



### **Wine Farm**

Vlottenburg, P.O. Box 17, 7604

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## **ML JOUBERT Breakfast Buffet Wedding Package 2019**

Thank you for choosing Skilpadvlei as your possible wedding 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 wedding day!

Please take the time to read through our ML Joubert Breakfast Buffet Wedding 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 wedding until 13h00.
- We include the following at no cost:
  - Tables for the reception area
  - Chairs for the reception area
  - White table cloths
  - White napkins
  - 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
- Arrangements to hire the venue may be made 48 hours in advance at an additional cost of R1050 per half an hour for a maximum of three hours (until 16h00).
- You will be accountable for all damages and breakages on the day of your wedding.
- **Minimum Guests Requirements:**
  - 120 guest on Saturdays and public holidays September - April.
  - 100 guest on Saturdays and public holidays May - August.
  - 80 guests minimum on Fridays - September - April.
  - 60 guest minimum on Fridays - May - August
  - 40 guest minimum on Sundays

The venue can take up to 180 guests with a dance floor. The dance floor is located within the venue.

## Catering

- Please find the breakfast buffet menu selection to be served at R420 per person at your wedding at the end of this document. Please direct any questions regarding your menu to [functions@skilpadvlei.co.za](mailto:functions@skilpadvlei.co.za).
- Our wedding menu's main course is always served buffet-style. Starters and dessert can be served plated.
- We serve our wedding menu at no cost to children under the age of two, and at half price for children under the age of twelve.
- All catering must be done through Skilpadvlei, except for birthday and wedding cakes. Please arrange this with the function manager in advance.
- Please ask the function manager for the Canapé menu. Please note Canapés are not included into the breakfast buffet price, but can be served as an arrival snack to your guests at an extra cost.
- Please provide the function manager with the amount of guests with any dietary requirements fourteen working days prior to your wedding day. Any Halaal meals are charged at an additional 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 find attached 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 wedding (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 wedding day without notice.
- Please note that the food served on the day of your wedding is for on-site consumption ONLY, therefore strictly **no take-away** is allowed.

## Bar

- To make use of our beautiful bar and lounge area a fee of R1550 is charged. This includes the following.
  - Barman/Barmen available until 12h30
  - Ice
  - Wine, champagne, beer, whisky and cool drink glasses
  - Corkage fee
  - Breakage fee
  - Lounge area
  - Jugs of water for your tables
  - Bar remains open until 12h30
- You may run a tab or cash bar on the morning of your wedding. 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 wedding.
- Extra wine ordered on the evening of your wedding must be settled the day after your wedding.
- Only Skilpadvlei wine will be sold at the bar. Only champagne to be served as part of your pre-drinks and toast are allowed at no extra charge.
- You are more than welcome to do a complimentary wine tasting (bride and groom) to decide on your table wine for your wedding day.
- The bar facilities will only be made available after the ceremony. Non-alcoholic beverages for the ceremony are to be provided by you.

## Ceremony

You may make use of the ceremony area on the lawn in front of our manor house at an additional cost of **R 3000**. This includes the following:

- Chairs for the ceremony

- Chair covers
- Arch
- Podium

The following isn't included and will be your responsibility:

- Please provide your own non-alcoholic pre-ceremony drinks to your guests before the ceremony. The bar facilities will only be made available after your ceremony.

### **Compulsory**

- Bar fee at R1550 –barman available until 16:00
- Waiters at R450 per waiter – One waiter is charged per 20 guests to ensure quality service for you and your guest throughout the evening.
- White chair covers used as part of the reception at R15 each – Except if you are providing your own chairs for the reception.

### **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 wedding. – Skilpadvlei does not provide any sound or microphone.
- Music is strictly allowed until 12h30. Please ensure that you arrange that all music equipment and decor are removed from our venue the same day of your wedding, or the following morning by 08h00 as we need to set-up for the function taking place 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. 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.

Our new deluxe honeymoon room named Muscat is specially built for you, the bride, to make use of on your wedding day (not included in the wedding package). Muscat is beautiful and spacious room for you to freely move around in your wedding gown.

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** a week (five working days) of booking your date to secure your date for your wedding. 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 wedding we may refuse to accommodate you and your guests on the day of your wedding.

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 wedding date. Please read the terms and conditions for details clarification on cancellation agreement.

## **Banking Details**

Account Holder: W.D Joubert

Bank: ABSA

Account Number: 406 747 4490

Branch Number: 632656

## **Terms and Conditions**

1. Skilpadvlei owners, management and/or staff members on and off duty do not take any responsibility for any of the guests or host's belongings, any injury, damage or loss suffered by any persons, or damage to any such belongings. The host waives any claim it may have.
2. Please note that our facilities are NON SMOKING. Smoking is allowed outside or in the smoking room.
3. RIGHT OF ADMISSION RESERVED
4. 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.
5. 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 the wedding. Changes should only be made by an authorized person and should be done via the Function Manager and no other members of our staff.
6. All prices include VAT at 14% and are subject to availability. Prices and menus subject to change without prior notice.
7. A deposit of 50% of the total wedding cost is required within seven (7) days of provisional booking in order to guarantee your booking. Please note that deposit payments can only be made once a quotation or 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.
8. **Cancellations**
  - a. If your wedding is cancelled within four months prior to the wedding date a 100% cancellation fee of the total deposit will be charged.
  - b. If your wedding is cancelled between four and six months prior to the wedding date a 50% cancellation fee of the total deposit will be charged.
  - c. If your wedding is cancelled six or more months prior to the wedding date 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
9. Final number of guests must be confirmed in writing no less than (14) days prior to the wedding date in order to facilitate catering arrangements. **Photographer, Musician, etc. to be included in the number of guests.** The full payment for the wedding is due 14 working days prior to the wedding date. Unfortunately Skilpadvlei Wine Farm cannot credit catering charges for non-arrivals. The number of guests booked for will be charged for.
10. **Please ensure that all proof of payments are sent to the function manager with the correct reference number after every payment made. Please note that the function manager will not be liable for any missed payments if the proof of payments are not sent to functions@skilpadvlei.co.za every single time.**
11. Under NO circumstances will the wedding couple and or guests be allowed to bring their own wine or hard liquor or any other drinks onto our premises, whether it be for consumption, table gifts or otherwise.
12. Availability of accommodation cannot be guaranteed. Reservations should be done well in advance at accommodation@skilpadvlei.co.za.
13. All decorations to be discussed with management to ensure no damage is done to our venue.
14. All deliveries to be cleared with management for proper access to the venue.
15. Skilpadvlei Wine Farm does not accept responsibility for any loss or inconvenience due to power failures or natural causes.
16. All damage to the venue, cutlery, crockery, linen, glasses, furniture etc. will be charged directly to the client.
17. Skilpadvlei Wine Farm does not accept responsibility for loss or damage of any item left in the venue after your wedding.

18. In order to make your day a success, a final co-ordination meeting will be scheduled to take place 10 working days prior to the wedding 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.
19. Décor and set-up must be completed two (2) hours prior to the schedule time of commencement of the wedding in order to allow for final cleaning.
20. Weather – Skilpadvlei Wine Farm reserves the right to use our own discretion to move the wedding ceremony indoors if we consider the weather conditions to be unsuitable for outside.
21. Quoted prices may vary due to economic changes.
22. No variation of any terms in this agreement shall have any force & effect unless contained in writing and signed by both parties.

### **Breakfast Buffet Wedding Menu R420**

Muesli served with fresh seasonal fruit, honey and yogurt

\* \* \*

Crispy Bacon

Scrambled Eggs

Fried Mushrooms and Tomato

Beef and Pork Sausages

Chicken Kebabs

Selection of home baked Bread, Croissants, Muffins and Scones

Served with jam, cheese and pâtés

\* \* \*

Flapjacks

Coffee/Tea

\* \* \*

### **ADD-ONS P.P**

Mini Koeksisters R8

Baked Beans R10

Hashbrowns R10

Mini Melktertjies R15

Polkadraai Sparkling Wine (1 Glass) R25

Skilpadjies R25

**All ADD-ONS must be for total amount of guests attending your function.**

### **Skilpadvlei**

You are more than welcome to schedule a meeting with our function manager to view our lovely wedding venue, garden and ceremony area. 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 wedding day is a great success, and that the memory of your wedding day lasts 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 wedding contract from our function manager, and that it is signed as soon as possible. By signing the wedding contract you agree to the terms and conditions as stated in this wedding package.

Kind Regards

Skilpadvlei Management

**NO venue fee! Looking forward to spending your special day 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

