



THE UNIVERSITY
of ADELAIDE

2025

Function Room 3 Guide

Union House 510



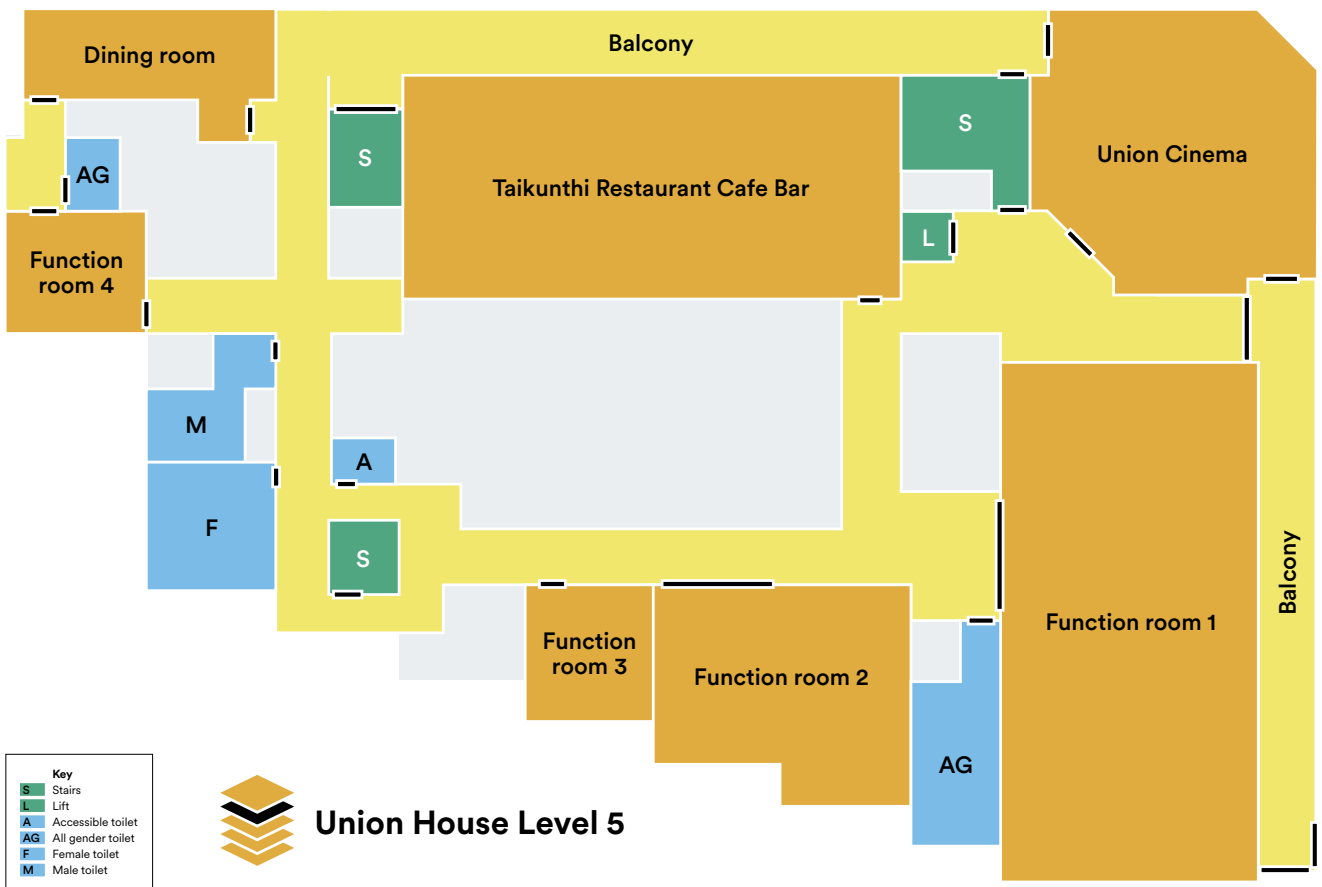
Venue information

Union House is a unique venue for events, socialising and engaging in campus life at the University of Adelaide's North Terrace campus. The iconic building was constructed in the early-1970's and designed in a contemporary style, while incorporating heritage buildings within its footprint.

A multi-stage renovation of Union House began in 2018 and was completed in 2024, adding student spaces, amenities, gym and a restaurant overlooking the beautiful Cloisters Courtyard.

There is a new Dining room and four new function rooms on level 5, with technology and room configurations suitable for a variety of events, including board meetings, banquet dinners and cocktail parties. Rumours function room on level 6 has also been refurbished.

This guide is applicable to Function Room 3.



Room access

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.

BOOKINGS AND EVENTS

(08) 8313 5151 or facilities.booking@adelaide.edu.au

- Room bookings
- Venue information
- General enquiries

Catering and alcohol

The National Wine Centre (NWC) are the operators of Taikunthi restaurant on level 5 and are the preferred caterer for North Terrace campus 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. Contact Taikunthi to arrange a catering quote.

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 North Terrace 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.

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

0427 966 686 or booking@taikunthi.com.au

Security

Security guards are required for all North Terrace 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) 8313 5990

- After-hours room access
- Safety and security

SECURITY (EMERGENCY) (08) 8313 5990

- Call this number after calling 000

Cleaning and waste

A moveable bin station in the hallway is provided for the disposal of landfill, recycling and organic waste.

Function rooms are cleaned every weekday morning before 7am.

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 Unispace a minimum of 7 days in advance.

1. Go to the [Infrastructure website](#) and select Request a Service
2. Request Services
3. General Maintenance
4. Cleaning, Caretaking and Waste

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

Students should call Facilities Support to arrange.

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

FACILITIES SUPPORT

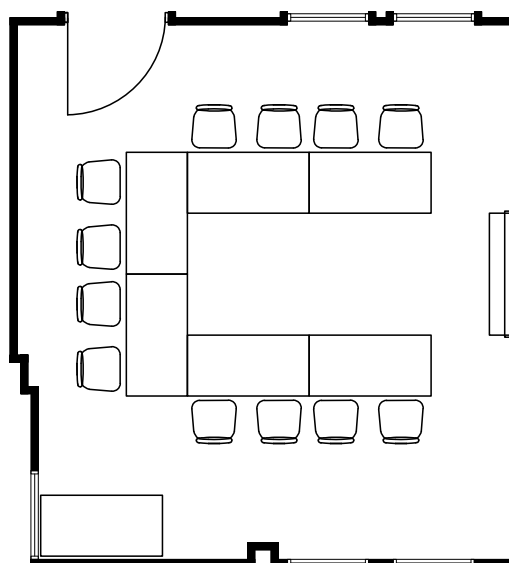
(08) 8313 4008 or facilitiesupport@adelaide.edu.au

- Maintenance
- Cleaning
- Caretaking
- Waste management

Room set up

Function Room 3 is configured with a standard layout.

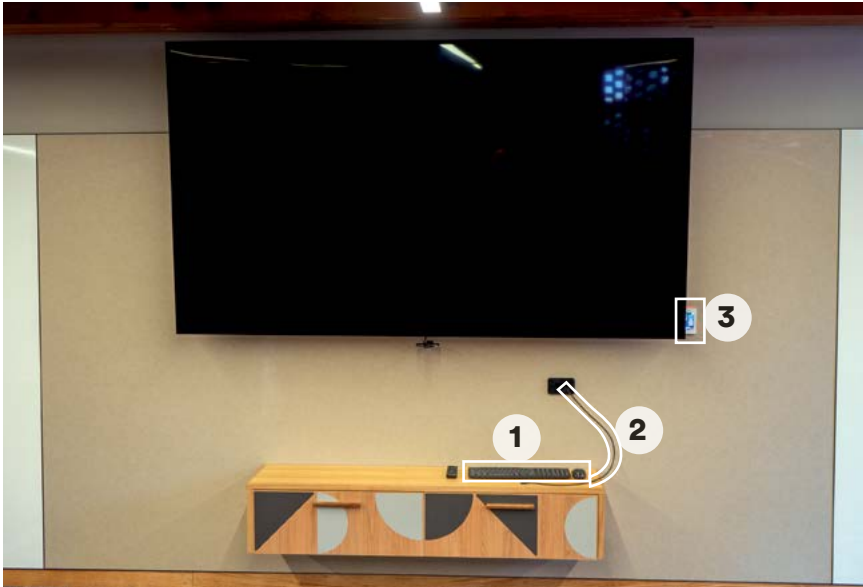
It is your responsibility to set the room up as required and to return the furniture to its original position post-event.



Capacity: 12



AV facilities guide



Function Room 2 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 Information Technology and Digital Services (ITDS) technicians are generally available via phone to assist with technical support. 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 function 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. The University's preferred AV contractor is Scene Change.

UOA ITDS DURING BUSINESS HOURS
(08) 8313 3000

SCENE CHANGE (NICK WATERMAN)
0415 734 910 or nwaterman@scenechange.com.au

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

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

The lightbulb to the left-hand side of lighting group indicates function on/off.

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

- Place all rubbish in the bins provided
- Return room to standard furniture configuration (pg 4)
- Remove USB
- Turn off AV and lights

Further enquiries

The University of Adelaide SA 5005 Australia

enquiries future.ask.adelaide.edu.au

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free-call 1800 407 527

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Australian University Provider Number PRV12105

CRICOS Provider Number 00123M

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[Month] [Year]. Job no. [xxxx]

Kurna acknowledgement

We acknowledge and pay our respects to the Kurna people, the original custodians of the Adelaide Plains and the land on which the University of Adelaide's campuses at North Terrace, Waite, and Roseworthy are built. We acknowledge the deep feelings of attachment and relationship of the Kurna people to country and we respect and value their past, present and ongoing connection to the land and cultural beliefs. The University continues to develop respectful and reciprocal relationships with all Indigenous peoples in Australia, and with other Indigenous peoples throughout the world.

