

Sandton Coaching Centre

Workshop and Group Room Rental Rates

April 2011

Room	Maximum no. of participants	Hourly rental	Full Day	AM 7am to 1pm	PM 1pm to 5.30pm	Eve 5.30pm to 10pm	Keyholder Hourly Rates	Block tenant hourly rates
1	10 to 12	R190	R900	R600	R550	R550	R100	R140
2	6 to 8	R160	R800	R500	R450	R450	R80	R120
3	17 to 22	R250	R1200	R800	R700	R700	R130	R170

Optional Extras

Projector hire	Use on the premises	R200 per day
	Use at external event	R140 per half day or evening R300 minimum fee
Catering	Tea and Snacks e.g. fruit, biscuits and muffins	R35 per head
	Light lunch of Sandwiches	R55 per head
	Hot Lunch from	R85 per head
Wireless Internet	R30 per day per participant	

Benefits include

- 1) Parking for you and your clients subject to availability
- 2) All utility bills excluding telephone
- 3) Tea and Coffee for you and your clients
- 4) Flip Chart and paper
- 5) In addition you will receive the following benefits:
 - a. Receptionist to book clients, receive clients, clean and check rooms – other administrative work will be at an additional charge
 - b. Wireless Internet for the facilitator excluding large data usage such as Skype or downloads
 - c. Open Evening – there are open evenings at the centre and the open evening organisers will invite practitioners to present their work and to help organise the evening.
 - d. Rental of any other space in the building is at Keyholder rates

Conditions

- 1) Keith Viljoen is responsible for room bookings and allocation – he will provide advice and support
- 2) Rentals are payable in advance
- 3) Workshop participants are required to fill in the bays by room 3 before using other parking bays
- 4) As a practitioner or trainer on these premises you agree to abide by
 - a. the Comensa or ICF Code of Ethics
 - b. The Consumer Protection Act
 - c. All Health and safety and employment regulations