

# Café Chameleon

## BOARDROOM

Welcome to Café Chameleon's Boardroom facility. We offer this information sheet to make your booking as efficient and enjoyable as possible. We ask for you to read through it and please give us a call to make any special arrangements.

### What the boardroom offers:

A private room for your convenience (Separate from the main restaurant.)

A comfortable 12 seater table (Each guest will have enough space for a laptop / file etc). If there is no need for all to have table-space, we can fit +- 16 guests. We always advise if you've never made use of the Boardroom before, please visit us for a quick tour.

- ❖ Air conditioned
- ❖ Curtained for 100 % Privacy and for computer presentations.
- ❖ An intercom system to call for service.
- ❖ SCREEN, DVD, Wi-Fi Internet ( HDMI & VGA connection to laptop)
- ❖ White board and markers.

### How to make a booking and what to keep in mind:

Get in contact with one of the managers to confirm availability or email your request.

In the restaurant we never request an "end time" for a booking, but with a Boardroom booking, we do!! This will ensure the room is ready and available when you and your guests arrive!! We do have a strict policy when it comes to "end time" and will have to interrupt your meeting when your booking "end time" is reached.

When you expect to run over your booking times, please confirm with the waiter if the room is available in advance to avoid disappointment. (If the room is not available we will gladly arrange for a table in the main restaurant)

If a booking is made for 11am, please keep in mind the room might be booked until just before 11am. You must allow time for your setup. It is human nature to be slightly stressed before a business meeting. We want to make this time as smooth as possible and avoid any conflict

### Boardroom Fee:

R185 per hour is charged (Including VAT), which includes all as mentioned above.

After 1 hour, we charge in 30min increments

When the bill is requested and settled, the Boardroom must be vacated to avoid extra cost.

We do have special packages for repeat bookings or full day use. Refer to management.

Tip-policy: a 10% service fee will be added to the total bill. (Excluding the Boardroom Fee.)

A 30 % deposit will be required for half or full day bookings, and will be non refundable with cancelations 1 week prior to the reservation.

### Catering and Menu

It is not compulsory to have catering or drinks, but if you will need catering the restaurants' catering must be used. We can offer meals from our menu, platters with prior arrangement or set menus. These menus are available on our website or will be forward to you on request.

### Please remember

Specific wiring for your hardware. (Extension cords, Two-pin plugs, Chargers, Data cables etc). Allow time for your setup and test and compatibility of equipment. Please inform the waiter / manager if you do not want to be disturbed. Please respect the other Boardroom user's time.

### Special Rates

Special rates can be arraigned for bookings after 18H00. Please contact the Manager on duty.