

Union House 509

Function Room 2 Guide

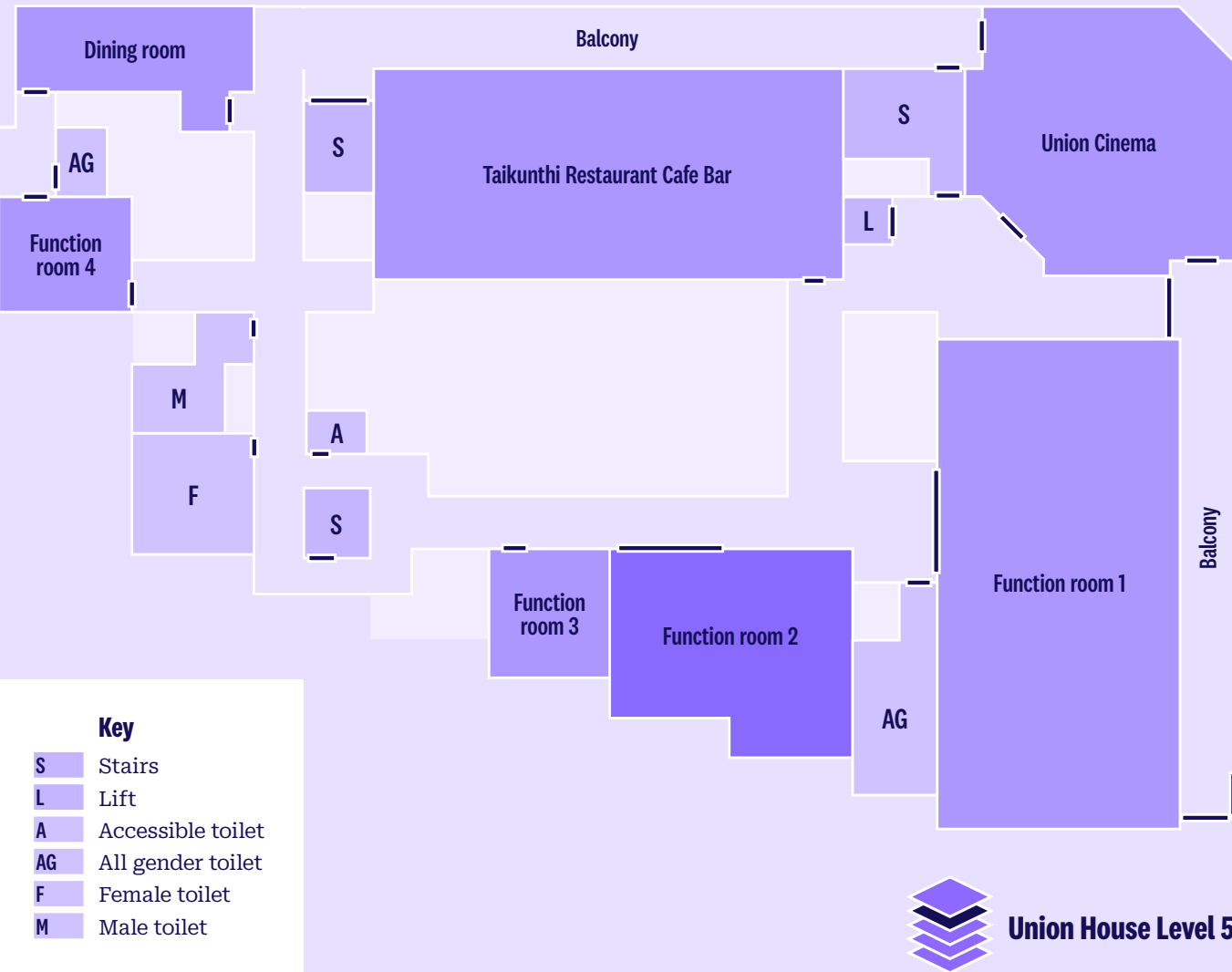


Venue information

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 2.



Union House 509



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.



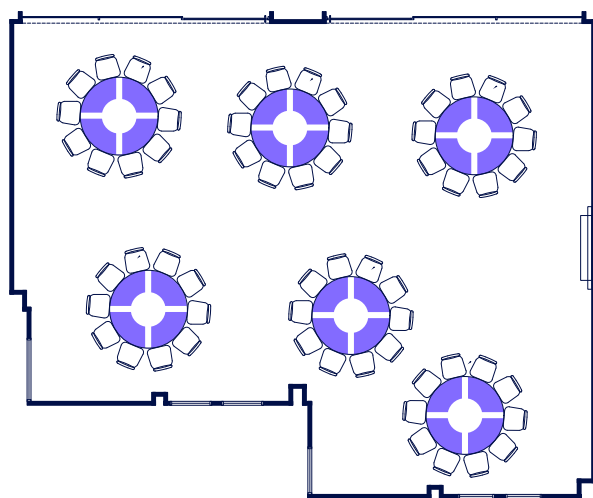
Taikunthi
general enquiries

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

Contact Taikunthi to
 arrange a catering quote.

Room set up

Function room 2 has furniture suitable for a range of events and is configured with a standard layout.



Standard layout

Banquet
Capacity 60

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.*

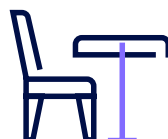
Facilities bookings will ensure that your booking request includes at least 2 hours pre-event (bump in) and post-event (bump out) so there is ample time to set and reset the room.

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.



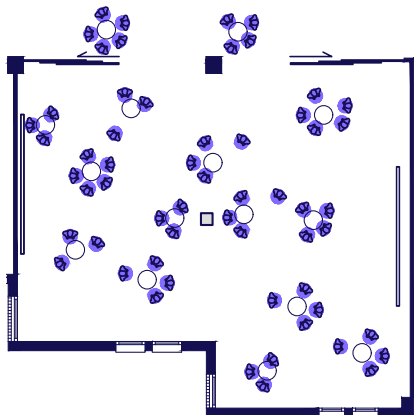
Other furniture available

8 rectangular tables, 6 cocktails tables and 8 cocktail stools



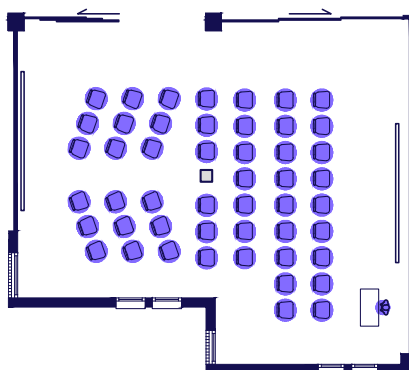
Alternative layouts

1.*



Capacity 120

2.



Capacity 49

1. Cocktail
2. Theatre

*Alternate layouts are examples only and all asterisked floor-plans will require hire furniture.

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.

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.*

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



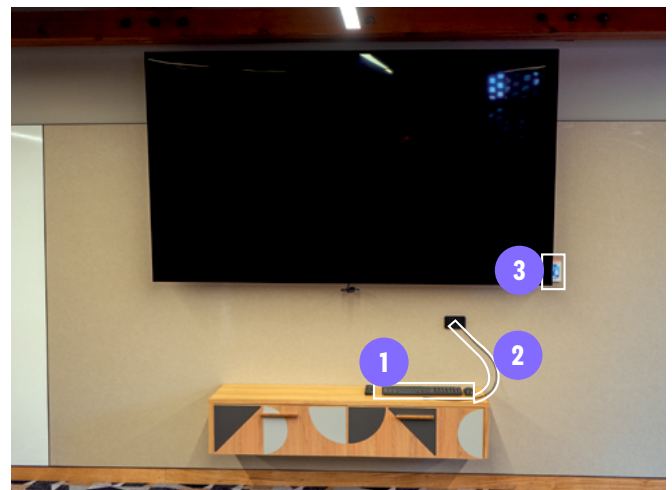
Note

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

AV facilities guide

Function Room 2 includes a 75" 4k LCD screen, PC connectivity, 4K 90-degree camera and ceiling mounted speakers and mic for audio capture and playback:

1. Wireless keyboard and mouse (no clicker)
2. USB-C for bring your own device
3. Control panel
4. Light control
5. Select internal PC or USB-C source
6. 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

Lighting guide



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

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

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

N/A

Next page



All lights off

All lights to 50% brightness

All lights to 25% brightness

All lights on to 100% brightness

Previous page

Note

1. Set lights to 25% brightness or dim down for presentations to avoid the sensors turning lights back on.
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.

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

Further enquiries

Adelaide University
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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