



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

ML Joubert Package 2019

Thank you for choosing Skilpadvlei as your possible yearend venue. Our lovely venue and beautiful forest-like garden can be the perfect setting for your staff to enjoy. Together with your personal touch and the assistance of our friendly and caring staff we can create your perfect yearend function

Marketplace Yearend function

R 400.00 pp

- This concept is based on an old school bazaar theme.
- We put together this package to provide a different perspective on having a yearend functions. Serving as an absolute treat to you and your staff members.
- We will be using our function venue for the set-up of the marketplace. If you have a big group of staff members we have a lawn area which can be used as your marketplace with a tent.
- We have separate parking for your staff members to use.
- The marketplace is open only for your staff members and not for the public.
- The marketplace concept is only available Monday to Friday. No weekend days.
- Your market will be open for you and your staff to enjoy from 10:00 – 15:00.
- You can design your own marketplace. Choosing which stalls you would like to be available to your staff.
- We include the following at no cost:
 - Trestle Tables in the middle of the marketplace this will enable your staff members to relax and eat and drink.
 - Chairs for the staff
 - Wooden Tray for each staff member to take home with them as a gift
 - Air conditioners in the venue
 - Games area set up on our lawn with games for your staff to enjoy
 - Standard set-up
 - Breakdown
 - DJ with sound equipment and a microphone.
- **Minimum Guests Requirements:**
40 staff members is the minimum requirement for you to make use of this option.
You are welcome to collaborate with another company in order to reach an amount of 40 guests.
- **Maximum Guests Requirements:**
200 and more staff members we will have to accommodate you on our lawn area in a tent.
500 staff members is the maximum guests that we will be able to accommodate.

Activities:

Included in your price per head is a few activities which we will set-up and manage. They will be available free of charge to your staff members. These activities can serve as an ice breaker and a get to know each other opportunity

- Target shoot out
- Bowling
- Giant Jenga
- Bean Bag Ladder Toss
- Water Balloon Dodge Ball

- Blanket Run
- Sponge Launch

Stalls:
Included in the price per head is 10 stalls

Drinks stalls:
Choose THREE stalls to be available to your staff.



- **Craft Beer** Tasting with THREE different beer options to choose from. Presented in our restaurant. This will allow your staff to be able to walk around the farm and explore all that we have available to them.
- **Milkshake** stall with two different flavours available to choose from dressed with trimmings of sweets and sprinkles.
- **Wine Tasting** to be presented to them in our Winetasting Room. They will get the opportunity to choose four wines to taste from our range of wines.
- **Soft Drinks and Slushies.** This stall serves only non-alcoholic beverages.
- **Juice bar** serving fresh juice and fruit.

Food Stalls:
Choose THREE stalls to be available to your staff.



- **Roti Stall.** Serving Chicken Roti's with a bit of salsa salad.
- **Curry and Rice.** Traditional Mince OR Chicken Curry to be served with Rice. We will offer a range of sides to be enjoyed with your curry. Banana slices, Chutney and Coconut Flakes.
- **Hamburgers.** Beef Burgers served with Chunky Deep Fried Chips
- **"Vetkoek".** Big Freshly Baked "Vetkoeke" offered with a variety of fillings for them to fill their "vetkoek" with.
- **Jaffles.** Filled with different fillings
- **Freshly baked Pies.** Four different fillings will be offered. Hand pies.
- **"Boerierolls".** Hotdogs made with "Boerewors". Different sauces will be offered with the "Boerierolls".
- **"Braai "** We offer BBQ Chicken Thigh which has been cooked on the open flames with a piece of "Boerewors" and two salads.

Dessert Stalls:
Choose THREE stalls to be available to your staff.



- **Traditional Bazaar Pudding.** Containers filled with a mix of desserts. Jelly, Instant Pudding, Custard, Sago Pudding, Chocolate Pudding and Caramel.
- **Pancake table.** Serving freshly baked Pancakes with Cinnamon Sugar OR Lemon Juice.
- **Cake Table.** Different slices of cakes and cupcakes will be offered to enjoy.
- **Sweet Table.** We will have a variety of sweets to choose from fudge, popcorn, mints, lollipops, jelly sweets and other sweets.
- **Baked Puddings.** Different baked puddings is available served with Custard. Ginger pudding, Malva, Orange Baked Pudding and Chocolate Pudding.

Special Diets

- We will cater for special dietary needs as well. You are welcome to inform us of your clients special needs and we will include those options in the stalls that you choose.

Music

- We will have a DJ on the premises on your market day playing music and creating a festive atmosphere.
- There will be a microphone available if you would like to make a speech.

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 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**. 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. 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 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.

6. All prices include VAT at 14%. Prices and menus are subject to change without prior notice, and are also subject to availability.
7. 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.
8. **Cancellations**
 - a. If your function is cancelled within four months prior to your function date a 100% cancellation fee of the total deposit will be charged.
 - b. 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.
 - c. 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.
 - 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 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.
10. **Under NO circumstances will any function guests be allowed to bring wine onto our premises, whether it be for consumption, table gifts or otherwise.**
11. Availability of accommodation cannot be guaranteed. Reservations should be done well in advance. Please contact accommodation@skilpadvlei.co.za for accommodation enquiries.
12. All décor to be discussed with management to ensure no damage is done to our venue.
13. 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.
14. Skilpadvlei Wine Farm does not accept responsibility for any loss or inconvenience due to power failures or natural causes.
15. **All damage to the venue, cutlery, crockery, linen, glasses and furniture will be charged directly to the client.**
16. Skilpadvlei Wine Farm does not accept responsibility for loss or damage of any item left in the venue after the function.
17. Skilpadvlei Wine Farm or any of its employees do not accept responsibility for loss or damage done to any property.
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 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.
19. 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.
20. 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
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.

Skilpadvlei

You are more than welcome to schedule a meeting with one of our event managers to view our lovely function venue and garden.

Our events managers and the rest of our team are committed to ensuring that your event is a great success, and that the memory of your special day will lasts a life-time!

Please do not hesitate to contact us 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.

Kind Regards

Skilpadvlei Management

No Venue fee!! Looking forward to arranging your function with you!

SKILPADVLEI WINE FARM

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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

