

## 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. Furthermore this space opened u more educational space for the increasing numbers of school groups visiting. 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 roof contains a central opening to allow smoke from the bonfire to escape and is only a limiting factor during extremely heavy rains.

### 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.



## WHAT ARE THE COSTS FOR HIRING THE LAPA?

	NGO	Other
Half Day (07h30 – 12h30, or part thereof)	R900	R1200
Half Day (13h00 – 17h00, or part thereof)	R800	R1000
Full Day (07h30 – 17h00, or part thereof)	R1500	R2050
Evening Events (17h00 - 22h00, or part thereof)	R1500 - R2300*	R2050 - R2800*
Additional hours before 17h00, or part thereof	R300 / hour	R350 / hour
Children's Birthday Parties		
Sleepovers		
	See separate info sheet	

\* Dependant on group size

Nr. of people	NGO	Other
1 - 30	R1500	R2050
30 - 60	R1900	R2450
60+	R2300	R2800

## 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

Venue hire also includes basic set up, break down and cleaning of venue.

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

### Open Times:

Mon - Saturday: 07h30 - 22h00

Sundays: 07h30 - 19h00

Closed on Christmas Day.

Please note times to plan your set up times accordingly.

## 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 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 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 recieved.

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

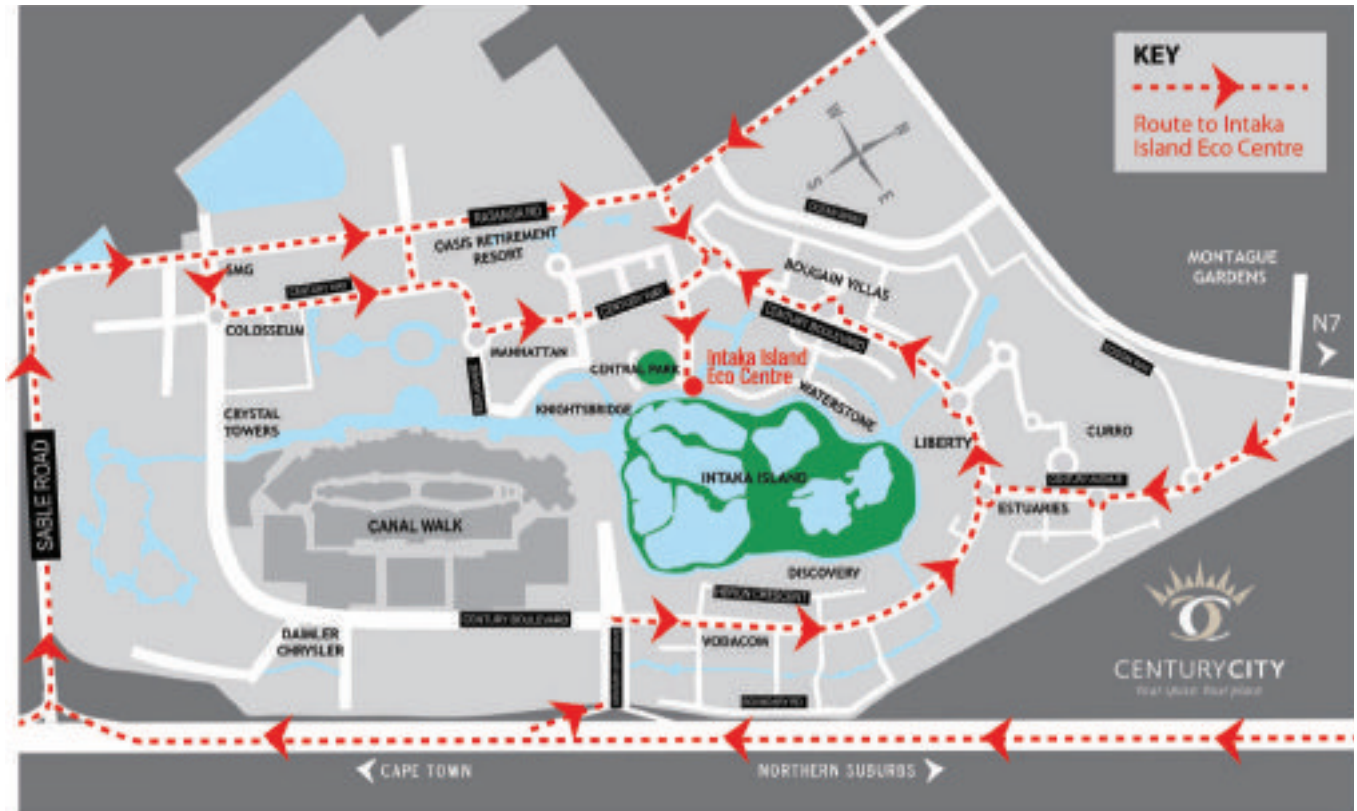
- Any signage used during your event is restricted to the vicinity of the Eco-Centre only.
- If you require further signage or are unsure of your use of signage, please request approval when making your booking.
- Any additional furniture required must be supplied by the function holder (the Eco-Centre's exterior furniture may not be used)
- Park Lane's restricted parking zones / signage must be adhered to. If event requires extended hours, permits can be obtained from Eco-Centre reception. An additional parking area can be allocated for large functions with prior arrangements.
- The Eco-Centre is a no-smoking facility, please inform your guests that there is a dedicated outside smoking area and this must be strictly adhered to as this is a highly sensitive area /ecosystem.
- The function holder must support the recycling facilities available at the Eco-Centre.
- All catering will be done by the Eco-Centre's preferred caterers, who will be responsible for the venue's management after hours.
- Management has the right to impose any terms and conditions in addition to those contained herein , as it deems necessary, in order to ensure inter alia of the rights of other visitors to Intaka Island and neighbours of Intaka Island are respected.
- Use of music is limited and subject to management approval.



## 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 of 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.