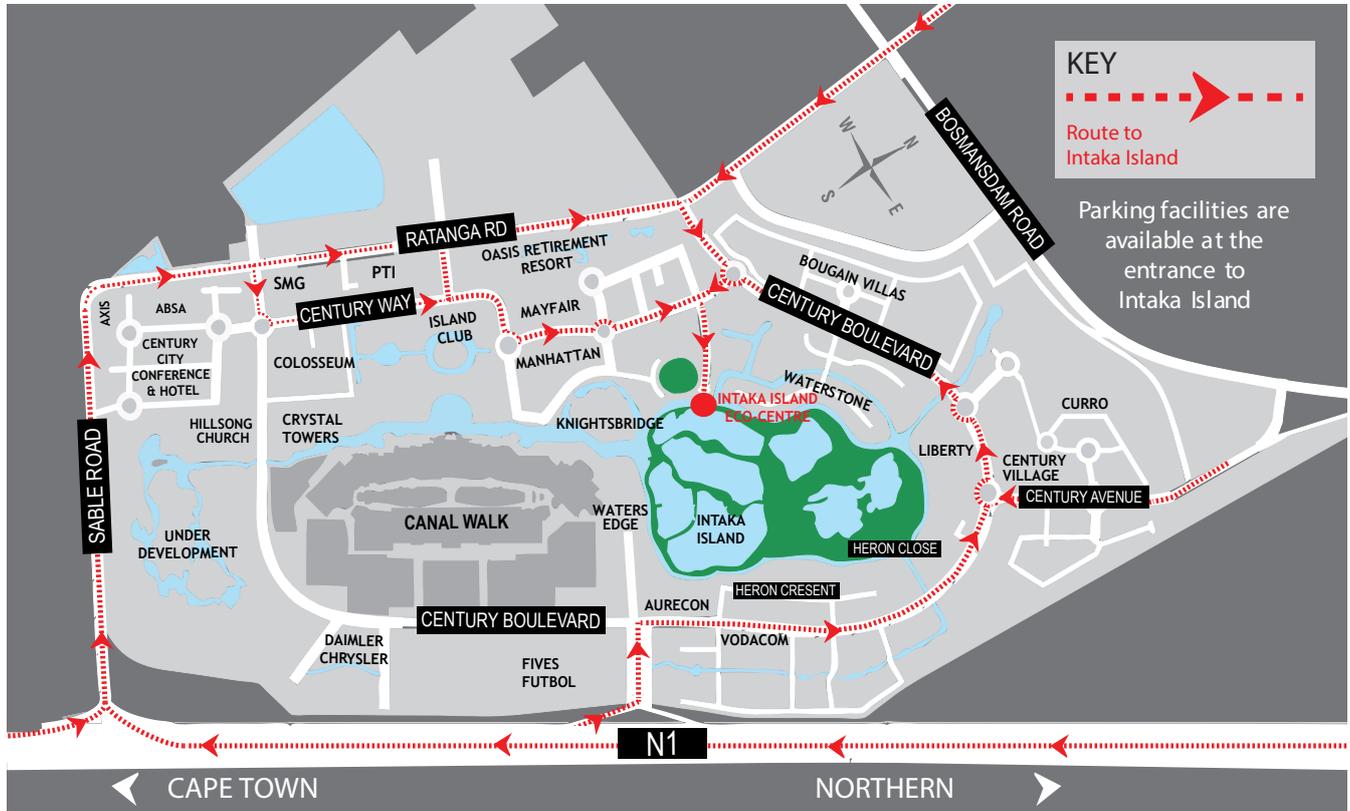
- All learners and teachers are to be screened and their temperatures taken on arrival.
- All learners and teachers are to sanitise on arrival and are expected to wear masks at all times during their visit.
- The venues that will be used for the educational programme for the day are to be cleaned and sanitised beforehand, as well as the centre bathrooms.
- There are sanitiser dispensers in the foyer (three), as well as on the island - two at the lapa and one at the bird hides.
- A maximum of 45 (this includes teachers and learners) are allowed for the educational programme. Learners are to be separated into three groups for the duration of the educational programme.



## HOW DO I GET TO INTAKA ISLAND?

Intaka is nestled in the heart of Century City, so don't lose faith when you see lots of buildings!

### Directions to Intaka Island Eco-Centre:



### Directions:

Take the Sable Rd Exit off the N1.

Turn right at traffic lights and follow road over the N1, down past Rantaga Junction and around the bend until another set of traffic lights.

Straight over this set of traffic lights.

Straight over the next set of traffic lights.

Turn right at the third set of traffic lights and you will approach a traffic circle.

Exit right off the traffic circle.

Take your first left into Park Lane.

Follow Park Lane until you reach parking lot (you will notice two large locomotives).

Walk over wooden bridge to the entrance of Intaka Island.