

## BOARD ROOM HIRE

**ORGANISATION:**

**DATE/s FOR HIRE:**

**PURPOSE OF HIRE:**

**NUMBER OF DELEGATES EXPECTED:**

**WILL YOUR ORGANISATION BE USING OUR KITCHEN FACILITIES? :** YES  NO

**WILL YOUR ORGANISATION BE HAVING TEA AND LUNCH BREAKS? :** YES  NO

**REQUIREMENTS:**

Please note that Impumelelo's catering supplies are for approximately 20 people. You are welcome to bring additional supplies should your organisation expect more people during your workshop. We will also happily do the rental of additional supplies on your behalf and charges will be as per the rental company's quote.

Additional Chairs needed: YES  NO

Additional Crockery & cutlery: YES  NO

Data Projector: YES  NO

*(Projector charged at additional cost of R350/day)*

Please specify any additional requirements your organisation might need:

**Notes:**

Please note that Impumelelo does not have an in-house cleaning service. Please bring your own cleaning service for the duration of your workshop. Please feel free to contact Yasmina – 021 424 6360 / [yasmina@impumelelo.org.za](mailto:yasmina@impumelelo.org.za) should you need any further clarification or have any questions.

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**TRUSTEES**

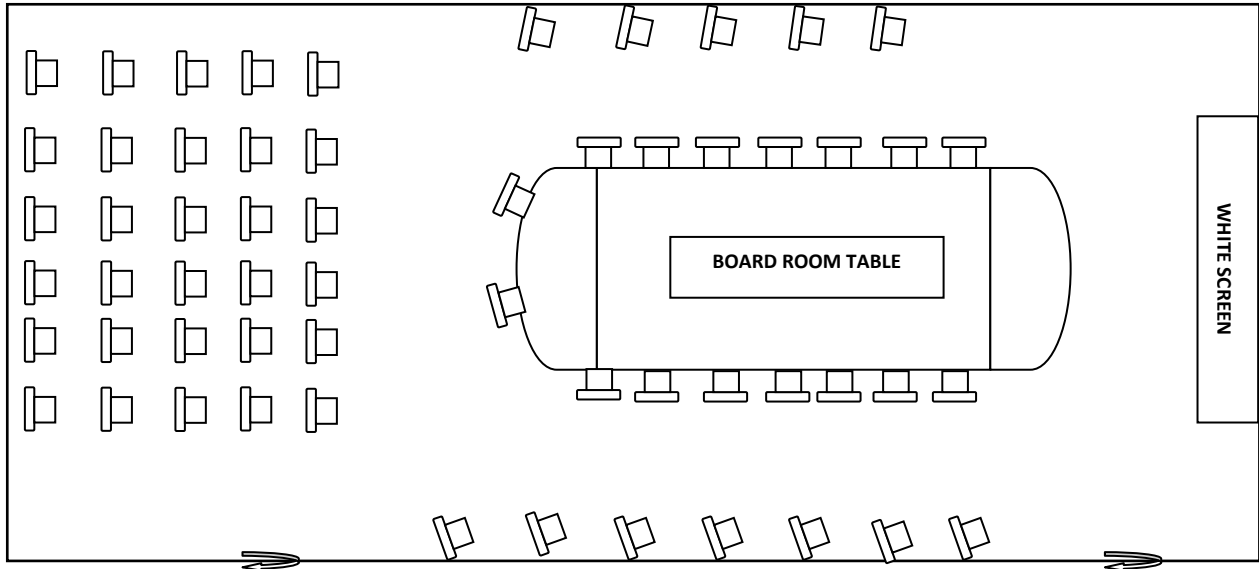
Patron: Helen Suzman

Hylton Appelbaum, Nasima Badsha, Paul Graham, Cheryl Hendricks, Sibonile Khoza, Warren Krafcik (USA), Jerry Kuye, Mpho Ndebele, Devi Rajab, Siphon Seepe, Franklin Sonn, Mary Turok, Prof. F Wilson

NPO: 029-439

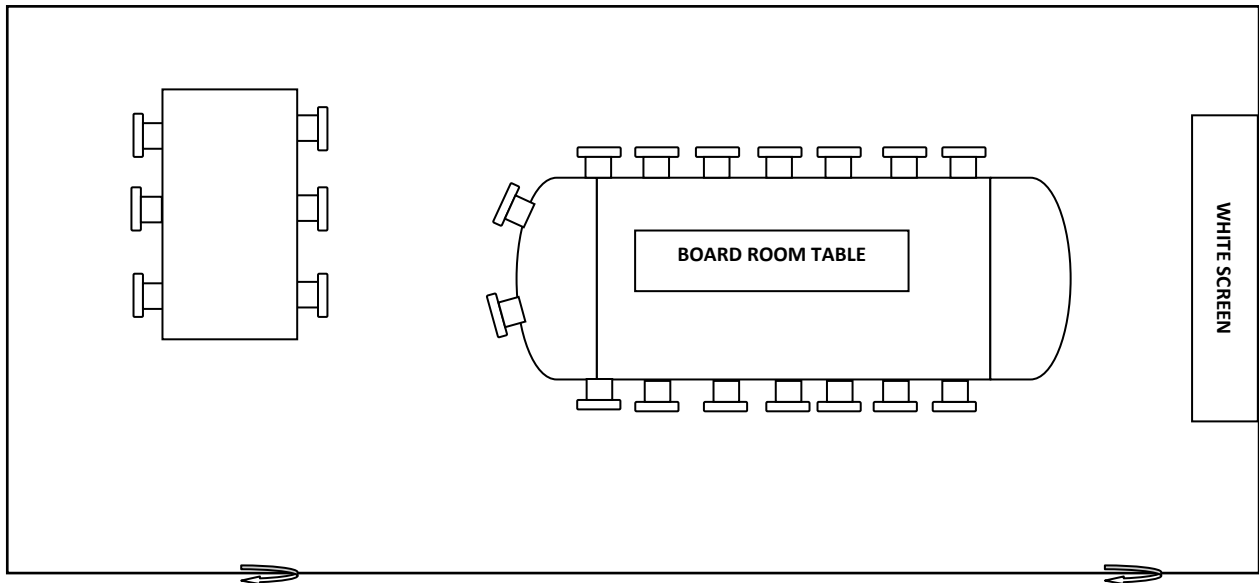
Trust No: IT.178/2001

**OPTIONAL LAYOUT FOR BOARD ROOM (APPROX SEATING FOR 60 PEOPLE)**



**Please note for the above option chairs will be hired at an additional costs. Prices will be charged as per rental company quote.**

**CURRENT LAYOUT OF BOARD ROOM**



**Please note that as per above option the Impumelelo Board accommodates approximately 20 people.**