



Vlottenburg, P.O Box 17, 7604
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Email: info@skilpadvlei.co.za , Website: www.skilpadvlei.co.za

ML Joubert Conference Package 2019

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 fully aware of what Skilpadvlei can 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 and 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.**)
 - Wi-Fi
 - Screen
 - White board with markers
 - Flip chart with markers
 - Mints on the tables
 - 500ml Bottled water
 - Pen and paper to all delegates
 - Air conditioners
 - Our beautiful garden

Conference Packages:

Package 1

Full Day Conference

R570 pp

08:00 – 17:00

Includes

Arrival Tea, Coffee with Rusks
Breakfast served with a Jug of Juice
per Table
2 Course Lunch
Soft Drink
Afternoon Break served with Coffee,
tea and confectionary

Package 2

Full Day Conference

R480 pp

08:00 – 17:00

Includes

Arrival Tea, Coffee with Rusks
Mid-Morning Break with Scones &
Muffins
2 Course Lunch
Jug Juice for each table
Afternoon Break served with Coffee,
tea and confectionary

Package 3

Half day Lunch Conference

R400 pp

12:00 – 17:00

Includes

Arrival Tea, Coffee with Rusks & Muffins
2 Course Lunch & Soft Drink
Afternoon Break served with Coffee,
tea and confectionary

Package 4

Half day Breakfast Conference

R350 pp

08:00 – 12:00

Includes

Arrival Tea, Coffee with Rusks &
Scones
Breakfast
Jug Juice for each table

We can offer the following conference styles:

- ✦ Banqueting (open plan) – 180 delegates
- ✦ Cinema – 120 delegates
- ✦ Schoolroom – 100 delegates
- ✦ Banqueting – 50 delegates
- ✦ U-Shape – 40 delegates

Please take note that with an open plan banqueting style, lunch will be served at the conferencing tables. Please advise your function manager with the total amount of delegates attending and they will assist you with the layout of the floorplan.

Skilpadvlei Conference Menus

Breakfast Menu

Scrambled Eggs

Crispy Bacon

Mushrooms

Grilled Tomato

White & Brown Bread

Coffee, Tea & Juice included

Lunch Menu

Starter

(Choose ONE option)

Butternut / Vegetable Soup with home baked bread

Home baked bread served with jams, cheese & pate's

Ham & Cheese Quiches

Main Course

(Choose ONE option)

Vegetable / Mince Lasagna and a side salad

Lamb / Chicken potjie served with rice

Hake & Chips with side salad

Chicken / Lamb pie served with rice and gravy

Vegetable / Chicken / Beef Stir-fry with egg noodles

Please provide the function manager with the total amount of guests with dietary requirements such as vegetarians, gluten intolerant and Halaal delegates. Any Halaal meals are charged at an additional R95 per person, as we need to order all Halaal meals from our Halaal supplier

Bar

You may make use of our beautiful bar area at a fee of R1550. The following is included in the bar fee:

‡ Barman/Barmen

‡ Lounge Area

‡ Ice

‡ Glassware

The bar will remain open until 1 hour before the end of your conference. You have the choice to run a bar tab on the day or keep it open as a cash bar. All bar tabs should be paid prior to or on the same day of the conference. Please inform the function manager on the time you would like the bar to be opened.

Compulsory

The following items are compulsory when booking your conference:

- ☞ Conference package of your choice
- ☞ Waiters – We require one waiter per 20 delegates @ R450 per waiter.

Sound

Please arrange your own equipment such as PA system, leads and AV equipment as we cannot supply any of these items. You will be required to handle all set up of such items.

Music will be strictly allowed until one hour before the end 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. Availability of accommodation cannot be guaranteed, thus reservations should be done well in advance.

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 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 15%. Prices and menus are subject to change without prior notice, and are also subject to availability.
6. **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.
7. **Under NO circumstances will any conference guests be allowed to bring wine onto our premises, whether it be for consumption, table gifts or otherwise.**
8. All décor to be discussed with management to ensure no damage is done to our venue.
9. All deliveries to be cleared with management to arrange for access to the venue, as well as for when picking up décor after your conference.
10. Skilpadvlei Wine Farm does not accept responsibility for any loss or inconvenience due to power failures or natural causes.
11. **All damage to the venue, cutlery, crockery, linen, glasses and furniture will be charged directly to the client.**
12. In order to make your day a success, a final co-ordination meeting will be scheduled to take place 14 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.
13. 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.

14. Quoted prices may vary due to economic changes.

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

Skilpadvlei

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.

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

