

APSO
Facilities & Room
Rentals



Unit H3 Isando Business Park,
Kempton Park.

0861 42 62 82

Why APSO?

Set in the lush green Isando Business Park, 2km from OR Tambo International Airport, with easy access off the R21 highway and within walking distance of Rhodesfield Gautrain station, APSO offers great meeting and training rooms at very affordable rates.

Our facilities are ideal for corporate (or public), training sessions or meetings – whether a large group or more intimate one-on-one. Because we are also an accredited biometric agent and can offer the full suite of verification checks, we're a perfect choice for interviews, especially for individuals you need to fly in from outside Joburg.

All of our rooms are equipped with Wi-Fi, available at no cost to delegates utilising our facilities. The training rooms each have full AV equipment including projectors, screens and PA systems and the boardroom has a projector and screen. Our smaller meeting rooms are available to rent per hour and include complimentary tea / coffee stations, and as equipment is included in our daily rates, our facilities are one of the most affordable options in the East!

We have ample free parking and can also recommend a variety of quality affordable hotels in the area, including the Garden Court OR Tambo, right opposite our offices.

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0861 42 62 82 | reception@apso.co.za

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Facilities & Services

- Thirty-seater 'Pause' area, perfect for networking
- Biometric verification services
- Free Wi-Fi for all delegates
- Wheelchair accessible
- Access controlled office park with ample, free safe parking

CONFERENCE FACILITIES

Each of our four training and / or meeting rooms is fully air-conditioned and includes the necessary technical equipment to ensure that your event is successful. We are also able to offer catering services including complimentary tea / coffee in the smaller meeting rooms. Our facilities are available Monday – Friday from 08h00 to 16h30.

FUNCTIONS

- Air-conditioning
- Audio visual equipment
- Business services (copying, faxing, emailing etc)
- Standard conference equipment (whiteboard, flip chart etc)
- Complimentary tea / coffee station in the two meeting rooms
- Catering (in-sourced)
- Free Wi-Fi for all delegates

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Facilities & Services

CATERING

Full Day (08h00 – 16h30) package includes:

- Arrival tea / coffee
- Mid morning tea / coffee and light snack
- Lunch (plated or finger)
- Mid afternoon tea / coffee and biscuits

Half Day (08h00 – 12h00 / 13h00 – 17h00) package includes:

- Arrival tea / coffee
- Mid morning or mid afternoon tea / coffee and light snack

APSO will provide catering options, via our Function Sheet. Other options are available, at a surcharge and will be quoted separately based on your needs.

EQUIPMENT

The following equipment is included as standard:

- All rooms: white boards, flip chart, pens, mineral water by jug
- Training rooms: projector, fixed screen, PA system
- Boardroom: fixed screen, moveable projector
- Pens, notepads and other delegate stationery is not included but can be arranged, on request and at additional cost
- Additional equipment may be arranged, at additional cost and with timely notification

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Performance Room



Room type:

Training

Standard Equipment:

Fitted overhead projector

Fixed screen

PA system including lapel microphone

Wi-Fi and LAN Internet connection

Flipchart, pens etc.

Seating Arrangement:

Schoolroom Style (max 30)

Cinema Style (max 40)

U-Shape (max 24)

Catering: Available at competitive rates dependent on your specific requirements

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Pricing Summary

Room	max	Member Price	Non-member Price
Performance Training Room		R275 per hour	R410 per hour
		Half-day: R1000	Half-day: R1470
		Full-day: R1800	Full-day: R2800
<u>*Capacity Depends on Set-Up.</u>			
Cinema - setup	50		
Schoolroom- setup	35		
U-shape - setup	20		
*Please note that price are VAT exclusive			

Catering Packages

- **R150 PER PERSON**

- Midmorning Tea
- Savoury & pastries
- Plated lunch with cold drinks

- **R250 PER PERSON**

- Midmorning Tea
- Savoury & pastries
- Plated lunch with cold drinks
- Side dish
- Afternoon tea

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