



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

Skilpaddop Conference Package 2019

2 – 15 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 Skilpaddop 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

R520 pp

08:00 – 17:00

Includes

Arrival Tea, Coffee with Rusks

Breakfast served with a Jug of Juice

Lunch

Soft Drink

Afternoon Break served with Coffee,
tea and confectionary

Package 2

Full Day Conference

R460 pp

08:00 – 17:00

Includes

Arrival Tea, Coffee with Rusks

Mid-Morning Break with Scones

Lunch

Soft Drink

Afternoon Break served with Coffee,
tea and confectionary

Package 3

Half day Lunch Conference

R330 pp

12:00 – 17:00

Includes

Arrival Tea, Coffee with Rusks & Muffins

Lunch

Soft Drink

Afternoon Break served with Coffee,
tea and confectionary

Package 4

Half day Breakfast Conference

R300 pp

08:00 – 12:00

Includes

Arrival Tea, Coffee with Rusks &
Scones

Breakfast

Jug of Juice

Jug Juice for each table

We can offer you the following seating styles for your conference:

- ⌘ U-Shape
- ⌘ Schoolroom
- ⌘ Cinema

Skilpadvlei Conference Menus

Please provide your function manager with your delegates' lunch selection at least 3 days before your conference as they would need to prepare the kitchen.

Breakfast Menu

Scrambled Eggs		Bacon & Egg Muffins
Crispy Bacon		Scones
Grilled Tomato	OR	White & Brown Toast
White & Brown Bread		Cheese & Jams
Coffee, Tea & Juice included		Coffee, Tea & Juice included

Lunch Menu

Chicken Pie served with rice and vegetables of the day

Chicken OR Beef Burger with a sauce of your choice
(Mushroom / Cheese / Pepper)

Hake & Chips

Chicken salad

Vegetable & Couscous salad

Vegetarian Lasagna

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 cost, as we need to order all Halaal meals from our Halaal supplier.

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

