

INTAKA ISLAND VENUE HIRE INFORMATION



Intaka IslandTM

The natural heart of the city

PLEASE NOTE: Due to COVID-19 rules and regulations, we currently only allow a maximum number of 40 guests (standing) and 30 guests (seated) in the activity centre. This is in order to practice social distancing.

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

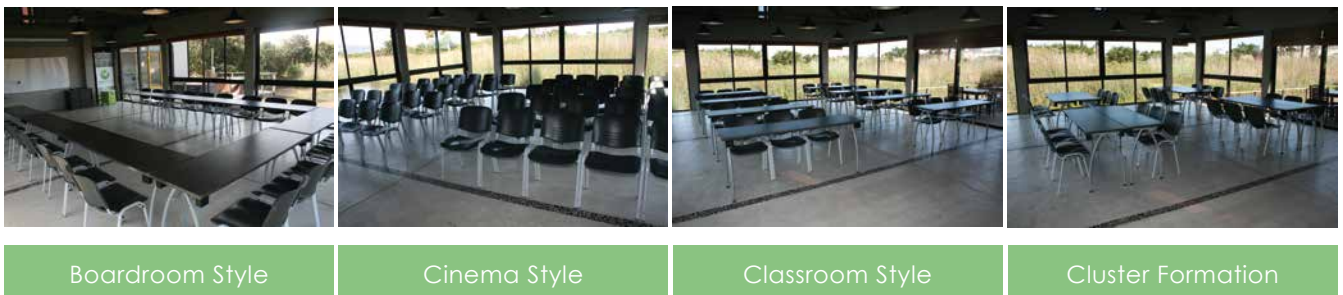
We regret no loud music or religious events and all bookings subject to approval by the birds... and sometimes management. See Terms and conditions.

WHAT ARE THE COSTS FOR HIRING THE ACTIVITY CENTRE?

	NGO	Other
Half Day (07h30 – 12h30, or part thereof)	R1450	R2000
Half Day (13h00 – 17h00, or part thereof)	R1300	R1600
Full Day (07h30 – 17h00, or part thereof)	R2300	R2900
Evening Educational Programs (17h00 – 22h00, or part thereof)	R480/hour	R640/hour
Evening Events (17h00 – 22h00, or part thereof)	R2300 - R3800*	R3800 - R5300*
Additional hours before (17h00, or part thereof)	R390/hour	R550/hour

Nr. of people	NGO	Other
1 - 30	R2200	R3800
30 - 60	R3000	R4550
60+	R3700	R5300

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

- **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, Crockery, Urn, Dishwasher.

- **Consumables:**

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

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: 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 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 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

- 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.
- Any additional furniture required must be supplied by the function holder. The Eco-centre's exterior furniture may not be used.
- During the set-up there may be some public visitors in the area, but we shall ensure the client's exclusive use of the venue 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 venue. Please inform your guests that 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.
- All after-hour catering will be done by the Eco-centre's preferred caterers, who will be responsible for the venues' management after hours.
- Parking: If your event requires extended hours, complimentary parking vouchers can be obtained from Eco-centre reception. For large functions, please contact reception for prior parking arrangements.
- 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

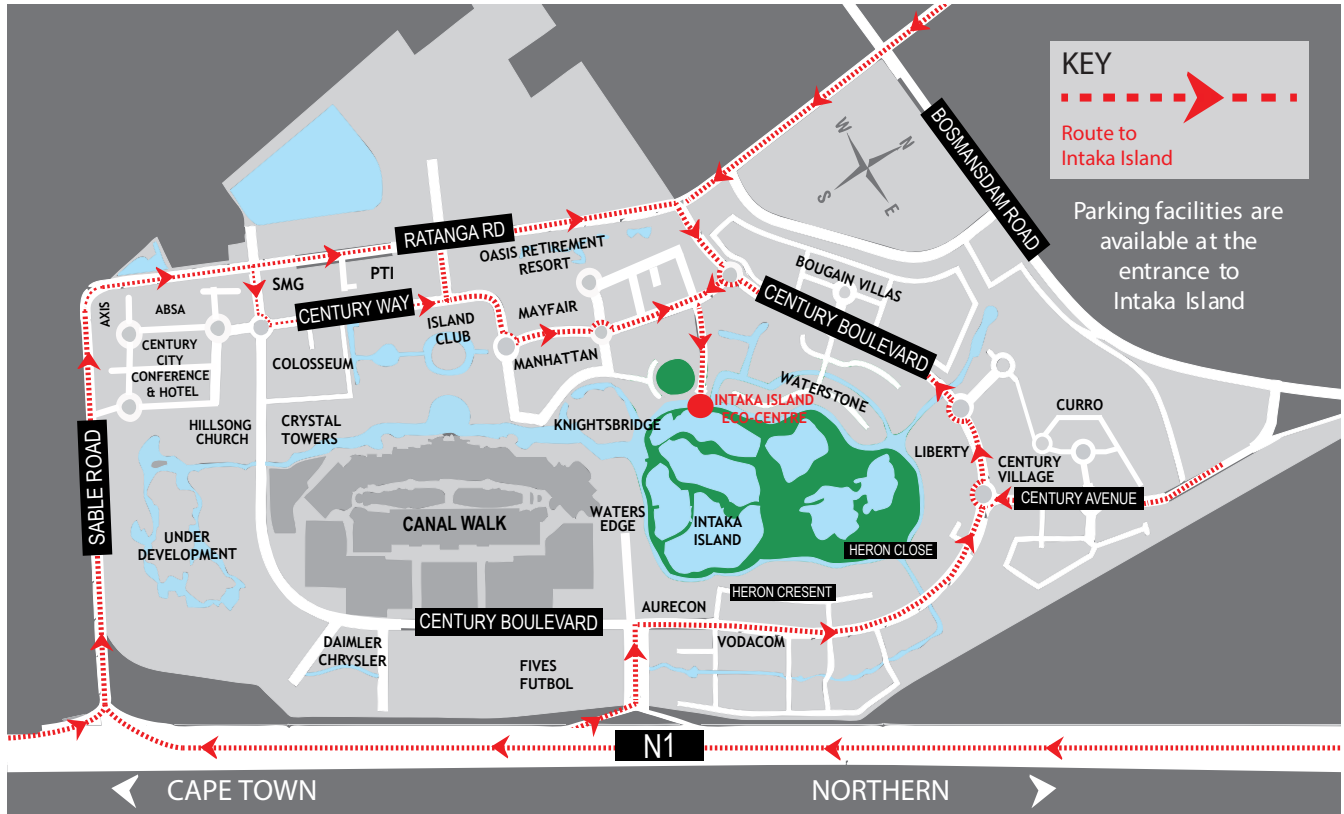
- All learners and teachers are to be screened and their temperatures taken on arrival.
- All learners and teachers are to sanitise on arrival and are expected to wear masks at all times during their visit.
- The venues that will be used for the educational programme for the day are to be cleaned and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