

VENUE HIRE

Your professional meeting & training space in the heart of Century City, Cape Town, South Africa. Secure, Peaceful & Friendly. Perfect for freelancers, consultants, & remote professionals.

2025 RATES

Location	# Available	Rate per day ex. VAT	Max # people per venue	Parking	Wi-Fi	Flip Chart	AV (projector & screen)	TV	Conferencing Kit	White Board	Secure Locker	Catering	Tea / Coffee	Water
9 Park Lane, Century City														
Training Room	1	R 3 750.00	15	2 ^	✓	✓ *	✓	X	X	X	0	Quoted separately	✓	✓
Meeting Room	3	R 1 250.00	6	1 ^	✓	X	X	✓	✓	✓	0		✓	✓
Hot Desks	5	R 250.00	1 per desk	0 ^	✓	X	X	X	X	X	\$		✓	✓
Grosvenor Square, Century City														
Board Room	1	R 3 500.00	10	2 ^	✓	✓ *	X	✓	✓	✓	0	Quoted Separately	✓	✓
Hot Desks	8	R 200.00	1 per desk	0 ^	✓	X	X	X	X	X	\$		✓	✓

ADDITIONAL SERVICES:

^ Parking Included. Otherwise, subject to availability at a daily rate of **R 60.00/bay**.

❖ More Flip Charts available at a rate of **R100.00/day**.

\$ Secure Lockers: Available for monthly bookings at a rate of **R250.00/month**.

Catering & additional refreshments are at an extra charge. These are arranged on request & quotes separately.

KEY DEPOSIT REQUIRED:

a) Secure Lockers – **R250.00**

b) Hot Desks, if booked for more than 3 consecutive days

@ a time – **R250.00**.



DISCOUNT STRUCTURE FOR HOT DESK BOOKINGS

# Days booked in a Calander month	% Discount
1 – 4 days	0%
5 – 8 days	5 % on price of days 5 to 8 days
9 – 12 days	10% on price of days 9 to 12 days
+ 13 days	15% on price of more than 13 days

- ❖ Bookings must be made in advance for the discount to apply.
- ❖ If you don't use the booked days, you forfeit your payment.

BOOKINGS MADE EASY

- # Flexible daily rates
- # Simple & transparent pricing
- # Catering & extras on request

WHY CHOOSE US?

- # Friendly, professional, modern spaces
- # Reliable Wi-Fi & AV equipment
- # Convenient location & secure, peaceful environment

MAKE YOUR MEETINGS COUNT & BOOK YOUR SPACE TODAY

- # Email: terri-ann@actionit4u.com
- # Phone: +27 (0) 82 781 3031

**We look forward to hosting you.
Contact us today to reserve your space**