



Wine Farm

Vlottenburg, P.O. Box 17, 7604

Tel:(021)881 3237, Fax:(021)881 3538

E-Mail : info@skilpadvlei.co.za , Website : www.skilpadvlei.co.za

ML Joubert Conference Package 2017

Thank you for choosing Skilpadvlei as your possible conference venue. Our lovely venue and beautiful surroundings can be the perfect setting to host your conference.

Please take the time to read through our ML Joubert Conference Package, along with our selection of menus, to ensure that you are aware of what Skilpadvlei will offer you. We are looking forward to sharing your exceptional day with you!!



ML Joubert Conference Venue

- Our venue is strictly available from **08h00** the morning of your conference until **17h00**.
- We include the following for your lecture at no cost:
 - Tables
 - Chairs
 - Chair covers
 - Data projector (Please ensure that your laptop is compatible with our data projector, or provide your own projector. Keep in mind we do not supply sound equipment, plugs, leads or a microphone.)
 - Screen
 - White board with markers
 - Flip chart with markers
 - Mints
 - Water jugs with lemon
 - Drinking glasses
 - Pens and paper
- We include the follow for lunch at no cost:
 - Tables (Please note we do not supply décor for your lunch tables)
 - Chairs
 - Chair covers
 - White table cloths
 - White serviettes
 - Cutlery for starters, main course and dessert
 - Crockery
 - Water jugs with lemon
 - Drinking glasses
 - Pre-drinks and Canapé area
 - Air conditioners
 - Outside fairy lights
 - Our beautiful garden
 - Games area
- You will be accountable for all damages and breakages on the day of your function.
- **Minimum Guests Requirements:**
 - 120 guest on Saturdays and public holidays September – April
 - 100 guest on Saturdays and public holidays May - August.
 - 60 guest minimum on Fridays
 - 40 guest minimum during weekdays and on Sundays

We can accommodate a great amount of guests and delegates, depending on how you would like to make use of our conference venue. Please advise on your amount of guests for the lecture as well as for lunch. **The function manager can assist you with a floor plan for your conference.**

Catering

- Please find the menu selection to be served at your function at the end of this document. Please direct any questions regarding your menu to functions@skilpadvlei.co.za.
- Our conference breakfast menu and tea breaks and snacks are served buffet-style, as well as the main course for lunch. The starters and dessert which is part of the lunch menu can be served plated.
- All catering must be done through Skilpadvlei.
- Please provide the function manager with the amount of guests with any dietary requirements up to fourteen working days prior to your conference. Any Halaal meals are charged at an extra R95 per person, as we need to order all Halaal meals from our Halaal supplier.
- All menu prices are subject to change prior to your function.

Bar

- To make use of our beautiful bar and lounge area a fee of R1500 is charged. This includes the following.
 - Barman/Barmen
 - Ice
 - Wine, champagne, beer, whisky and cool drink glasses
 - Lounge area
 - Jugs of water for your tables
 - Bar remains open until 16h00
- You may run a tab or cash bar on the day of your conference. You may also run a tab and cash bar together for example: Only beers, ciders and cool drinks on the tab, 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 or the day after your conference.
- Please inform the function manager on the time you would like the bar to be opened.

Compulsory

- Waiters at R380 per waiter – One waiter is charged per 20 guests to ensure quality service for you and your guest throughout your conference

- Venue fee of R3300 – FULL DAY (08h00 – 17h00)
- Venue fee of R1650 – HALF DAY (08h00 – 13h00 or 12h00 – 17h00)
 - Keep in mind the venue fee includes the tables, chairs, chair covers, screen, projector, flip chart etc. as mentioned on page two (2) of this document).

Additional

- Tea breaks
- Breakfast/Lunch
- Bar fee at R1500 –barman available until 23h45
- Juice jugs at R60 per two liter jug

Music and Decor

- Please arrange or supply your own music/DJ or sound equipment and leads, as well as your own décor. Please arrange for someone to set up your sound and décor on the day of your conference. (Please ensure that your sound equipment includes a microphone and speakers as well).
- Music is strictly allowed until 16h00. Please ensure that you arrange that all sound equipment and decor is removed from our venue the same afternoon of your conference.

Accommodation

Skilpadvlei has seven self-catering cottages, as well as eleven Bed and Breakfast rooms available on the premises. We can accommodate a total of thirty adults sharing the self-catering units, and twenty two adults in the Bed and Breakfast rooms.

Please contact our accommodation manager at 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 50 percent deposit to be paid **within** five days of booking your conference date to secure the date. No dates will be tentatively booked or confirmed until we have received your thirty percent deposit together with your reference number obtained from the function manager **before** your payment, otherwise your booking will be cancelled.

The final amount of guests, changes to your menu **and the final payment** must be made fourteen working days before your function. If you refrain from paying the full outstanding amount fourteen

working days before your function we may refuse to accommodate you and your guests on the day of your function.

Please ensure that all payments are done with the **correct reference number**, and that the **proof of payment is sent to functions@skilpadvlei.co.za**. No deposit will be refunded in case of cancellations four months prior to your function date. Please read the terms and conditions section for clarification on the cancellation agreement.

Banking Details

Account Holder: W.D Joubert

Bank: ABSA

Account Number: 406 747 4490

Branch Number: 632656

Terms and Conditions

1. The owners, management and staff members do not take any responsibility for the loss of any of the guests or host's belongings, as well as for any injury, damage or loss suffered by any persons.
2. Please note that our facilities are NON SMOKING. Smoking is allowed outside or in the smoking room.
3. RIGHT OF ADMISSION RESERVED.
4. 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 your conference. Changes should only be made by an authorized person and should be done via the Skilpadvlei Function Manager and no other members of our staff.
5. All prices include VAT at 14%. Prices and menus are subject to change without prior notice, and are also subject to availability.
6. A deposit of 50% of the total function 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 pro-form 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.
7. **Cancellations**
 - a. If your conference is cancelled within four months prior to your conference date a 100% cancellation fee of the total deposit will be charged.

- b. If your conference is cancelled between four and six months prior to your function date a 50% cancellation fee of the total deposit will be charged.
 - c. If your conference is cancelled six or more months prior to the function 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.
8. Final number of guests must be confirmed in writing no less than fourteen working days prior to your function date in order to facilitate catering arrangements. **Lecturers, special guests, speakers, organizers etc. should all be included.** The full payment for your conference is due 14 working days prior to your conference. Unfortunately Skilpadvlei Wine Farm cannot credit catering charges for non-arrivals. The number of guests booked for will be charged for.
 9. **Under NO circumstances will any conference guests be allowed to bring wine onto our premises, whether it be for consumption, table gifts or otherwise.**
 10. Availability of accommodation cannot be guaranteed. Reservations should be done well in advance. Please contact accommodation@skilpadvlei.co.za for accommodation enquiries.
 11. All décor to be discussed with management to ensure no damage is done to our venue.
 12. All deliveries to be cleared with management to arrange for access to the venue, as well as for when picking up décor after your function.
 13. Skilpadvlei Wine Farm does not accept responsibility for any loss or inconvenience due to power failures or natural causes.
 14. **All damage to the venue, cutlery, crockery, linen, glasses and furniture will be charged directly to the client.**
 15. Skilpadvlei Wine Farm does not accept responsibility for loss or damage of any item left in the venue after the function.
 16. Skilpadvlei Wine Farm or any of its employees do not accept responsibility for loss or damage done to any property.
 17. In order to make your day a success, a final co-ordination meeting will be scheduled to take place 10 working days prior to your conference 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.
 18. Set-up must be completed one (1) hour prior to the schedule time of commencement of your conference in order to allow for final cleaning.
 19. Weather – Skilpadvlei Wine Farm reserves the right to use our own discretion to move the any part of your function indoors if we consider the weather conditions to be unsuitable for outside

20. Quoted prices may vary due to economic changes.

21. No variation of any terms in this agreement shall have any force & effect unless contained in writing and signed by both parties.



Skilpadvlei Conference Menus

Breakfast Menu served at R240 per person

Muesli and yoghurt with fruit salad

Scrambled eggs

Beef sausages

Crispy Bacon

Mushrooms

Fried tomato

Served with toast

Croissants, Coffee/ Tea/ Juice included

Coffee/Tea Breaks – Price Per Person

Coffee/ Tea - R20

Coffee & Tea served with rusks - R35

Coffee & Tea served with confectionery - R45

Coffee & Tea with scones and muffins – R70

Coffee & Tea with Sandwiches – R80

Juice can be served at R50 per two liter jug

Note: Coffee/Tea breaks can be served as arrival snacks, afternoon tea etc. even when making use or not making use of our breakfast or lunch menu.

**LUNCH MENU – Combination of starter and/or main and/or dessert
may be chosen to be served**

Choose **ONE** starter, main course and dessert

Starter served at R80 per person

Butternut, biltong or vegetable soup served with home baked bread

Home baked bread served with jam, cheese and a variety of pâté's

Main course served at R140 per person

Mince or chicken lasagna served with salad and vegetables

Lamb, venison or chicken potjie served with rice and salad

Chicken, lamb or venison pie served with rice and Salad

Dessert served at R80 per person

Fruit salad with ice cream

Ice cream with chocolate sauce

Malva pudding with Amarula and homemade custard

Skilpadvlei

You are more than welcome to schedule a meeting with our function manager to view our lovely conference venue. Our function coordinator 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 conference is a great success.

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

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

Kind Regards

Skilpadvlei Management

SKILPADVLEI WINE FARM

Tel: (021) 881 3237

Fax: (021) 881 3538 / 086 570 6019

Email: functions@skilpadvlei.co.za

Website: www.skilpadvlei.co.za

Facebook Page: Skilpadvlei Wedding and Function Venue

Pinterest: Skilpadvlei Wine Farm

Twitter: @Skilpadvlei1917





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ML Joubert Function Package 2017

Thank you for choosing Skilpadvlei as your possible function 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 function!

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

ML Joubert Venue

- Skilpadvlei does not charge a venue fee. Our venue is strictly available from 08h00 the morning of your function until 00h00 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 or cream serviettes
 - Cutlery for starters, main course and dessert
 - Crockery
 - Pre-drinks and Canapé area
 - Air conditioners
 - Outside fairy lights
 - Our beautiful garden
 - Games area
- You may hire our venue after 00h00 for R850 per half an hour. The venue may be extended until 02h00.
- You will be accountable for all damages and breakages on the day of your function.

- **Minimum Guests Requirements:**

120 guest on Saturdays and public holidays September – April.

100 guest on Saturdays and public holidays May - August.

80 guests minimum on Fridays – September – April.

60 guest minimum on Fridays - May - August

40 guest minimum on Sundays

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.

Catering

- Please find the menu selection to be served at your function at the end of this document. Please direct any questions regarding your menu to functions@skilpadvlei.co.za.
- Our function menus' main course is always served buffet-style. Starters and dessert can be served plated.
- 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 function menu at no cost to children under the age of two, and at half price for children under the age of twelve.
- All catering must be done through Skilpadvlei, except for birthday cakes. 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.
- Please provide the function manager with the amount of guests with any dietary requirements up to fourteen working days prior to your wedding day. Any Halaal meals are charged at an extra cost per person, as we need to order all Halaal meals from our Halaal supplier.
- 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 request 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.
- You may only make use of Skilpadvlei wine on the day of your function (pre-drinks and for your tables). You may bring in your own champagne or sparkling wine at no corkage fee.
- All menu prices are subject to change prior to your function.

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

Lounge area

Jugs of water for your tables

Bar remains open until 23h30

- You may run a tab or cash bar on the evening of your function. You may also run a tab and cash bar together for example: Only beers, ciders and cool drinks on the tab, 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 or the day after your function.
- Extra wine ordered on the evening of your function must be settled the day after your function.
- Only Skilpadvlei wine will be sold at the bar and used during your function. Only champagne to be served as part of your toasts/speeches are allowed 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 function.
- Please inform the function manager on the time you would like the bar to be opened. We recommend opening the bar as soon as your guests arrive, or straight after you pre-drinks.

Compulsory

- Menu to be served (Please see the menu selection at the end of this document)
- Venue fairy lights at R1050 (Outside fairy lights are provided at no cost)
- Bar fee at R1350 –barman available until 23h45
- 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 or cream chair covers used as part of the reception at R15 each – Except if you are providing your own chairs for the reception.

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 function.
- Music is strictly allowed until 23h30. Please ensure that you arrange that all music equipment and decor is removed from our venue the same evening of your function, or the following morning by 08h00 as we need to set-up for the function hosted on 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, as 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.

Accommodation

Skilpadvlei has seven self-catering cottages, as well as eleven Bed and Breakfast rooms available on the premises. We can accommodate a total of thirty adults sharing the self-catering units, and twenty two adults in the Bed and Breakfast rooms.

Please contact our accommodation manager at 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 your function date to secure the date. No dates will be tentatively booked or confirmed until we have received your thirty percent deposit together with your reference number obtained from the function manager **before** your payment, otherwise your booking will be cancelled.

The final amount of guests, changes to your menu and the final payment must be made fourteen working days before your function. If you refrain from paying the full outstanding amount fourteen working days before your function we may refuse to accommodate you and your guests on the day of your function.

Please ensure that all payments are done with the **correct reference number**, and that the **proof of payment is sent to** functions@skilpadvlei.co.za. No deposit will be refunded in case of cancellations four months prior to your function date. Please read the terms and conditions section for clarification on the cancellation agreement.

Banking Details

Account Holder: W.D Joubert

Bank: ABSA

Account Number: 406 747 4490

Branch Number: 632656

Terms and Conditions

1. The owners, management and staff members do not take any responsibility for the loss of any of the guests or host's belongings, as well as for any injury, damage or loss suffered by any persons.
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 and must be collected **no later than 08:00am the following morning**, unless by prior arrangement with management.
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 your function. Changes should only be made by an authorized person and should be done via the Skilpadvlei Function Manager and no other members of our staff.
6. All prices include VAT at 14%. Prices and menus are subject to change without prior notice, and are also subject to availability.
7. A deposit of 50% of the total function 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 pro-form 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 your function is cancelled within four months prior to your function date a 100% cancellation fee of the total deposit will be charged.
 - b. If your function is cancelled between four and six months prior to your function date a 50% cancellation fee of the total deposit will be charged.
 - c. If your function is cancelled six or more months prior to the function 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. Final number of guests must be confirmed in writing no less than fourteen working days prior to your function date in order to facilitate catering arrangements. **Photographer, Musician, etc. to be included in the number of guests.** The full payment for your function is due 14 working days prior to your function. Unfortunately Skilpadvlei Wine Farm cannot credit catering charges for non-arrivals. The number of guests booked for will be charged for.
10. **Under NO circumstances will any function guests be allowed to bring wine onto our premises, whether it be for consumption, table gifts or otherwise.**
11. Availability of accommodation cannot be guaranteed. Reservations should be done well in advance. Please contact accommodation@skilpadvlei.co.za for accommodation enquiries.
12. All décor to be discussed with management to ensure no damage is done to our venue.
13. All deliveries to be cleared with management to arrange for access to the venue, as well as for when picking up décor after your function.
14. Skilpadvlei Wine Farm does not accept responsibility for any loss or inconvenience due to power failures or natural causes.
15. **All damage to the venue, cutlery, crockery, linen, glasses and furniture will be charged directly to the client.**

16. Skilpadvlei Wine Farm does not accept responsibility for loss or damage of any item left in the venue after the function.
17. Skilpadvlei Wine Farm or any of its employees do not accept responsibility for loss or damage done to any property.
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 your function 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 your function in order to allow for final cleaning.
20. Weather – Skilpadvlei Wine Farm reserves the right to use our own discretion to move the any part of your function 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 1: R 230 p.p.

Home baked bread served with jam and cheese

Chicken Pie

or

Lamb Pie

Rice

(savoury / white)

Two vegetables (**Seasonal**)

Fried Potatoes

or

Oven Baked potatoes

Summer Green salad (**included**)

Ice cream with homemade chocolate sauce

or

Malva pudding with custard

or

Chocolate pudding with caramel cream

Menu 2: R260 p.p.

Home baked bread served with jam, cheese & a variety of pâté's

Chicken Potjie

or

Lamb Potjie

Rice

(savoury / white)

Two vegetables (**Seasonal**)

Fried Potatoes

or

Oven baked potatoes

Summer Green salad (**Included**)

Ice cream with homemade chocolate sauce

or

Malva pudding with custard

or

Chocolate pudding with caramel cream

Menu 3: R 290 p.p.

Home baked bread served with jam, cheese & variety of pâté's

or

Seafood cocktail

or

Vegetable soup served with home baked bread

Lamb chops with rosemary

&

Homemade Chicken Pie

Rice

(savoury / white)

Two vegetables (**Seasonal**)

Fried Potatoes

or

Oven baked potatoes

Summer Green salad (**Included**)

Ice cream with homemade chocolate sauce

or

Malva pudding with custard

or

Chocolate pudding with caramel cream

Menu 4: R 330 p.p.

Home baked bread served with jam, cheese & a variety of pâté's

or

Seafood cocktail

or

Soup served home baked bread

Braai lamb chops

&

Chicken pieces

&

Sausage

One Vegetable (**Seasonal**)

Potato bake with mushroom, onions and cheese

Summer Green salad

Noodle salad

Ice cream with homemade chocolate sauce

or

Malva pudding with custard

or

Chocolate pudding with caramel cream

Menu 5: R360 p.p.

Starter

(Choose from list)

Lamb chops with rosemary

&

Homemade Chicken Pie

&

Beef slices with wine and mushroom sauce

Rice

(savoury / white)

Two vegetables (**Seasonal**)

Fried Potatoes

or

Oven baked potatoes

Greek salad

Dessert of your choice

(Choose from list)

Choice list

Starters

Home baked bread served with jam, cheese & a variety of pâté's

or

Seafood cocktail

or

Pancakes filled with chicken mayonaise and smoked salmon & cottage cheese

or

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

Dessert

Ice cream and homemade chocolate sauce

or

Fruit salad and ice cream

or

Strawberries and ice cream (**seasonal**)

or

Malva Pudding and Custard

or

Chocolate pudding and caramel cream

or

Brandy tart and cream

or

Apple tart with cream

or

Peppermint Crisp tart

or

Cheesecake

or

Chocolate Mousse

or

Cheese Plate (Additional R70 p.p.)

Skilpadvlei

You are more than welcome to schedule a meeting with our function manager to view our lovely function venue and garden. Our function coordinator 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 function is a great success, and that the memory of your special day will last a life-time!

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

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

Kind Regards

Skilpadvlei Management

SKILPADVLEI WINE FARM

Tel: (021) 881 3237

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Wine Farm - Stellenbosch
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Skilpaddop Conference Centre 2017

The Skilpaddop Conference Centre can accommodate minimum 2 to maximum 18 delegates.

Conference Facilities

Full day conference	R250 p. p (08h00 – 17h00)
Half day conference	R125 p. p (08h00 – 12h00) -(12h00 – 17h00)

Coffee/ Tea breaks

Coffee and tea	R20 p. p
Coffee and tea served with rusks	R35 p. p
Coffee and tea served with confectionary	R45 p. p
Coffee and tea served with scones and muffins	R70 p. p
Coffee and tea served with sandwiches	R80 p. p

Lunch is served at the restaurant and can be ordered from our menu

Juice can be served	R60 per jug extra
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General

The Conference facilities includes one coffee or tea with a rusk, tables, chairs, cutlery, a screen and a flip chart with markers and pens and paper for all delegates. We supply jugs with water and lemon, as well as mints.

We suggest that you come before hand to check if your laptop is compatible with our data projector.

We do not supply any sound equipment or leads.

Accommodation

7 self-catering cottages as well as 11 B&B rooms are available on the premises; we can accommodate a total of 30 adults sharing self-catering and 20 adults sharing B&B.

Bookings can be made during office hours

Deposit

A deposit is required in order to secure your booking. Please contact the office to obtain a deposit amount as well as reference number. Unfortunately we won't be able to confirm anything until the deposit is paid. Deposit should be paid within 7 days after booking the venue or your booking will be cancelled. Proof of payment with the reference number must be fax or emailed to us. Please note that we need final numbers and payment 14 working days before the conference.

Deposit is non-refundable in case of cancelation.

Bank Details:

W.D Joubert

ABSA Stellenbosch

Account Number: 406 747 4490

Please do not hesitate to contact us should you require any further assistance. Good luck with all your arrangements.

Kind Regards

Skilpadvlei Management