



### **Wine Farm**

Vlottenburg, P.O. Box 17, 7604

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## **ML Joubert Wedding Package 2017**

Thank you for choosing Skilpadvlei as your possible wedding venue. Our lovely venue and beautiful forest-like garden can be the perfect setting for your special day. Together with your personal touch and the assistance of our friendly and caring staff we can create your perfect wedding day!

Please take the time to read through our ML Joubert Wedding Package for 2017 along with our selection of menus to ensure that you are aware of what Skilpadvlei can offer you. We are looking forward to planning and sharing your special day with you!!

### **ML Joubert Venue**

- Skilpadvlei does not charge a venue hire fee. Our venue is strictly available from 08h00 on the morning of your wedding until 01h00 the next morning at no charge.
- We include the following at no cost:
  - Tables for the reception area
  - Chairs for the reception area
  - White or cream table cloths
  - White napkins
  - Cutlery for starters, main course and dessert
  - Crockery
  - Ceremony area
  - Pre-drinks and Canapé area
  - Air conditioners
  - Outside fairy lights
  - Our beautiful garden
  - Games area
  - Set-up
  - Breakdown

- You may hire our venue after 01h00 for R950 per half an hour. The venue may be extended until 02h00. Keep in mind you will be liable to pay the extra venue fee per half an hour if you or your guests are still making use of our venue after 01h00. An invoice will be sent to you after your wedding day and is payable within five days.
- You will be accountable for all damages and breakages on the day of your wedding.
- **Minimum Guests Requirements:**
  - 120 guests on Saturdays and public holidays: September – April.
  - 100 guests on Saturdays and public holidays: May - August.
  - 80 guests on Fridays: September – April.
  - 60 guests on Fridays: May - August
  - 40 guests during weekdays and on Sundays
  - 80 guests on the day before a public holiday

The venue can take up to 180 guests with a dance floor. The dance floor is located within the venue. You are welcome to decorate the roof above our dance floor with bunting, Chinese lanterns, ribbon etc. as long as it is confirmed with the function manager and no damage is done. **Please note we do not allow any nails, staple guns, drawing pins or any item which may cause damage to our venue to be used to attach décor to the roof, walls, floor or any part of our venue. You will be liable to repair/pay for any damages done to the interior/exterior of our venue, as well as to the surrounding areas.**

### **ML Joubert Venue Cost**

The following is compulsory.

- Skilpadvlei Catering/Menu – No outside catering allowed.
- Venue fairy lights at R1050 (Outside fairy lights are provided at no cost).
- Bar fee at R1350 –barman available until 00h30. Please note the bar fee includes the barmen, ice for the day/evening, corkage fee, breakage fee and glassware.
- Waiters at R380 per waiter – One waiter is charged per 20 guests to ensure quality service for you and your guest throughout the evening.
- White chair covers used as part of the reception at R15 each – Except if you are providing your own chairs for the reception.

### **Catering**

- Please find the menu selection to be served at your wedding at the end of this document. Please direct any questions regarding your menu to the function manager at [functions@skilpadvlei.co.za](mailto:functions@skilpadvlei.co.za).
- Our wedding menus' main course is always served buffet-style. Starters and dessert may be served plated depending on your chosen option.

- You may also make use of our buffet-dessert at an extra R40 per person for four desserts (Please see dessert choices on the menu options).
- We serve our wedding menu at no cost to children under the age of two, and at a fifty percent discount to children under the age of twelve.
- Please provide the function manager with the total amount of guests including **ALL your service providers**, such as your DJ/s, photographer/s, videographer/s etc. You are required to provide all your service providers with a meal. All service providers will be charged at full price, or you can provide them with the main course only at R190 per service provider. Please confirm your chosen menu option for your service providers with our function manager.
- All catering must be done through Skilpadvlei, except for birthday and wedding cakes, and cupcakes. Please arrange this with the function manager in advance.
- Please ask the function manager for the Canapé menu. Please note these items are not included into the three-course-buffet, but can be served as an arrival snack to your guests at an extra cost.
- We also have a menu with home baked sweets options available which you can make use of as part of your sweets table (if you are making use of a sweet table). Please request the menu from our function manager.
- You may set-up a sweets table. Please note you may only provide cupcakes, brownies and sweets such as nicker balls, marshmallows, macaroons, speckled eggs, liquorish etc. Please confirm what you will be providing for your sweets table in advance.
- Please provide the function manager with the amount of guests with any dietary requirements fourteen working days prior to your wedding day. All Halaal meals are charged at extra cost per person, as we need to order all Halaal meals from our Halaal supplier. Keep in mind this is only for a starter, main course and dessert. Please request a quote from our function manager if you would like for us to provide you with Halaal snacks or canapés.
- You may make use of items from our bar as part of your pre-drinks. We can also supply you with jugs of juice and bottles of wine. Please find attached our pre-drinks menu.
- You may also supply your own pre-drinks. Please ask the function manager what you are allowed to bring in as part of your pre-drinks. You are required to supply your own **glasses and décor** for your pre-drinks area. Keep in mind we will provide you with the glasses we do have **available** for your pre-drinks at no charge.
- You may only make use of Skilpadvlei wine on the day of your wedding (pre-drinks and for your tables). Strictly no other wine allowed on our premises.
- You may bring in your own champagne or sparkling wine, as well as juice for your tables at no corkage fee.
- All menu prices are subject to change prior to your wedding day without notice.
- Please note that the food served on the day of your wedding is for on-site consumption **ONLY, therefor strictly no take-aways are allowed.**

## **Bar**

- To make use of our beautiful bar and lounge area a fee of R1350 is charged. This includes the following.
  - Barman/Barmen
  - Ice
  - Wine, champagne, beer, whisky and cool drink glasses
  - Corkage fee
  - Lounge area
  - Jugs of water for your tables
  - Bar remains open until 00h30, thus no drinks to be sold after 00h30.
- You may run a tab or cash bar on the evening of your wedding. You may also run a tab and cash bar together for example: Only beers, ciders and cool drinks on the tab, and hard liquor for the guests own account. You may also limit the tab for the beers, ciders and cool drinks.
- The bar tab must be settled prior to, on the day/evening of your wedding.
- Only Skilpadvlei wine will be sold at the bar. Only champagne or sparkling wine to be served as part of your toasts or pre-drinks is allowed to be kept at our bar at no extra charge.
- You are more than welcome to do a complimentary wine tasting (bride and groom) to decide your table wine for your wedding day.
- The bar facilities will only be made available after the ceremony. Non-alcoholic beverages for the ceremony are to be provided by you.
- We require the bar to be opened as soon as the guests arrive, or when they move into the venue.
- You may not exclude any drinks to be sold to your guests. We do require your guests to have access to our full bar facilities.

## **Pre-drinks and Canapés**

You are welcome to provide your own pre-drinks and snacks as a welcoming for your guests. Please provide us with your pre-drinks and snacks, as we will set it up for you.

You may provide the following as part of your pre-drinks. An average of three drinks per person will be allowed to be served without paying an extra corkage fee.

- Beers
- Ciders
- Soft Drinks
- Water
- Juice
- Sparkling Wine
- Cocktails
- Punch

- Sherry

**No wine or hard liquor allowed to be brought in. All wine and hard liquor to be supplied by Skilpadvlei.** You may also request our pre-drinks menu if you wish to buy your pre-drinks through Skilpadvlei, or you have the choice to not provide pre-drinks at all.

Pre-drinks will be served up until your guests move into the venue. Strictly no pre-drinks provided by you may be served in our venue, except for sparkling wine and juice which may be served to your tables throughout the evening. All pre-drinks not consumed will be placed in our cooling room as soon as your guests move inside and will only be given back to you after your guests have departed, or the next morning.

Please note that we do not provide ice buckets for you to place any drinks in. Please provide all your own ice buckets, as well as sherry glasses, cocktail glasses or jars with straws. Skilpadvlei can only provide champagne, wine, beer, juice and whisky glasses for your pre-drinks if not used inside the venue on the tables.

You may provide the following snacks. Please provide your own platters and bowls for your snacks.

- Peanuts/mixed nuts
- Dried fruit
- Biltong
- Droëwors
- Chocolates
- Sweets
- Mints
- Pretzels
- Biscuits
- Dips

Please note you are not allowed to provide any savoury snacks or cheese platters. All snacks such as bruschetta's, samosas, mini pies, mini wraps, cheese platters etc. must be ordered through skilpadvlei. Please request the menu from our function manager. The cost for the canapés and cheese platter are excluded from our wedding menu.

### **Ceremony**

- You may make use of the ceremony area on the law in front of our manor house at no cost.
- You may hire our chairs at R6 each for your ceremony.
- You may hire our chair covers at R15 each for your ceremony.
- When hiring our chairs and chair covers, we will set it up for you. When providing your own chairs/chair covers, you or your décor company will be responsible for the set-up.

- Please provide your own leads, sound equipment, décor, flowers, white or red carpet, tent, chapel, podium, gazebo etc. for your ceremony.
- Please provide your own non-alcoholic pre-ceremony drinks to your guests before the ceremony. The bar facilities will only be made available after your ceremony.
- There is a plug point available for the DJ. Please advise in advance if you would like for us to provide you with a table for the DJ.
- Please advise in advance if you would like us to provide you with a table to sign the register after your ceremony, as well as the amount of chairs. Keep in mind (when making use of our bridal suite) you may sign in our bridal suite, in the photo booth area, or in our venue.
- All chairs and chair covers used at the ceremony area will be charged for.
- We do not supply gazebos or tents in the case of warm or wet weather. Please supply your own Bedouin tent if necessary.
- Confetti to be used at your ceremony area may include petals, confetti, popcorn, flowers, streamers, rice etc. No fire, items which may stain when wet (such as red streamers), or items which can melt (such as chocolates) may be used as part of your confetti.
- We do not allow fire lanterns at all.

### **Music and Decor**

- Please arrange or supply your own music/DJ or sound equipment and leads, as well as your own décor, stationary, seating plan and/or flowers. Please arrange for someone to set up your sound and décor on the day of your wedding. – Skilpadvlei does not provide any sound or microphone.
- Music is strictly allowed until 00h30. Please ensure that you arrange that all music equipment and decor are removed from our venue the same evening of your wedding, or the following morning by 08h00 as we need to set-up for the function taking place the following day.
- Please ensure that your DJ is well aware of the standard rules of volume, as overly loud music will not be allowed
- Please ensure that no nails, drawing pins, staples etc. are used to decorate the venue. This is seen as damage done to our venue. Please ensure that all décor items such as decorating of doors, walls, windows, the roof etc. are confirmed with the function manager.
- Please note Skilpadvlei staff will not be available to set-up any décor or sound. All décor to be set-up by your décor company or by yourself.
- We will recommend that you make use of a framework to set-up draping, as we do not allow any sharp/piercing objects like nails, drawing pins etc. to be used.
- Ensure that all candles are covered or that something is placed underneath them, as the wax damages and stains our table cloths.
- Please also ensure that candles placed on candelabras or stands are properly secured and that melting wax does not drip on our table cloths.

## Damages

Please note that you will be liable to repair/replace/pay for all damages done to our venues' interior or exterior, or the surrounding areas by yourself or any of your guests. This includes any damage done by your décor company when not complying with the rules of not using any nails, drawing pins, staples etc. when setting up draping and other décor.

An invoice will be sent to you after your wedding day for all damages incurred. You will be liable to settle the invoice within five days, as well as to provide us with the proof of payment after the payment has been made with the correct reference number.

A few examples of damages done will be as follows:

- Damages to our table cloths (candle wax, red wine stains, burn marks, tears)
- Damages to our chair covers
- Damages to our napkins
- Breaking of a window
- Breaking of a door
- Wholes/piercings in our venues' walls, doors and/or roof
- Breaking of glasses – when breaking more than three glasses. (Please note we do not ask a breakage deposit for making use of our glasses. You will still be charged R30 per wine/champagne glass broken by you or your guests, and R20 per beer, juice, or whisky glass).
- Damages to our outside lights or irrigation system.

Please ensure that the children playing in our garden area does not damage our plants, lights or irrigation system. This will take away the beauty of our garden for our next client.

## Accommodation

Skilpadvlei has seven self-catering cottages, as well as seven Bed and Breakfast rooms available on the premises. We can accommodate a total of thirty adults sharing the self-catering units, and twelve adults in the Bed and Breakfast rooms (two guests per room).

Our new deluxe honeymoon room named Muscat is specially built for you, the bride, to make use of on your wedding day (not included in the wedding package). Muscat is beautiful and spacious room for you to freely move around in your wedding gown.

Please contact our accommodation manager at [accommodation@skilpadvlei.co.za](mailto:accommodation@skilpadvlei.co.za) or on 021 881 3237 for all accommodation enquiries, availability and rates between 08h00 and 17h00 every day.

## Deposit and Payment

Skilpadvlei requires a fifty percent deposit to be paid **within** five days of booking our venue. Your date will only be secured once the deposit amount is paid and received in our account, or once we receive your proof of payment directly from your bank. No dates will be tentatively booked or confirmed until we have received your fifty percent deposit together with your reference number obtained from the function manager **before** your payment. **Please ensure that you use the correct reference number when making a payment.**

The final amount of guests, your menu, timeline, and floorplan must be confirmed, and the final payment must be made at least **fourteen working** days before your wedding day. If you refrain from paying the full outstanding amount fourteen working days before your wedding we may refuse to accommodate you and your guests on the day of your wedding. No changes will be made to the menu, amount of guests or quotation after fourteen working day before your wedding day.

Please ensure that all payments are made with the **correct reference number**, and that the **proof of payment is sent to [functions@skilpadvlei.co.za](mailto:functions@skilpadvlei.co.za) every time a payment is made.** No deposit will be refunded in case of cancellations four months prior to your wedding date. Please read the terms and conditions for details clarification on cancellation agreement.

### **Banking Details**

Account Holder: W.D Joubert

Bank: ABSA

Account Number: 406 747 4490

Branch Number: 632656

### **Terms and Conditions**

1. Skilpadvlei owners, management and/or staff members on and off duty do not take any responsibility for any of the guests or host's belongings, any injury, damage or loss suffered by any persons, or damage to any such belongings. The host waives any claim it may have.
2. Please note that our facilities are NON SMOKING. Smoking is allowed outside or in the smoking room.
3. RIGHT OF ADMISSION RESERVED
4. All décor and flowers on tables have to be removed the evening of your wedding or **no later than 08:00am the following morning**. Please organize this with your décor company and make sure that they are aware when they may drop off and collect the décor.
5. We will make every effort to make your day a success. Therefore, in order to avoid confusion and misunderstandings, persons not involved in the final co-ordination meeting, should not make changes on the day of the wedding. Changes should only be made by an authorized person and should be done via the Function Manager and no other members of our staff.



6. All prices include VAT at 14% and are subject to availability. Prices and menus subject to change without prior notice.
7. A deposit of 50% of the total wedding cost is required within five days of provisional booking in order to guarantee your booking. Please note that deposit payments can only be made once a quotation or pro-forma invoice with reference number is obtained from Skilpadvlei Management. Failing to comply with this rule, your provisional booking will be cancelled unless other arrangements are made with management.
8. **Cancellations**
  - a. If you cancel your wedding within four months prior to the wedding date a 100% cancellation fee of the total deposit will be charged.
  - b. If your wedding is cancelled between four and six months prior to the wedding date a 50% cancellation fee of the total deposit will be charged.
  - c. If you cancel your wedding is six or more months prior to the wedding date a 25% cancellation fee of the total deposit account will be charged.
  - d. The deposit paid only guarantees availability for the date originally booked. It is **NOT** transferable to another date
9. **Photographer, Musician, etc. to be included in the number of guests.** The full payment for the wedding is due 14 working days prior to the wedding date. Unfortunately Skilpadvlei Wine Farm cannot credit catering charges for non-arrivals. The number of guests booked for will be charged for.
10. **Please ensure that all proof of payments are sent to the function manager with the correct reference number after every payment made. Please note that the function manager will not be liable for any missed payments if the proof of payment is not sent to [functions@skilpadvlei.co.za](mailto:functions@skilpadvlei.co.za) every time a payment has been made.**
11. Under NO circumstances will the wedding couple and or guests be allowed to bring their own wine or hard liquor or any other drinks onto our premises, whether it be for consumption, table gifts or otherwise.
12. Availability of accommodation cannot be guaranteed. Reservations should be done well in advance at [accommodation@skilpadvlei.co.za](mailto:accommodation@skilpadvlei.co.za).
13. All decorations to be discussed with management to ensure no damage is done to the venue.
14. All deliveries to be cleared with management for proper access to the venue.
15. Skilpadvlei Wine Farm does not accept responsibility for any loss or inconvenience due to power failures or natural causes.
16. All damage to the venue, cutlery, crockery, linen, glasses, furniture etc. will be charged directly to the client.
17. Skilpadvlei Wine Farm does not accept responsibility for loss or damage of any item left in the venue after your wedding.
18. In order to make your day a success, a final co-ordination meeting will be scheduled to take place 10 working days prior to the wedding date in order to finalize all arrangements. After

the final co-ordination meeting, any set-up changes will only be accepted via written communication. Skilpadvlei Wine Farm will not accept any verbal changes.

19. Décor and set-up must be completed two (2) hours prior to the schedule time of commencement of the wedding in order to allow for final cleaning.
20. Weather – Skilpadvlei Wine Farm reserves the right to use our own discretion to move the wedding ceremony indoors if we consider the weather conditions to be unsuitable for outside.
21. Quoted prices may vary due to economic changes.
22. No variation of any terms in this agreement shall have any force & effect unless contained in writing and signed by both parties.

Menu Option A: R380 p.p

**STARTER**

Choose ONE of the following:

Home baked bread served with jam, cheese and a variety of pâtés

\*\*\*

Pancake filled with smoked salmon & cottage cheese and chicken & mayonnaise

\*\*\*

Butternut or vegetable soup served with home baked bread

**MAIN COURSE**

**MEAT**

Choose TWO of the following:

(Served with Savory OR White rice)

Lamb chops with rosemary

\*\*\*

Roast pork neck served with Honey and Mustard sauce

\*\*\*

Sliced sirloin topped with Wine and Mushroom sauce

**POULTRY**

Choose ONE of the following:

Oven grilled chicken with sauce of your choice

(Sauces: Chutney & Mayonnaise/ Lemon & Herb/ Honey Mustard/ BBQ)

\*\*\*

Chicken pie

**POTATO DISHES**

Choose ONE of the following:

Baby potatoes with parsley and garlic

\*\*\*

Deep fried potatoes

\*\*\*

Oven baked potatoes

## **VEGETABLES**

Choose **TWO** vegetables of the following:

Grilled vegetables

\*\*\*

Pumpkin

\*\*\*

Cauliflower and broccoli with cheese sauce

\*\*\*

Sweet potato

\*\*\*

Green beans

\*\*\*

Summer green salad (**included**)

## **DESSERTS**

Choose **ONE** of the following:

Fruit salad with ice cream

\*\*\*

Strawberries with ice cream (seasonal)

\*\*\*

Malva pudding with Amarula and custard

\*\*\*

Chocolate pudding with caramel cream

\*\*\*

Brandy tart with cream

\*\*\*

Apple tart with cream

\*\*\*

Chocolate mousse

\*\*\*

Cheesecake

\*\*\*

Peppermint crisp tart

\*\*\*

**Coffee & Tea**

## Menu Option B: R410 p.p

### STARTERS

Choose ONE of the following:

Home baked bread served with jam, cheese & a variety of pâtés

\*\*\*

Pancake filled with smoked Salmon & cottage cheese and chicken mayonnaise

\*\*\*

Biltong, Butternut, Vegetable or Mushroom soup served with home baked bread

\*\*\*

Seafood cocktail

### MAIN COURSES

#### MEAT

Choose TWO of the following

(Served with Savory OR White rice)

Spit roasted Leg of Lamb served with gravy sauce

\*\*\*

Lamb chops with rosemary

\*\*\*

Roast pork neck with feta and pepper dews

\*\*\*

Sliced sirloin topped with Wine and Mushroom sauce

#### POULTRY

Choose ONE of the following

Chicken breasts filled with bacon, mozzarella cheese and basil pesto

\*\*\*

Oven grilled chicken with sauce of your choice

(Sauces: Chutney & Mayonnaise/ Lemon & Herb/ Honey Mustard/ BBQ)

\*\*\*

Chicken pie

#### POTATO DISHES

Choose ONE of the following

Baby potatoes with parsley and garlic

\*\*\*

Deep fried potatoes

\*\*\*

Oven baked potatoes

### **VEGETABLES**

Choose TWO vegetables of the following:

Grilled vegetables

\*\*\*

Butternut with feta and pumpkin seeds

\*\*\*

Cauliflower and broccoli with cheese sauce

\*\*\*

Sweet potatoes with honey

\*\*\*

Green beans with onion, bacon & feta

\*\*\*

Summer Green salad **(included)**

### **DESSERTS**

Choose TWO of the following:

Fruit salad with ice cream

\*\*\*

Strawberries with ice cream (seasonal)

\*\*\*

Malva pudding with Amarula and custard

\*\*\*

Chocolate pudding with caramel cream

\*\*\*

Brandy tart with cream

\*\*\*

Apple tart with cream

\*\*\*

Milk tart

\*\*\*

Peppermint Crisp tart

\*\*\*

**Coffee and Tea**

You are more than welcome to schedule a meeting with our function manager to view our lovely wedding venue, garden and ceremony area. Our function manager will provide you (available on request) with a list of our preferred suppliers **after** your deposit amount is paid.

Our function manager and the rest of our team are committed to ensuring that your wedding day is a great success, and that the memory of your wedding day lasts a life-time!

Please do not hesitate to contact our function manager at [functions@skilpadvlei.co.za](mailto:functions@skilpadvlei.co.za) or on 021 881 3237 for any enquiries or requests. Please visit [www.skilpadvlei.co.za](http://www.skilpadvlei.co.za) for additional information regarding our restaurant and Wine Estate.

Please ensure that you receive your wedding contract from our function manager, and that it is signed as soon as possible. By signing the wedding contract you agree to the terms and conditions as stated in this wedding package.

Kind Regards

Skilpadvlei Management

**Winter Promotion: 100 % discount on fairy lights, 50 % discount on chair covers and a final 5% discount on your remaining wedding quotation.**

**Valid from May to August 2017. NO venue fee when booking for the minimum of 50 guests required.**

#### **SKILPADVLEI WINE FARM**

**Tel:** (021) 881 3237

**Fax:** (021) 881 3538 / 086 570 6019

**Email:** [functions@skilpadvlei.co.za](mailto:functions@skilpadvlei.co.za)

**Website:** [www.skilpadvlei.co.za](http://www.skilpadvlei.co.za)

**Facebook Page:** Skilpadvlei Wedding and Function Venue

**Pinterest:** Skilpadvlei Wine Farm

**Twitter:** @Skilpadvlei1917

