



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

20 – 150 delegates

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:
 - Tables (**Please note we do not supply décor for your lunch tables**)
 - Chairs
 - Chair covers
 - Crockery
 - Cutlery
 - 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.**)
 - Data projector
 - Screen
 - White board with markers
 - Flip chart with markers
 - Mints on the tables
 - Water jugs with lemon
 - Drinking glasses
 - Pens and paper to all delegates
 - (**Please note we do not supply décor for your lunch tables**)
 - Air conditioners
 - Our beautiful garden
 - Games area
- You will be accountable for all damages and breakages on the day of your function.
- **Conference Packages:**
- **Full Day 08h00 -17h00 (strictly)**
 - 20 – 60 guests **R450** per person
 - 61 and more guest **R400** per person
- **Includes:**
 - Arrival coffee and tea with rusks
 - Morning break – Coffee and tea with scones & muffins
 - Lunch or Breakfast (**2 Course**)
 - Afternoon break – Coffee and tea with confectionary

- Half Day: 8h00 – 12 h00 / 12h00 – 17h00 (strictly)

20 – 60 guests R350 per person

61 and more guest R300 per person

- Includes:
- Morning conference 8h00 – 12h00

Lunch or Breakfast (2 Course) please choose one option

Arrival coffee and tea with rusks

Morning break – Coffee and tea with scones & muffins

- Afternoon Conference 12h00 – 17h00

Lunch (2 Course) can be served on arrival

Arrival coffee, tea and juice

Afternoon break – Coffee tea and confectionary

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 conference 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 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.

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

- Menu option of your choice
- Per person charge
 - 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 16h00

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 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 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 conference. If you refrain from paying the full outstanding amount fourteen working days before your conference 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-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.
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 conference 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 delegates 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

Muesli and yoghurt

Scrambled eggs

Crispy Bacon

Mushrooms

Tomato

Served with toast

Coffee/ Tea/ Juice included

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

Choose **ONE** starter and **One** main course / **One** main course and **One** dessert

Starter (Plated)

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 (buffet style) served with vegetables, salad or rice

Mince or chicken lasagna

Lamb or chicken potjie

Chicken or lamb pie

Dessert (plated)

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 it is 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



