



Cancer Association of SA
Science & Resource Centre
P O Box 186, Rondebosch, 7701
37A Main Road, Mowbray, 7700
Tel: 021 689 5381 Fax: 0865 128 604
E-mail: avictor@cansa.org.za

SEMINAR FACILITY GUIDELINES FOR BOOKING

The cost of renting a seminar room is **R200-00** per hour and an additional **R80-00** per hour for renting a data projector.

The kitchen facilities could be made available to any group who wishes to organise their own catering. Tea and coffee is not inclusive of the hiring charge.

All bookings are to be placed at least 48 hours in advance.

The contact person at the Science & Resource Centre is Alice Victor:

- Tel: 021 689-5381
- Fax: 0865 128 604
- Email: avictor@cansa.org.za

The booking form must be completed in advance and sent to Alice Victor. Confirmation of bookings and invoices are sent out in advance of the event.

Outside customers are required to pay a 60% deposit on confirmation of booking. The balance is to be settled on the date of the workshop/ function. A direct deposit can be made to ABSA Bank, Account: CANSA Research, number: 4079965964, Branch: 632005, reference *CANSA Science & Resource Centre, Seminar Facilities*. Please fax proof of payment to 0865 128 604.

Cancellations/alterations are to be made at least 24 hours in advance. There will be no refunds on deposits.

Please note that all prices include VAT and are subject to increase on notice.

THANK YOU FOR YOUR SUPPORT.