

Union House 505

Function Room 1 Guide

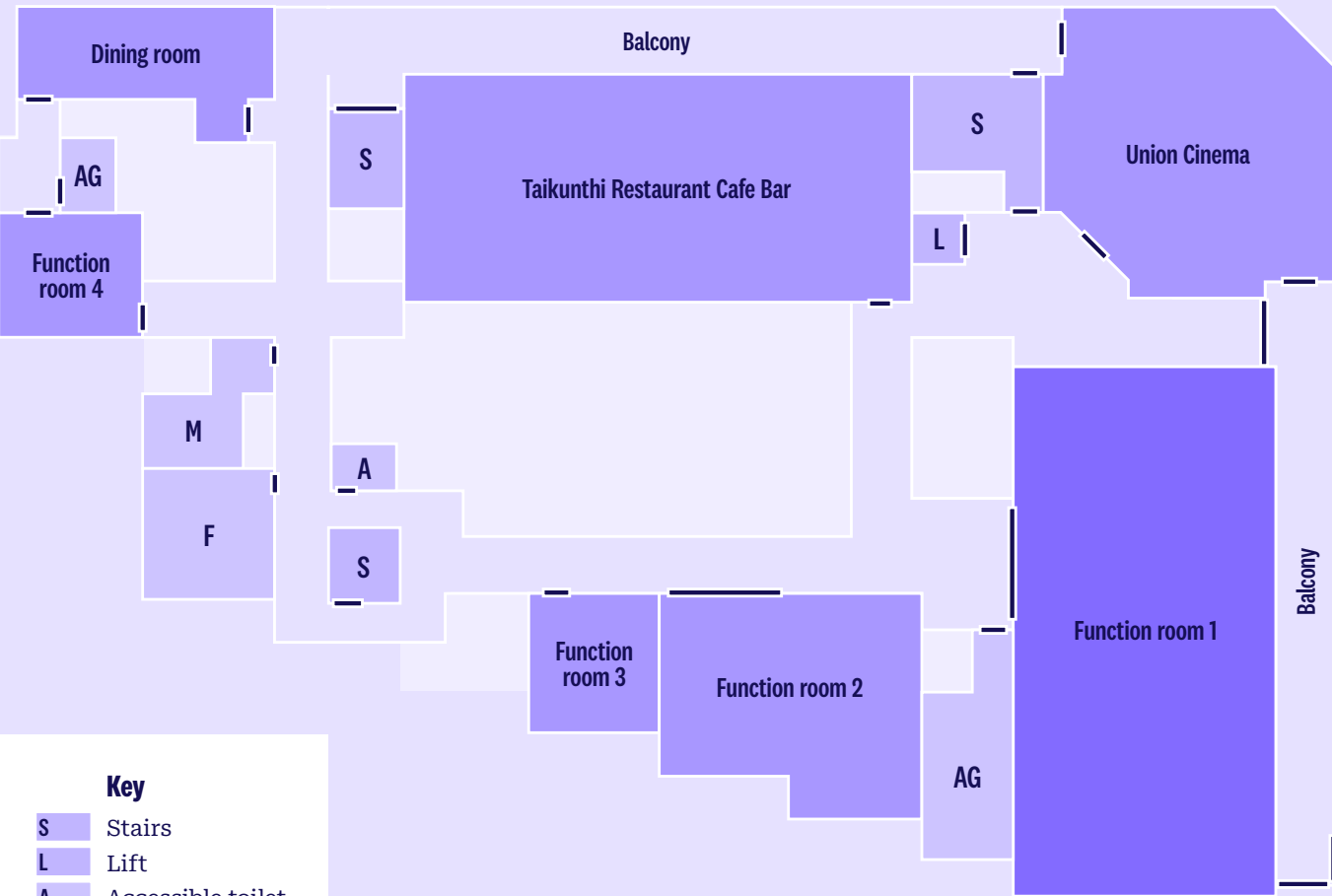


Venue information

Union House is a unique venue for events, socialising and engaging in campus life at Adelaide City Campus East.

The iconic building was constructed in the early-1970’s and designed in a contemporary style, while incorporating heritage buildings within its footprint. An extensive renovation of Union House was completed in 2024, adding student spaces, amenities, facilities and function rooms suitable for a variety of events.

This guide is applicable to **Function room 1**.



Key

S

Stairs

L

Lift

A

Accessible toilet

AG

All gender toilet

F

Female toilet

M

Male toilet

Union House 505



Bookings and events

(08) 8302 1000
facilities.booking@adelaide.edu.au
 Room bookings
 Venue information
 General enquiries

Union House is open from
7am to 7pm, Monday to Friday.
 For after-hours access, contact
 Security upon arrival and remote
 access can be provided.

Catering and alcohol

The National Wine Centre (NWC) are the operators of Taikunthi restaurant on level 5 and are the preferred caterer for Adelaide City Campus East events. As the NWC hold the level 5 liquor license, Taikunthi must be engaged for all events involving alcohol or where a sit-down catered breakfast, lunch or dinner is required.

If Taikunthi are not available, or you choose to not have them cater your event, you can engage another caterer on the condition that:

- **no alcohol is served/sold; and**
- **the food is pre-prepared offsite and can be delivered ready to serve.**

In these instances, all serving materials and glassware must be provided by the caterer. There are no facilities available to heat or plate food, or to wash dishes.

The Adelaide City Campus East has a variety of food and beverage outlets, many of which provide a catering service. Visit the [**campus catering website**](#) for information and contact details.

Ensure no hot items such as urns, are placed on tabletops without protection underneath as this can cause damage.

A water refill station in the foyer adjacent function room 2 is available and you must provide your own water jugs.

Strictly no BYO alcohol or service of alcohol by any entity other than Taikunthi is allowed.



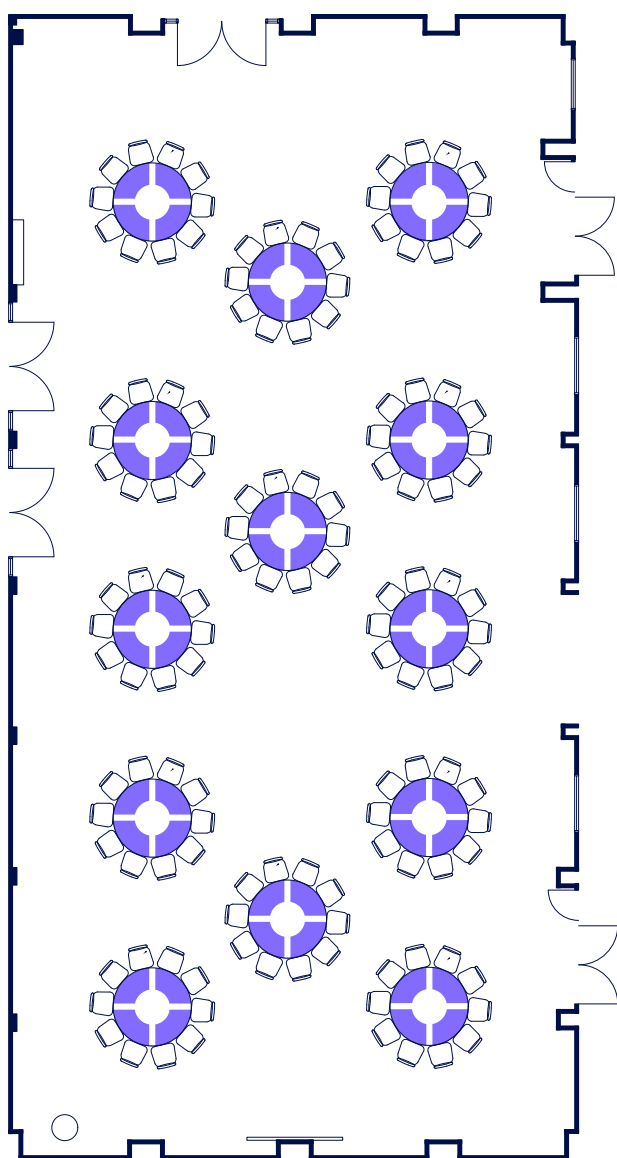
Taikunthi general enquiries

+61 427 966 686
booking@taikunthi.com.au

Contact Taikunthi to
 arrange a catering quote.

Room set up

Function room 1 has furniture suitable for a range of events and is configured with a standard layout.



Standard layout

Capacity 130

If movement of furniture in or out of function room 1 is required, you must arrange for the University porters to assist by requesting a service via the **Services Hub** a minimum of 7 days in advance.

Students should call **Facilities Bookings*** to arrange. *See page 6.

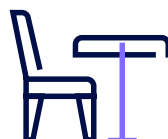
Facilities bookings will ensure that your booking request includes at least 2 hours pre-event (bump in) and post-event (bump out) so there is ample time to set and reset the room.

Request a service

1. Go to the Services Hub, navigate to **Archibus**
2. Request Services
3. General Maintenance
4. Cleaning, Caretaking/Portering and Waste
5. Caretaking/Portering
6. Provide detail about the furniture to be moved from the function room to Store 2 (UH510), specifying the time that you need the room set up by (not the time that your event starts). Also request that the room be reset to the standard layout post-event.

Note

Porters work from 8am to 3pm on weekdays.

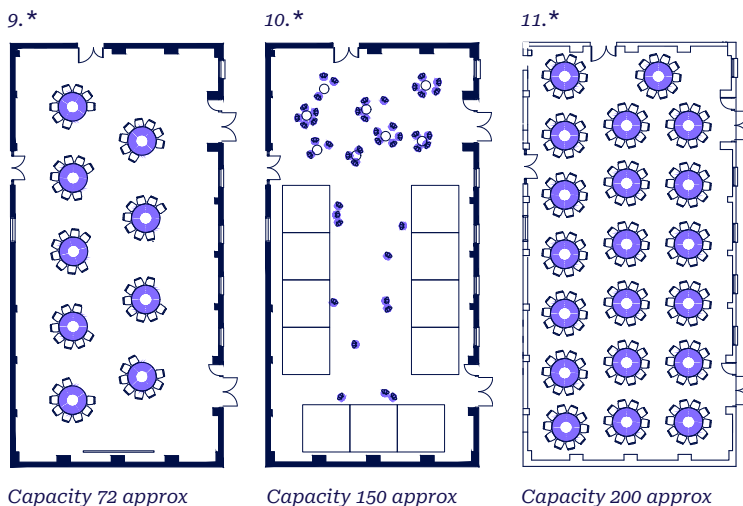
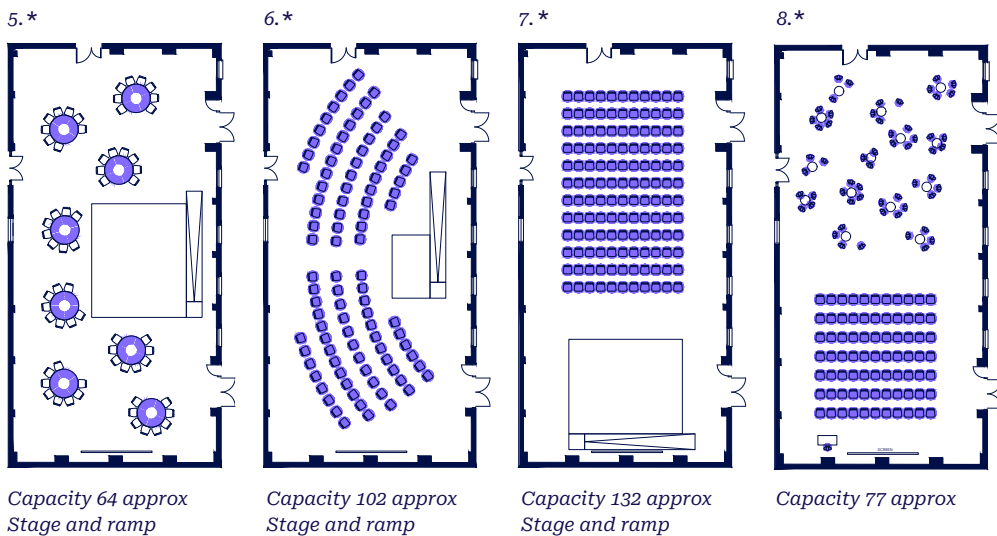
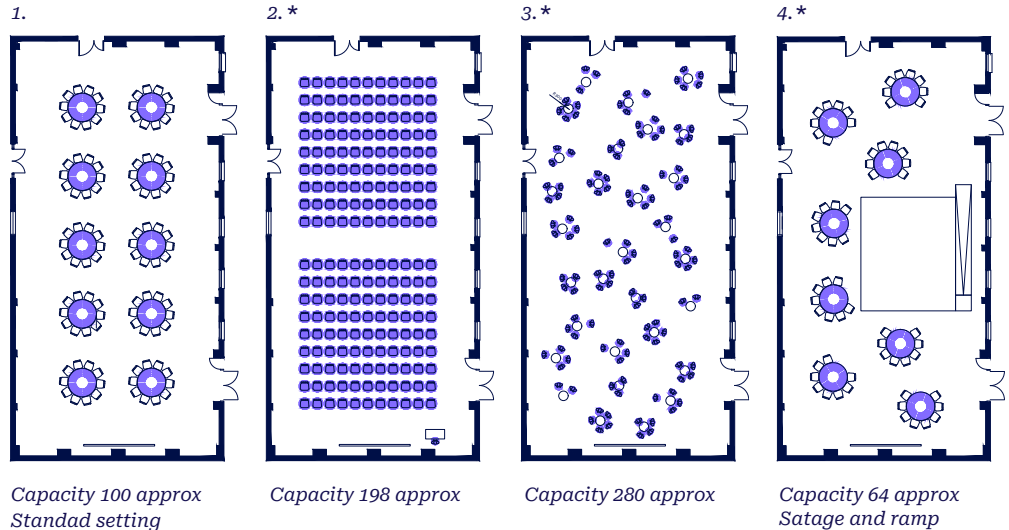


Other furniture available

8 rectangular tables, 6 cocktails tables and 8 cocktail stools

Alternative layouts

Alternate layouts
are examples only.
All asterisked
floor-plans will
require hire furniture.



-
1. Banquet
 2. Theatre
 3. Cocktail
 4. Cabaret II
 5. Cabaret II
 6. Theatre & Stage I
 7. Theatre & Stage II
 8. Theatre & Cocktail
 9. Cabaret
 10. Exhibition
 11. Banquet II

Cleaning and waste

Function rooms are cleaned every weekday morning before 7am, with the final clean of the week on a Friday morning.

A moveable bin station and wall bins in the hallway adjacent function room 1 are provided for the disposal of landfill, recycling and organic waste.

Any weekend bookings automatically include a fee for cleaning of the room and adjacent bathrooms, and restocking of consumables. This includes a minimum of 4 hours cleaning and weekend penalty rates apply.

If you have an afternoon or evening booking following a morning event and think your room might require a spot clean, please request a service for Cleaning via the Services Hub a minimum of 7 days in advance.

If the room is left in poor condition after your event, you will be charged a fee for cleaners.



Facilities support

(08) 8313 4008
facilitiesupport@adelaide.edu.au
Maintenance, cleaning, caretaking
and waste management

Request a service*

1. Go to the Services Hub, navigate to **Archibus**
2. Request Services
3. General Maintenance
4. Cleaning, Caretaking/Portering and Waste
5. Cleaning
6. Provide the room number, a project code and department cost code

**Students should call Facilities Support to arrange a service.*

Security

Security guards are required for all campus events involving alcohol service to 30+ guests and can be organised through Taikunthi. A quote for security will be included in your catering quote.



Security general

(08) 8302 2222
After-hours room access
Safety and security

Security emergency

(08) 8302 5444
Call this number after calling 000



External hire

Any additional or bespoke furniture, staging, lighting or production required for your event must be hired externally, with delivery, installation and collection of items coordinated by you.

**For extra large items contact Facilities Bookings to arrange access to the Goods Lift.*

Access is via gate 13 on Kintore Avenue, to the Union House/ Darling loading zone. Personnel should follow the level 4 walkway through to the Union House lift and go up one floor to level 5.*



Note

Delivery of items to Union House can occur any time between 7am and 7pm, Monday to Friday.

AV facilities guide

Function Room 1 includes three 100" 4k LCD screens, PC connectivity and light control:

1. Wireless keyboard and mouse (no clicker)
2. USB-C for bring your own device
3. Room control
4. Six wireless lapel, six wireless handheld and two podium mics in charging docs
5. Phone
6. Light control panel
7. Select internal PC or USB-C source
8. Self help button
9. Power system on and off.



Please turn everything off and return the room to its original state when you leave.

Tech support

During business hours the University’s Technology Support technicians are generally available via phone to assist. They will not attend the venue except in cases of broken equipment.

After hours, there is no tech support. However, a printed AV and lighting guide is provided in the room. If you require a dedicated technician to be in attendance during your event or if you need AV not provided in the rooms as standard, you are welcome to contact a third-party provider who will quote and charge for their services separately.



Technology Service Desk

(08) 8302 5000
During business hours

Scene Change | AV contractor

(08) 8313 3000
nwaterman@scenechange.com.au
Contact Nick Waterman



All lights off
(excluding DMX colour lights)

All lights to 50% brightness
(excluding DMX colour lights)

All lights to 25% brightness
(excluding DMX colour lights)

All lights on to 100% brightness
(excluding DMX colour lights)

Next page



Downlights on/off switch,
long press to dim up or down

DMX colour lights, on off only
(DMX main control from switch
at AV point)

Presentation lights on/off switch,
long press to dim up or down

PIR isolator switch, when switched
on the sensors will not operate

Next/previous page



Row 1 (North) spotlights
on/ off switch, long press
to dim up or down

Row 2 spotlights on/ off switch,
long press to dim up or down

Row 3 spotlights on/ off switch,
long press to dim up or down

Row 4 spotlights on/ off switch,
long press to dim up or down

Next/previous page



Row 5 spotlights on/ off switch,
long press to dim up or down

Row 6 spotlights on/ off switch,
long press to dim up or down

Row 7 (south) spotlights
on/ off switch, long press
to dim up or down

N/A

Previous page

Note

1. PIR isolate needs to be turned on if you want the lighting to stay off during a presentation or similar situation.
2. The lightbulb to the left-hand side of lighting group indicates function on/off.
3. The bar below the lighting group indicates the dimming point. For example, if the bar is 50% full the lights are operating at 50% of their lux capacity. Each group can be dimmed independently to others.

DMX lighting guide

To operate the RGBW spotlights located on the trusses first follow the instructions on the lighting control user guide and turn them on at the lighting control panel under group 'DMX spotlights'.

User interface

The Colour Touch RGBW uses five touch buttons and a display to navigate menus and light settings. The five buttons include increase/decrease (up/down), left/right, and on/off(middle). The main menu has three items: "Dim" for dimming, "Cct" for colour temperature, and "sho" for changing the current light show. The menus can be switched at anytime using the left and right keys. The device will always default back to the dimming menu after screen goes to sleep and when device is turned on. The flow of the menus can be seen in *Figure 2*.

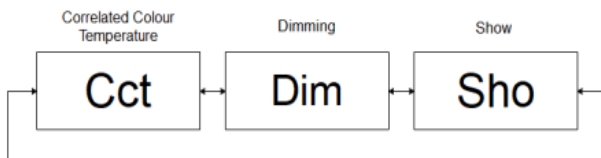


Figure 2: Menu system

CCT (Correlated Colour Temperature)

The Colour Touch RGBW can perform colour mixing of the RGBW LEDs to create a correlated colour temperature. This value is displayed in kelvin from 2700K to 6000K. To enter this mode, use the left and right arrows to scroll to the "Cct" menu. after the correct menu is selected use the up and down arrows to apply the CCT values to the DMX output. To exit this menu, use the left and right key to change menu.

Selecting shows

The Colour Touch RGBW is pre-programmed with variety of lighting shows. To access these shows, tap the left and right keys until the display is on the "Sho" menu, now use the up and down keys to select a show. The show will start instantly, and on the display the show description will scroll once. To exit from the show menu item just use the left or right keys. Pre programmed scenes available on manual provided in the AV cupboard.

Dimming

Each show on the Colour Touch RGBW can have a dimming multiplier of 0.4-100%, this can be controlled via the "Dim" menu. to access the Dim menu, use the left and right keys until "Dim" is displayed on the Colour touch. Then use the up and down arrows to control the level of dimming. 1 = 0.4% and 100 = 100% To exit this menu just use the left or right keys.

Post-event check list

1. Return room to standard furniture configuration (*See page 4*)
2. Place all rubbish in the bins provided
3. Remove USB
4. Turn off AV and lights
5. Remove all event posters
6. Wipe white boards



Further enquiries

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SA 5005 Australia

adelaideuni.edu.au

facebook.com/adelaideuni

linkedin.com/school/adelaideuni

youtube.com/@AdelaideUniAustralia

instagram.com/adelaideuni

tiktok.com/@adelaideuni

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We respectfully acknowledge the Kaurna, Boandik, and Barngarla First Nations Peoples and their Elders, past and present, who are the Traditional Owners of the lands that are home to our campuses across Adelaide and South Australia.

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