

Union House 605

# Rumours Function Room Guide

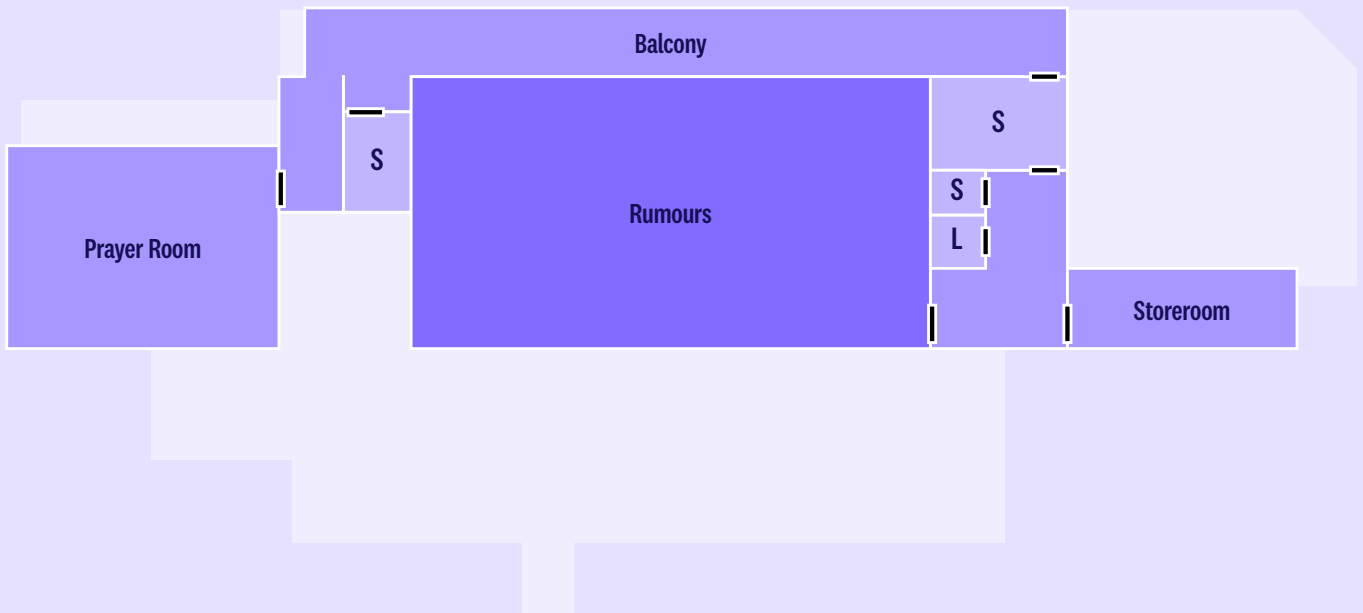


# Venue information

**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 Rumours Function Room.**



**Key**

- S Stairs
- L Lift



# Union House 605



## 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

Adelaide City East Campus 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.

There is also the option to engage a third-party caterer. In these instances, all serving materials and glassware must be provided by the caterer. Ensure no hot items such as urns, are placed on tabletops without protection underneath as this can cause damage.

The old Rumours kitchen has been closed and there are no facilities available to heat or plate food, or to wash dishes.

**There is no drinking water available on level 6.**

A [short-term liquor license](#) and [Application to serve alcohol](#) are required for all events in Rumours where alcohol will be served or sold. All applications must be submitted at least 2 weeks before the scheduled event date by the event organiser, who is also responsible for the application fee.\*

For more information about alcohol on campus, including liquor licence requirements, refer to the [Alcohol at campus events webpage](#).

The National Wine Centre are the operators of Taikunthi restaurant on level 5 and hold the level 5 liquor license. Should you choose to engage Taikunthi or the National Wine Centre to cater for your event, they will manage all aspects of the liquor licence process.

*\*BYO alcohol is not permitted at any event on campus.*

## Business & Trade website

[www.sa.gov.au/topics/business-and-trade/liquor/apply/short-term](http://www.sa.gov.au/topics/business-and-trade/liquor/apply/short-term)

Short Term liquor licence application  
 Responsible Service of Alcohol  
 Responsibilities of liquor licenses

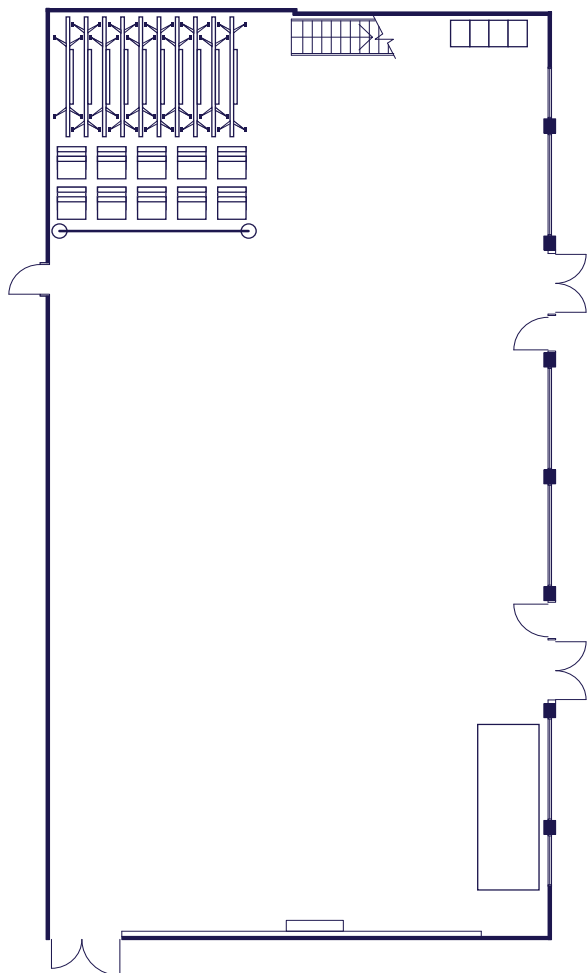


## Taikunthi general enquiries

+61 427 966 686  
[booking@taikunthi.com.au](mailto:booking@taikunthi.com.au)

Contact Taikunthi to  
 arrange a catering quote.

# Room set up



**Rumours has chairs (with chair lifters) and flip-top tables on wheels suitable for a range of events.**

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.

Half of the furniture is stored at the western end of the room, with the remainder located in the storeroom.

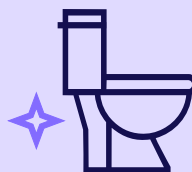
**It is your responsibility to set the room up as required and to return the furniture to its original position post-event.**

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## Standard layout

Capacity 200

# Bathrooms



**There are no bathrooms on level 6 of Union House.**

During business hours, the closest bathroom facilities are on level 5: male, female, accessible and all-gender. After-hours, event attendees should use the facilities on level 2 (ground floor) next to the UniBar: female, accessible and all-gender.

# Cleaning and waste

**Rumours is cleaned every weekday morning before 7am, with the final clean of the week on a Friday morning.**

A recycling station is provided with small bins for landfill, recycling, paper/cardboard and organic waste. If you have an event with 30+ guests, please order additional 240L landfill, recycling and organics bins through Facilities Support.

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 a minimum of 5 days in advance through Facilities Support.

**It is your responsibility to wipe down tables and clean up spills following your event using the cleaning supplies provided in the Rumours store room.**



## 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**

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2. Request Services

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3. General Maintenance

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4. Cleaning, Caretaking/Portering and Waste

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5. Cleaning

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6. Provide the room number, a project code and department cost code

*\*If Rumours is left in a poor condition after your event, you will be charged a fee for cleaners.*

# Security

**Security guards are required for all North Terrace events involving alcohol service to 30+ guests.**

Please complete the Security hire request form on the **Alcohol at campus events webpage**, except in instances where Taikunthi or the National Wine Centre are catering your event.



## 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 12 on Kintore Avenue, to the Union House loading zone. Personnel should go through the Cloisters to the Union House passenger lift and up to level 6. Note that the Goods Lift cannot be used for this floor and large items may not fit in the passenger lift.



### Note

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

# AV facilities guide

**Rumours** 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)*

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2. USB-C for bring your own device

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3. Select internal PC or USB-C source

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4. Control panel

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5. 4K 90-degree camera

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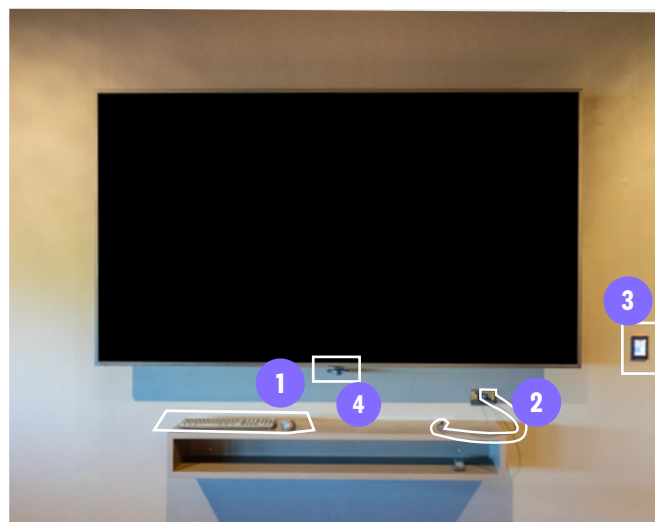
6. Power system on and off

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7. Room lights

### 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. 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 main on/off switch,  
long press to dim up or down

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

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

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

Next page



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

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

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

N/A

Next/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.

## 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 down tables using cleaning products supplied

## Further enquiries

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**Adelaide University**  
SA 5005 Australia

**[adelaideuni.edu.au](https://adelaideuni.edu.au)**

[facebook.com/adelaideuni](https://facebook.com/adelaideuni)

[linkedin.com/school/adelaideuni](https://linkedin.com/school/adelaideuni)

[youtube.com/@AdelaideUniAustralia](https://youtube.com/@AdelaideUniAustralia)

[instagram.com/adelaideuni](https://instagram.com/adelaideuni)

[tiktok.com/@adelaideuni](https://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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