

INTAKA ISLAND VENUE HIRE INFORMATION



**Intaka Island**<sup>TM</sup>

The natural heart of the city

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

### 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 Environmental Education Centre (Eco – Centre)?

The Intaka Island Eco Centre is a multifunctional space that plays host to a variety of groups. The centre ranges from being a visitor information and reception area, to a thriving classroom for a variety of training workshops and events. Its appeal lies in the central location, but mostly in the elegant charm of the thatch roofed building overlooking the water and wetland.

The construction of the Eco Centre is a wonderful story of collaboration in the Century City community through various contributions from skills, finance, resources and time to establish this Green Building as an elegant, but suitable, welcome to the natural heart of Century City – Intaka Island.

The venue can accommodate the following numbers of people:

- 80 seated theatre/cinema style (no tables)
- 45 seated classroom style (3 per table)
- 24 seated boardroom style (3 per table)
- 30 seated cluster formation
- 120 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 the venue be used in such a manner so that it complements its surrounding environment.

### These events include:

- Environmental education
- Training and workshops
- Presentation and meeting venue for environmental clubs and groups
- Creative hub for intellectual presentations, talks, launches and expo's
- Corporate and community social responsibility events
- Small scale events e.g. cheese and wine, corporate breakfasts and sunset functions and cocktail parties
- Creative classes e.g. pottery, mosaic, art and painting classes
- Mind and body classes e.g. yoga, pilates and mediation classes

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

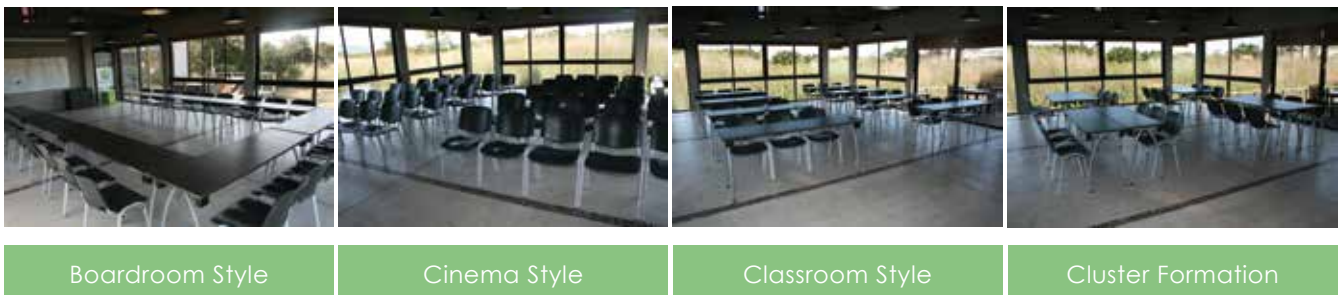
## WHAT ARE THE COSTS FOR HIRING THE ACTIVITY CENTRE?

	NGO	Other
Half Day (07h30 – 12h30, or part thereof)	R1150	R1500
Half Day (13h00 – 17h00, or part thereof)	R1000	R1300
Full Day (07h30 – 17h00, or part thereof)	R1750	R2300
Evening Educational Programs (17h00 – 22h00, or part thereof)	R370/hour	R480/hour
Evening Events (17h00 – 22h00, or part thereof)	R2000 - R3200*	R3200 - R4500*
Additional hours before (17h00, or part thereof)	R330/hour	R450/hour

\* Dependant on group size

Nr. of people	NGO	Other
1 - 30	R2000	R3200
30 - 60	R2600	R3850
60+	R3200	R4500

## VENUE SEATING FORMATIONS:



Boardroom Style

Cinema Style

Classroom Style

Cluster Formation



## WHAT DOES VENUE HIRE INCLUDE?

Venue hire consist of the main Activity Centre, foyer area, bathrooms and kitchen facilities

### (Excluding Cleaning of Catering Facilities):

- **Furniture:**

80 Chairs, 15 Tables(seats 3), 2 Flip Charts, 1 Pellet Fireplace

- **A-visual equipment:**

1 Computer, 1 Fixed screen and data projector, 1 amplifier, 1 DVD player, 1 fixed white board.

- **Kitchen:**

1 Fridge/freezer, 1 Gas Hob, 1 Gas Oven, 1 Microwave, 1 Large kettle, limited crockery.

- **Consumables:**

Flip chart paper (limited), white board markers (limited). Note - papers and pens must be supplied by the event organiser.

Venue hire also includes basic set up, break down and cleaning of venue **(excluding of catering facilities)**

## 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: 0872310214/0834766596 or dc@divacuisine.net

Please note: For day bookings you do not have to make use of Diva Cuisine, but may use another caterer. Evening functions are however restricted to catering through Diva Cuisine only.



## 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
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

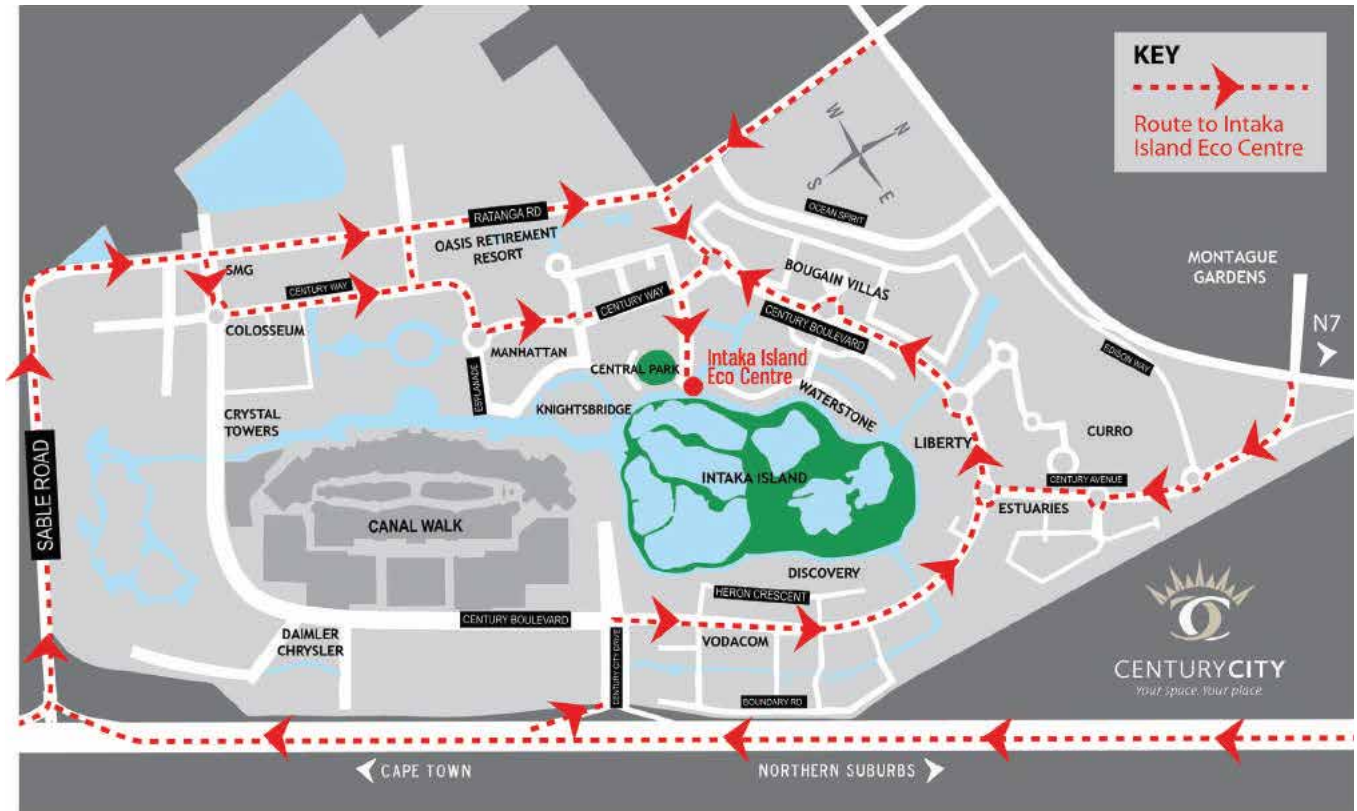
- Any signage used during your event is restricted to the vicinity of the Eco-Centre only.
- If you require further signage or are unsure of your use of signage, please request approval when making your booking.
- Any additional furniture required must be supplied by the function holder (the Eco-Centre's exterior furniture may not be used)
- Park Lane's restricted parking zones / signage must be adhered to. If your 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 after hour catering will be done by the Eco-Centre's preferred caterers, who will be responsible for the venue's management after hours.
- If a day function holder chooses to do their own catering they are responsible for the cleaning and leaving kitchen and catering area in an acceptable condition.
- The function holder will be responsible and liable for any damage or loss caused to the venue and it's surrounds during the hire of the venue, which includes all sub-contractors hired for the function.
- 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.