



# KAKAKUMBA TRAINING CENTRE

TPIN 8000000348402

VAT REG NO. 10255474-25

#1 JACOPE ROAD, FISENGE, LUANSHYA

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## **2025-26 CENTER USAGE GUIDELINES**

### **Welcome to Kafakumba!**

#### **Please see our policy guidelines below...**

- **Cost:** K25 / person / day to help cover costs. However, **this fee is subject to change at any time.** This small fee will help keep Kafakumba in good repair for your use and enjoyment. We have had to increase a bit for electricity costs.
- **Confirmation BY Payment is REQUIRED!:** Bookings can be made at **anytime up to 12 months in advance.** All bookings must be confirmed by a **MANDATORY 20% NON-REFUNDABLE** deposit **AT THE TIME OF THE BOOKING** based on the estimated number of people. **YOUR BOOKING IS NOT CONFIRMED UNTIL WE RECEIVE YOUR DEPOSIT, AND OTHERS CAN TAKE YOUR DATES IF THEY COME FIRST WITH A DEPOSIT. YOUR BOOKING IS ONLY CONFIRMED WHEN WE RECEIVE YOUR DEPOSIT. IF ANOTHER GROUP BRINGS THEIR DEPOSIT FIRST FOR THE SAME DATES, YOUR DATES WILL BE LOST!**
- **ALSO REQUIRED:** Permit from Ministry of Health Luanshya allowing you to meet IF required due to the current health situation.
- The balance is to be paid upon departure and will be paid for the actual number of people that attend your event at the Center.
- A full day's rate of k25/person/day will be charged for every day you are at the Center **EXCEPT** if you do not have any function or schedule on departure day and the departure should be done by 09:00 hours. In that case there will be no charge for that day.
- For people who are not spending the night, but who are here for the meetings during the day, the charge will be ½ of the daily price for each person.
- **Capacity:** The current capacity of our center is a maximum of 150 people. No more than this number will be permitted for overnight stays, though daytime events can have larger groups.
- **Quiet hours:** From the hours of 21:00 until 06:00 is quiet time at the Centre. This means there is no electronic amplification of voice or music (NO speakers and/or microphones) and there is no loud singing (even without amplification). Meetings can be conducted in the auditorium during these hours (but NOT in the Cafeteria) as long as the noise cannot be heard outside the Centre. **IF AMPLIFICATION CONTINUES, POWER WILL BE SHUT OFF!**
- **Cooks:** Cooks and cleaners are not permitted to buy anything on behalf of the Centre. The number of cooks and cleaners required will be determined by the number in your group:
  - **Less than 50 participants:** negotiable
  - **Between 50 (not inclusive) and 100 (inclusive):** 4 cooks
  - **Between 100 (not inclusive) and 250 (inclusive):** 6 cooks
  - **Between 250 (not inclusive) and 400 (inclusive):** 8 cooks
- **Damages:** If any Kafakumba property is damaged while your group is here, we will charge the cost of repair to your group.

- **Cleaning:** We provide this facility as an affordable service to the community. Please note that the service you do by keeping this place clean is part of the rent you pay. Please help us take care of it! Before you leave please make sure all dorms and buildings are clean.
- **Keep Kafakumba clean:** Please use the trash bins! This will help keep the facility clean for your enjoyment.
- **Water usage:** Our water supply is limited; **PLEASE BE CAREFUL WITH YOUR WATER USAGE** especially in dry season and make sure taps are closed when not in use (NOTE: the grass is watered with lake water, not drinking water).
- **Parking:** We work hard to keep Kafakumba looking nice. Please help us by parking your cars by the wall in front of the main auditorium without destroying the plants. Please do not drive your cars on the grass or in any other areas except the parking place stated above. Please DO NOT park or drive on the grass at the Center or the Guesthouses. Additional cost can be charged for doing so.
- **Amplification:** Electronic amplification can be used only in the auditorium (nowhere else) between the hours of 06:00 and 21:00, unless special permission is obtained. Amplification in the cafeteria and other spaces is not permitted without special permission.

### Provided by Kafakumba:

- Kafakumba facility (auditorium, dormitories, kitchen)
- Beds & mattresses
- Pots, Cookers (babula), Cooks
- People to clean the toilets

### Provided by the conference organizers:

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|--|---|
| • Pay cleaning staff (ZMW 70.00 per cleaning person per day) | • Mutton cloth  |
| • Pay cooks (ZMW 70.00 per Cook per day)                     | • Disinfectant  |
| • Food & drinks  | • Dishwashing paste   |
| • Bottled water (optional)                                   | • Bleach for cleaning (Jik)   |
| • Provide food for cooks and Cleaning staff                  | • Scouring powder (Ajax)  |
| • Charcoal   | • Bedding & pillows   |
| • Plates   | • Mosquito nets / spray   |
| • Cups   | • Sound system  |
| • Spoons   | • High Table supplies   |
| • Brooms (local)   | • Chairs (we have some, but not enough for more than 100 people)      |
| • Toilet paper   | • All these things should be brought a day before your program starts |

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Signature of conference organizer representative

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Phone #

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Date