

INTAKA ISLAND LAPA VENUE HIRE



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

## INTAKA ISLAND ENVIRONMENTAL EDUCATION CENTRE VENUE HIRE INFORMATION: LAPA

### What is Intaka Island?

Intaka Island is a hidden gem of Cape Town that has come about through a novel collaboration between property development and nature conservation. In 1996 the development of Century City faced the combined challenge of conserving the wetland ecosystems of the area as well as maintaining the clean and safe waterways that were incorporated into the precinct design.

The solution was inspired by nature, with an 8ha ephemeral pan being declared a conservation area and an adjacent 8ha area re-designed and a wetland constructed to perform the natural role of a wetland: water purification. Today the island is home to 213 indigenous plants species and 120 different bird species. Even more so, the island is a tranquil getaway from the city bustle, with a diverse back ground of visitors ranging from bird watchers, photographers, school groups and the Century City business man or woman wanting to escape during their lunch break.



### 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 designed 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
- 70 Social/Standing





## WHAT TYPE OF EVENTS CAN THE ECO-CENTRE BE USED FOR?

Taking into consideration the objective of education at the Eco Centre and the sensitive natural setting it is to be expected that venue be used in such a manner so that it complements its surrounding environment.

### These events include:

- Environmental Education
- Educational Children's birthday parties
- School and Interest groups Sleepover
- Presentation and meeting venue for environmental clubs and groups - bird clubs, other EE centres, wildlife societies, friends, groups, etc
- Small scale events - lunches, cheese and wine functions, sunset events, corporate breakfasts, and Cocktail parties.

We regret no loud music or religious events and all bookings subject to approval by the birds... and sometimes management. See Terms and conditions.



## WHAT ARE THE COSTS FOR HIRING THE LAPA?

	NGO	Other
Half Day (07h30 – 12h30, or part thereof)	R1180	R1700
Half Day (13h00 – 17h00, or part thereof)	R1100	R1390
Full Day (07h30 – 17h00, or part thereof)	R2150	R2940
Evening Events (17h00 - 22h00, or part thereof)	R1900 - R2950*	R2940 - R4000*
Additional hours before 17h00, or part thereof	R430 / hour	R480 / hour
Children's Birthday Parties Sleepovers	See separate info sheet	

### Evening Events:

Nr. of people	NGO	Other
1 - 30	R1930	R2940
30 - 60	R2440	R3450
60+	R2750	R4000

## 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
- Outdoor toilets (Eco Loo)
- Lights
- Plugs

## WHAT ARE THE OPERATING TIMES OF ECO-CENTRE FOR VENUE HIRE?

### Open Times:

**September - April :** Monday - Sunday 07h30 - 19h00 daily

**May - August :** Monday - Sunday 07h30 - 17h30 daily

Closed on Christmas Day. Please note times to plan your set up times accordingly.

Please note these hours are out of our normal operating hours and if not making use of Diva Cuisines services, alternative arrangements will need to be made with our office which could result in additional fees for staff.

## I WANT TO ENJOY A WARM CUP OF COFFEE - WHAT ARE MY OPTIONS FOR CATERING?

Intaka Island produces ample fish to feed the birds, but to feed our guests we make use of the delicious food and great service of Diva Cuisine. Menu requirements and quotes can be obtained by contacting Diva directly: 087 231 0214/ 083 476 6596 or dc@divacuisine.net

Please note: No outside/own catering allowed.

## HOW DO I MAKE A BOOKING?

1. Make sure you have read the Terms and Conditions 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 at the end of this document and email or fax to Eco Centre Administrator on 021 552 2986 or 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

## 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.
- 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.
- All after-hour catering will be done by the Eco-centre's preferred caterers, who will be responsible for the venues' management after hours.
- 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.
- 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.
- 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).
- The activity is an island tour, junior birding or a treasure hunt.

## 2. School Groups

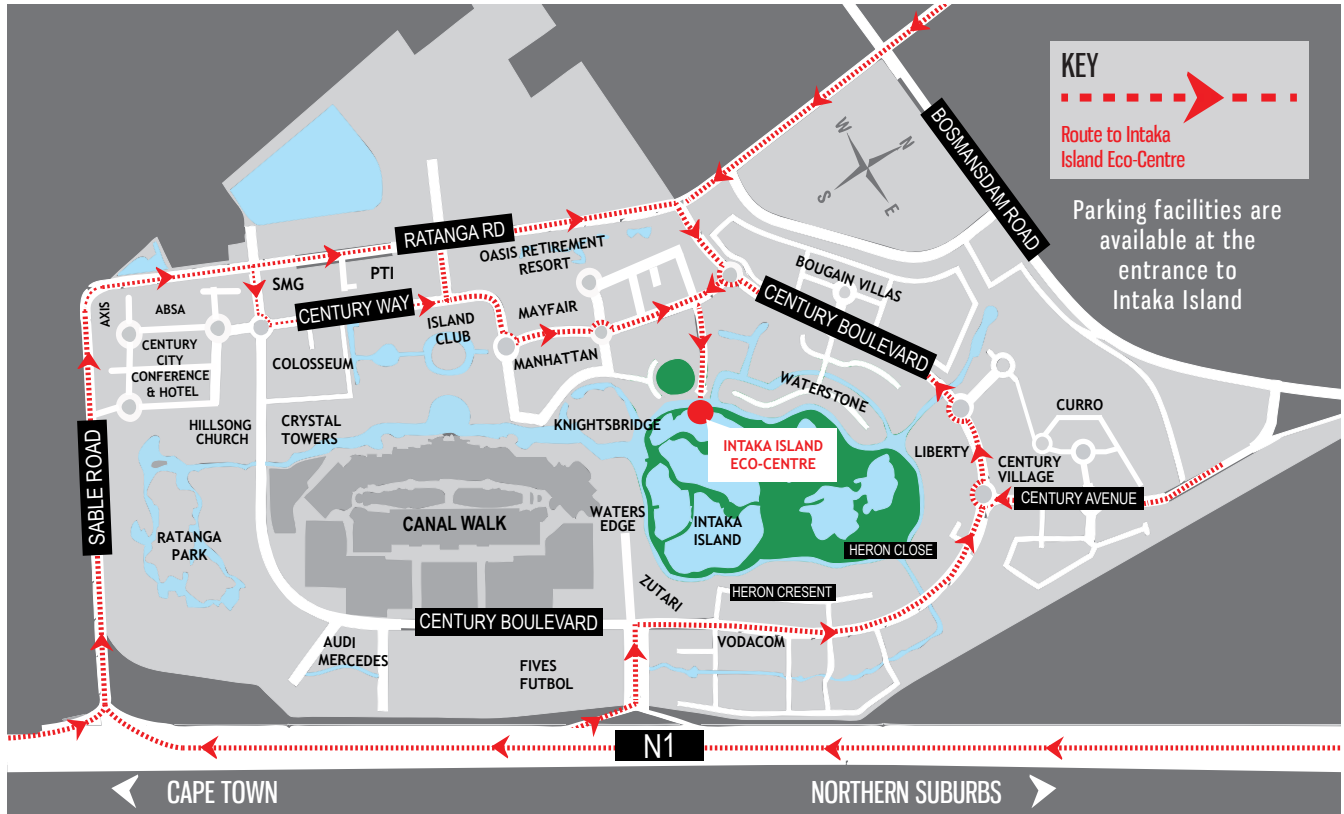
- All learners and teachers are to be screened and their temperatures taken on arrival.
- All learners and teachers are to sanitise on arrival and are expected to wear masks at all times during their visit.
- The venues that will be used for the educational programme for the day are to be cleaned and 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.



## 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 Ratanga 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.