



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

SKILPADDOP Conference Package 2018

2 – 18 delegates

Thank you for choosing Skilpadvlei as your possible conference venue.

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



Conference package

- Our venue is strictly available from 08h00 – 17h00
- Full day conference – R440 per person
- Half day conference – R280 per person (08h00 – 12h00 / 12h00 – 17h00)
- We include the following for your lecture:
 - Arrival Coffee and tea with rusks
 - Coffee and tea breaks
 - Lunch & Soft drink
 - Service fee
 - 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
 - 500ml Bottled water
 - Pens and paper
 - Air conditioner
 - Our beautiful garden
 - Games area
- You will be accountable for all damages and breakages on the day of your function.

Catering

Lunch is served at the restaurant

- Please find the menu selection to be served at the end of this document. Please direct any questions regarding your menu to functions@skilpadvlei.co.za.
- 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.

Additional

Coffee/Tea Breaks – Price Per Person

Coffee/ Tea - R25

Coffee & Tea served with rusks – R40

Coffee & Tea served with confectionery – R55

Coffee & Tea with scones and muffins – R80

Coffee & Tea with Sandwiches – R90

Juice can be served at R75 per jug

Music

- Please arrange or supply your own sound equipment and leads. Please arrange for someone to set up your sound on the day of your conference. (Please ensure that your sound equipment includes a microphone and speakers as well).

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 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. Skilpadvlei Wine Farm does not accept responsibility for any loss or inconvenience due to power failures or natural causes.
12. **All damage to the venue, cutlery, crockery, linen, glasses and furniture will be charged directly to the client.**
13. Skilpadvlei Wine Farm does not accept responsibility for loss or damage of any item left in the venue after the function.
14. Skilpadvlei Wine Farm or any of its employees do not accept responsibility for loss or damage done to any property.
15. 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.
16. Quoted prices may vary due to economic changes.
17. No variation of any terms in this agreement shall have any force & effect unless contained in writing and signed by both parties.

Skilpaddop Conference Menus (incl. 1 soft drink per person)

Chicken Pie

Served with rice and vegetables of the day.

Saucy Burger

Beef or chicken with sauce of your choice.

(Mushroom, cheese or pepper sauce)

Hake & Chips

Chicken Salad or Calamari Salad

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

