



**Wine Farm**

Vlottenburg, P.O. Box 17, 7604

Tel:(021)881 3237, Fax:(021)881 3538

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ML Joubert Function Package 2019

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 2019 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.

Booking Requirements:

Peak Season (October – April)

We have a minimum guest requirement of 100 guests on a Saturday and a minimum of 40 guests Monday, Tuesday, Wednesday, Thursday, Friday and Sunday.

Off Peak (May - September)

We have a minimum guest requirement of 80 guests on a Saturday and a minimum of 40 guests Monday, Tuesday, Wednesday, Thursday, Friday and Sunday.

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

You will find our selection of menu options at the back of this document.

Please take your time to read through the different available options. You can direct any questions you might have to our function managers and they will assist you.

Our menu's can be served plated or buffet style to your guests.

Buffet Style can be served to any amount of guests.

Plated can only be done for 100 guests or less.

You are welcome to provide your own wedding cake / cupcakes.

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 additional cost of R 95 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 R1550 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)

Bar fee at R1550 –barman available until 23h45

Waiters at R450 per waiter – One waiter is charged per 20 guests to ensure quality service for you and your guest throughout the evening.

### 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](mailto: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](mailto: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

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.

Please note that our facilities are NON SMOKING. Smoking is allowed outside or in the smoking room.

RIGHT OF ADMISSION RESERVED

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.

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.

All prices include VAT at 14%. Prices and menus are subject to change without prior notice, and are also subject to availability.

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.

### Cancellations

- If your function is cancelled within four months prior to your function date a 100% cancellation fee of the total deposit will be charged.
- 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.
- 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.

The deposit paid only guarantees availability for the date originally booked. It is NOT transferable to another date

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.

Under NO circumstances will any function guests be allowed to bring wine onto our premises, whether it be for consumption, table gifts or otherwise.

Availability of accommodation cannot be guaranteed. Reservations should be done well in advance. Please contact [accommodation@skilpadvlei.co.za](mailto:accommodation@skilpadvlei.co.za) for accommodation enquiries.

All décor to be discussed with management to ensure no damage is done to our venue.

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.

Skilpadvlei Wine Farm does not accept responsibility for any loss or inconvenience due to power failures or natural causes.

All damage to the venue, cutlery, crockery, linen, glasses and furniture will be charged directly to the client.

Skilpadvlei Wine Farm does not accept responsibility for loss or damage of any item left in the venue after the function.

Skilpadvlei Wine Farm or any of its employees do not accept responsibility for loss or damage done to any property.

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.

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.

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

Quoted prices may vary due to economic changes.

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

TRADITIONAL MENU :

R 300.00 P.P.

STARTER

Choose ONE of the following

- Bread Table: Home Baked Whole wheat and White Bread, Mini "Roosterkoekies" and Corn Bread served with Jam, Cheese and a variety of Pates
- Hot or Cold Soup served with Freshly Baked Bread and Butter.
- 2 x Medium Pancakes with two different Fillings cold or hot ask your Functions manager.
- Hake Battered or Grilled served with Tartar sauce, Lemon Wedges and a small Salsa Salad
- Seafood Salad with Prawns, Avocado, Cucumber and a Lemon Yoghurt Dressing(Seasonal)
- Harvest Table: Fresh Fruit, Salad Items, Dipping Sauces, Cheeses, Preserves, Cold meats, Crackers and Spreads
- Summer Salad BBQ Chicken, Citrus, Pea and Goats Cheese Salad
- Variety of Canapé's (ask your function manager)

MAIN COURSE

Poultry

Choose ONE of the following

- Traditional Creamy Chicken Pie
- Oven Grilled Chicken with a Sauce of your choice: BBQ, Honey Mustard, Chutney Mayo and Lemon and Herb.
- Aromatic Coconut and Coriander Chicken Curry
- Parmesan infused Crumbed Chicken pieces
- Creamy Chicken a la King
- Chicken Breast stuffed with Basilpesto, Mozzarella and wrapped in bacon with a Béchamel sauce
- Butter Chicken Curry
- Broccoli and Chicken Bake covered with Cheddar Cheese

Meat

Choose ONE of the following

- Lamb Shanks served with a Rosemary Infused Gravy
- Hearty Lamb Pie



- Roasted Deboned Leg of Lamb served with a Gravy
- Lamb Chops Garnished with Fresh Rosemary
- Sweet and Tangy Tomato Stew
- Sliced Sirloin with a White Wine and Mushroom sauce
- Traditional Bobotie
- Thai Lamb Green Curry
- Chunky Beef and Beer Pie
- Roast Beef with Gravy
- Beef Stroganoff
- Beef Bourguignon
- Sticky Sliced Beef covered with Caramelized Onions and Honey
- Thai Beef with Ginger, Garlic, Brown Sugar and Soy Sauce

#### Rice

Choose ONE of the following

- White Rice
- Savoury Rice
- Basmati Rice
- Brown Rice
- Yellow Rice with Raisins

#### Vegetables

Choose ONE of the following

- Cauliflower and Broccoli with a Cheese sauce
- Green beans with Crispy Bacon and Feta Crumbs
- "Pampoenkoekies" with Cinnamon
- Pumpkin Fritters Sprinkled with Cinnamon Sugar OR Caramel Sauce
- Sweet Maple Butternut Cubes
- Pumpkin Tart with Cinnamon
- Buttery Cabbage with Bacon Bits and Nutmeg
- Cinnamon and Butter Sweet Potato

- Creamed Spinach and Feta
- Roasted Honey and Garlic Cauliflower and Carrots
- Oven Roasted Seasonal Vegetables drizzled with Olive Oil, Salt and Pepper
- Italian Roast: Butternut, Baby Marrow, Broccoli, Olives and Fresh Herbs

#### Starch

Choose ONE of the following

- Jacket Potato served with Sour Cream
- Potato bake with Cream, Cheese, Onions, Garlic and Peppers
- Crispy Deep Fried Potatoes
- Creamy Mashed potatoes
- Buttery Baby Potatoes with Garlic and Parsley
- Pap & Tomato Relish
- Paptert

#### Salads

Choose ONE of the following

- Greek Salad
- Mexican Salad: Beans, Corn, Cucumber and Peppers with a yoghurt Dressing
- Beetroot Wedges with a Sweet Vinegar Dressing.
- Traditional Potato Salad with Eggs, Bacon Bits and Fresh Parsley
- Beetroot, Feta and Pecan Nut Salad
- Caprese Salad, Basil pesto dressing, Mozzarella Cubes, Rosa Tomatoes and Fresh Lettuce
- Summer Salad Strawberries, Nuts, Feta Cheese and Baby Spinach drizzled with Balsamic Glaze
- Broccoli Salad with Sweet Mayo, Cheese, Cucumber and Red Onion Cubes

#### Desserts

Choose ONE of the following

- Apple crumble and Whipped Cream Garnished with Fresh Mint leaves
- Cinna bun with Drizzled Chocolate sauce and Nuts
- Crème Bruleé served with Ice cream OR Whipped Cream

- Malva Pudding & Custard OR Ice Cream
- White and Dark Chocolate Mousse Duo served with Fresh Berries
- Dessert tray (up to 3 mini desserts example: Peppermint Crisp, Lemon Meringue and Milk Tart)
- Cheesecake with Chocolate Shavings and a Berry Coulis
- Chocolate Lava Pudding with Caramel Cream
- Baked Ginger Pudding served with Lime infused Ice cream
- Chocolate Brownies served with Cream OR Ice Cream
- Baked Orange Pudding served with a Dollop of Chocolate Mousse and Fresh Citrus
- Waffles served with Nuts, Berries, Cream and Drizzled with Honey

BRAAI MENU :

R 375.00 P.P.

STARTER

Choose ONE of the following

- Bread Table: Home Baked Whole wheat and White Bread, Mini "Roosterkoekies" and Corn Bread served with Jam, Cheese and a variety of Pates
- Hot or Cold Soup served with Freshly Baked Bread and Butter.
- Harvest Table: Fresh Fruit, Salad Items, Dipping Sauces, Cheeses, Preserves, Cold meats, Crackers and Spreads
- Summer Salad BBQ Chicken, Citrus, Pea and Goats Cheese Salad
- Variety of Canapé's (ask your function manager)

Poultry

Choose ONE of the following

- Chicken Thigh Kebabs choose a basting sauce: BBQ OR Lemon and Herb 2 p.p
- Chicken Thighs done on the open flames

Meat

Choose ONE of the following

- Lamb Chops 1 p.p

- Curry or BBQ Beef Skewers 2 p.p
- Pork Loin Tjops with a BBQ OR Honey Mustard sauce 1 p.p

#### Sausage

Choose ONE of the following

- Boerewors with a Tomato Relish
- Chicken sausage served with Basil Mayonnaise
- Pork Bangers served with a BBQ sauce

#### Vegetables

Choose ONE of the following

- Cauliflower and Broccoli with a Cheese sauce
- Green beans with Crispy Bacon and Feta Crumbs
- "Pampoenkoekies" with Cinnamon
- Pumpkin Fritters Sprinkled with Cinnamon Sugar OR Caramel Sauce
- Sweet Maple Butternut Cubes
- Pumpkin Tart with Cinnamon
- Buttery Cabbage with Bacon Bits and Nutmeg
- Cinnamon and Butter Sweet Potato
- Creamed Spinach and Feta
- Roasted Honey and Garlic Cauliflower and Carrots
- Oven Roasted Seasonal Vegetables drizzled with Olive Oil, Salt and Pepper
- Italian Roast: Butternut, Baby Marrow, Broccoli, Olives and Fresh Herbs

#### Starch

Choose ONE of the following

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- Potato bake with Cream, Cheese, Onions, Garlic and Peppers
- Crispy Deep Fried Potatoes
- Creamy Mashed potatoes
- Buttery Baby Potatoes with Garlic and Parsley
- Pap & Tomato Relish

- Paptert

### Salads

Choose ONE of the following

- Greek Salad
- Mexican Salad: Beans, Corn, Cucumber and Peppers with a yoghurt Dressing
- Beetroot Wedges with a Sweet Vinegar Dressing.
- Traditional Potato Salad with Eggs, Bacon Bits and Fresh Parsley
- Beetroot, Feta and Pecan Nut Salad
- Caprese Salad, Basil pesto dressing, Mozzarella Cubes, Rosa Tomatoes and Fresh Lettuce
- Summer Salad Strawberries, Nuts, Feta Cheese and Baby Spinach drizzled with Balsamic Glaze
- Broccoli Salad with Sweet Mayo, Cheese, Cucumber and Red Onion Cube

### Desserts

Choose ONE of the following

- Apple crumble and Whipped Cream Garnished with Fresh Mint leaves
- Cinna bun with Drizzled Chocolate sauce and Nuts
- Crème Bruleé served with Ice cream OR Whipped Cream
- Malva Pudding & Custard OR Ice Cream
- White and Dark Chocolate Mousse Duo served with Fresh Berries
- Dessert tray (up to 3 mini desserts example: Peppermint Crisp, Lemon Meringue and Milk Tart)
- Cheesecake with Chocolate Shavings and a Berry Coulis
- Chocolate Lava Pudding with Caramel Cream
- Baked Ginger Pudding served with Lime infused Ice cream
- Chocolate Brownies served with Cream OR Ice Cream
- Baked Orange Pudding served with a Dollop of Chocolate Mousse and Fresh Citrus
- Waffles served with Nuts, Berries, Cream and Drizzled with Honey

## 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](mailto:functions@skilpadvlei.co.za) or on 021 881 3237 for any enquiries or requests. Please visit [www.skilpadvlei.co.za](http://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](mailto:functions@skilpadvlei.co.za)

Website: [www.skilpadvlei.co.za](http://www.skilpadvlei.co.za)

Facebook Page: Skilpadvlei Wedding and Function Venue

Pinterest: Skilpadvlei Wine Farm

Twitter: @Skilpadvlei1917   