



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 8 Ha 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 birds species – 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 still maintaining that “outdoor” feel. Furthermore this space opened up 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 Lapa be used for?

Taking into consideration the objective of education at the Lapa 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, wild life societies, friends groups, etc
- Corporate events for the members of the Century City community – lunches, cheese and wine functions, sunset events, corporate breakfasts, etc.



We regret no private functions are allowed at this stage and all bookings subject to approval by the birds... and at times management.



What are the costs for hiring the Lapa?



	NGO	Other
Half day (07h30 – 13h00, or part thereof)	R800	R1000
Half Day (13h00 – 17h00, or part thereof)	R700	R900
Full Day (07h30 – 17h00, or part thereof)	R1000	R1200
Breakfast function (07h30 – 10h00, or part thereof)	R1350	R2050
Evening Events (17h00 – 22h00, or part thereof)	R1350 – R2050*	R1850– R2550*
Additional hours before 17h00, or part thereof	R200 / hour	R300 / hour
Children's Birthday Parties Sleepovers	See separate info sheet	

*Dependant on group size

Nr. Of people	NGO	Other
1 - 30	R1350	R1850
30 - 60	R1700	R2200
60+	R2050	R2550



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 Lapa for Venue Hire?

Mon – Saturday: 07h30 – 22h00

Sunday: 07h30 – 19h00

Please note times to plan your set up times accordingly.

Open all year except Christmas Day.

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: Chantelle 083 4766 596.

Please note – no outside/own catering allowed.

How do I make a booking?

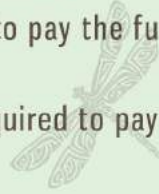
- 1) Make sure you have read the Terms and Conditions below – as this contains important information for you and your event.
- 2) Call Melissa our administrator on 021 552 6889. Alternatively you can email her on Melissa@intaka.co.za with the information below and she will be in contact with you:
Name and contact details
Preferred date and time
Company/Organisation and description of function
Approximate number of people
- 3) You will be issued with a quotation and completed booking form – please sign and return immediately and we will provisionally book the date for 7 days.
- 4) Hereafter you will be issued with an invoice and a 50% deposit is required to secure your booking.
- 5) Full payment is required on or before the day of the event.

For further enquiries please do not hesitate to contact us:
021 552 6889
melissa@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.



What are the Conditions of Hire:

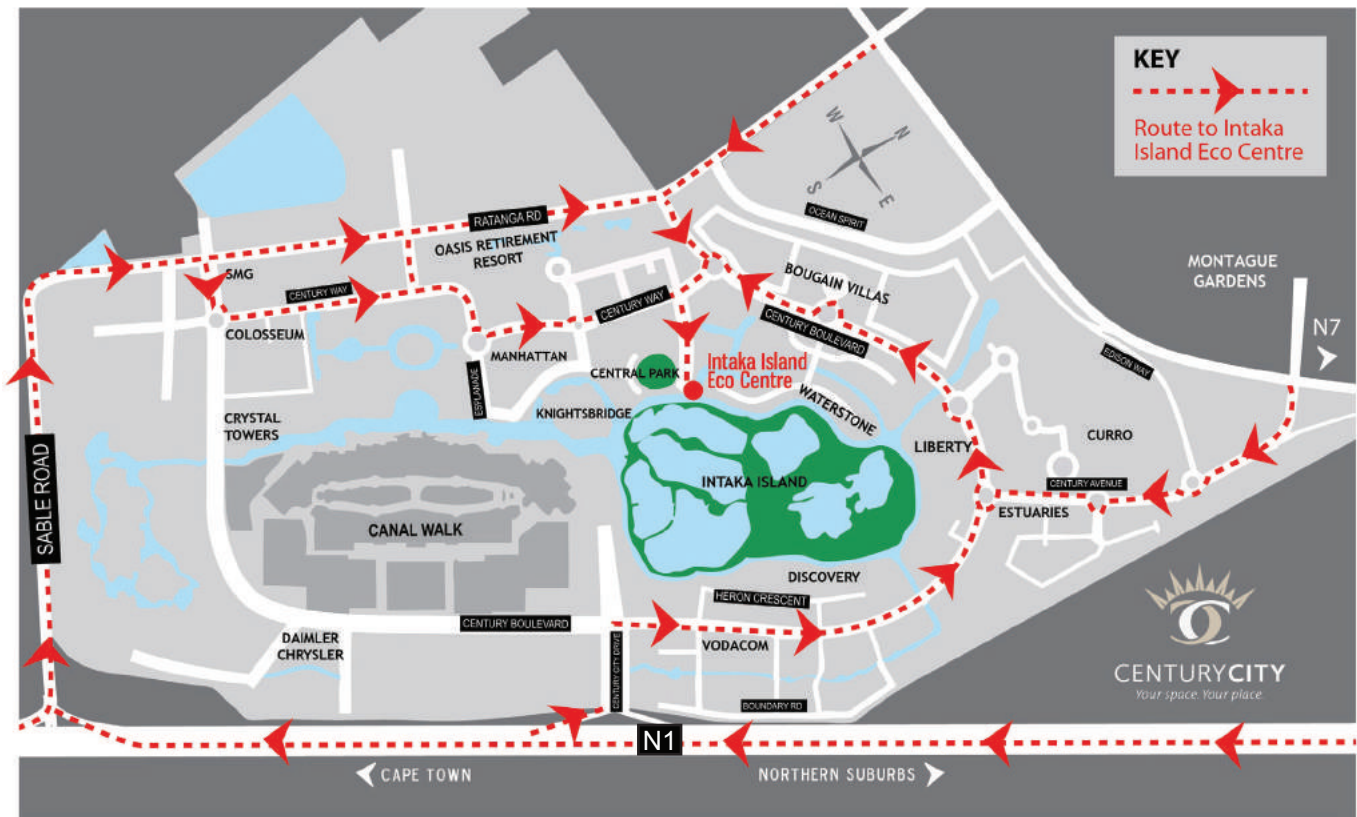
- Any signage used during your event is restricted to the vicinity of the Lapa only.
- If you require further signage or are unsure of your use of signage, please request approval when making your booking.
- Any additional furniture required must be supplied by the function holder
- Park Lane's restricted 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 Lapa 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 Lapa.
- The Lapa toilet facilities are provided in the form of Eco-friendly loos.
- All catering will be done by the Eco-Centre's preferred caterers, who will be responsible for the venue's management after hours.
- 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 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.

