

**Union House 510**

# **Function Room 3 Guide**

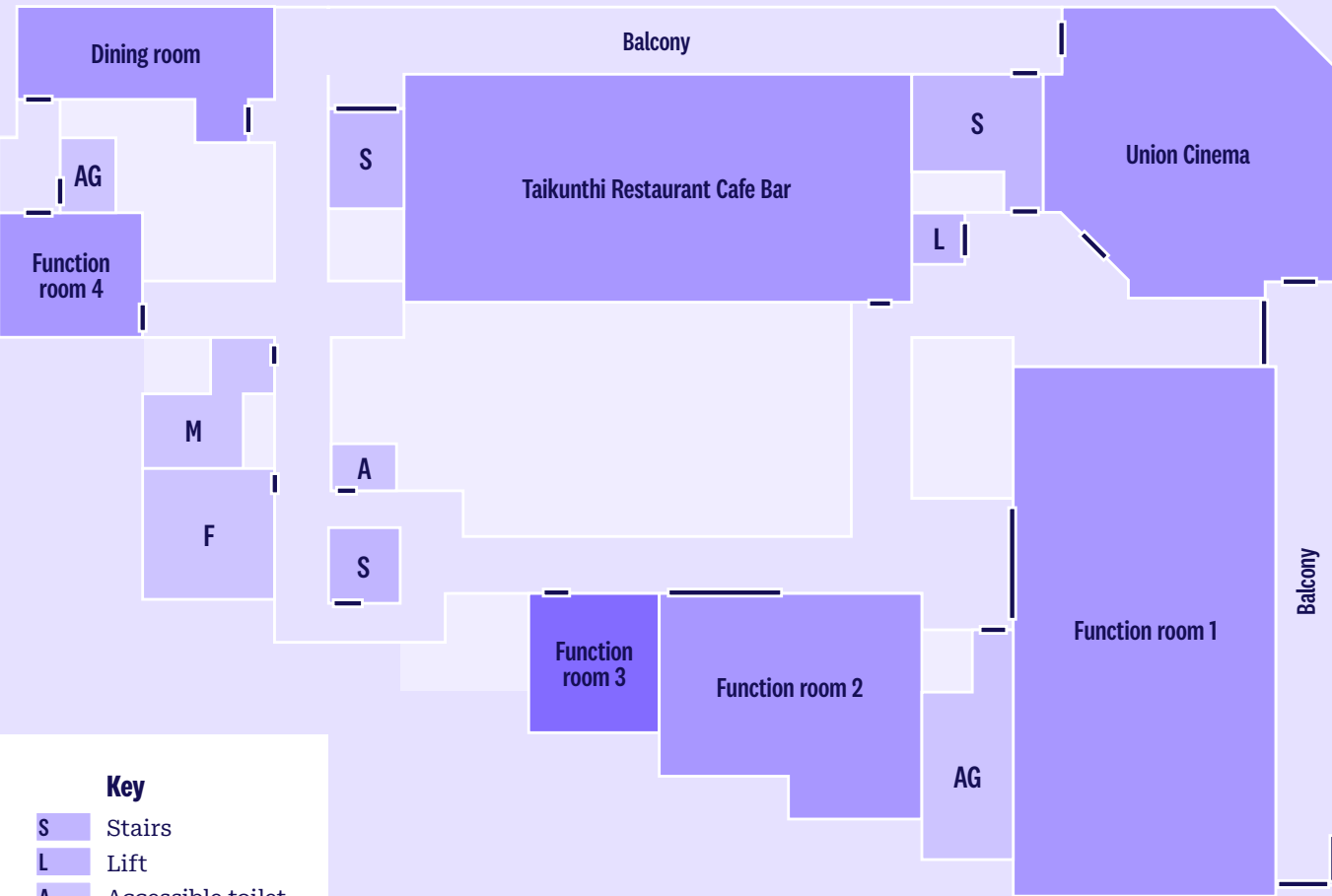


# Venue information

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 3**.



**Key**

S

Stairs

L

Lift

A

Accessible toilet

AG

All gender toilet

F

Female toilet

M

Male toilet

# Union House 510



## Bookings and events

(08) 8302 1000  
[facilities.booking@adelaide.edu.au](mailto: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](mailto:booking@taikunthi.com.au)

Contact Taikunthi to  
 arrange a catering quote.

# 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](mailto: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

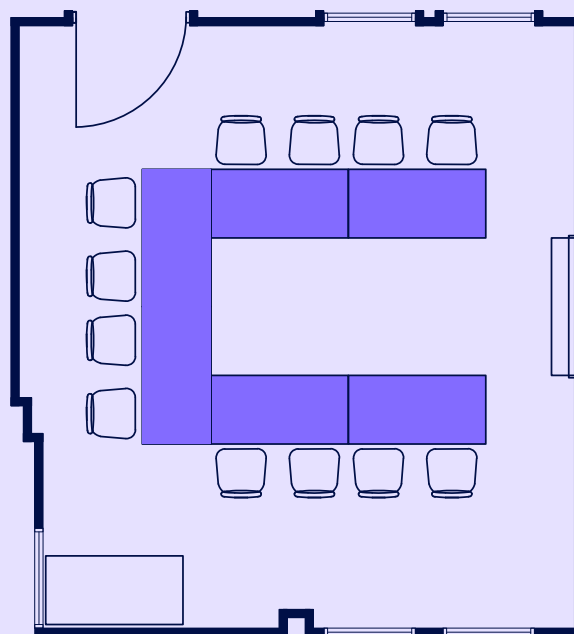
(08) 8302 5444  
 Call this number after calling 000



# Room set up

**Function room 3 is configured with a standard layout.**

It is your responsibility to set the room up as required and to return the furniture to its original position post-event.



## Standard layout

Capacity 12

## AV facilities guide



**Function room 3** includes a 100" 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.

### Note

The internal PC is behind the LCD screen.

**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.



**Technology Service Desk**  
(08) 8302 5000  
During business hours  
Monday to Friday - 9am to 3pm

## 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 6*)
2. Place all rubbish in the bins provided
3. Remove USB
4. Turn off AV and lights
5. Remove all event posters



## Further enquiries

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**Adelaide University**  
**SA 5005 Australia**

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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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