



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 Function Package 2018

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 2018 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 table cloths
 - White serviettes
 - Cutlery for starters, main course and dessert
 - Crockery
 - Pre-drinks and Canapé area
 - Air conditioners
 - Outside fairy lights
 - Our beautiful garden
 - Games area
 - Standard set-up
 - Breakdown

- You may hire our venue after 00h00 for R1050 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 menu's 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 R45 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 function 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 R1450 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.
- 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 R1450 –barman available until 23h45
- Waiters at R420 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 R17 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 fifty 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-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 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 250 p.p.

Home baked bread served with jam and cheese

Chicken Pie

or

Lamb Pie

Rice

(savory / 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: R280 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 310 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: R340 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: R390 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

No Venue fee!! Looking forward to arranging your function with you!

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

