



**Wine Farm**

Vlottenburg, P.O. Box 17, 7604

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

E-Mail : [info@skilpadvlei.co.za](mailto:info@skilpadvlei.co.za) , Website : [www.skilpadvlei.co.za](http://www.skilpadvlei.co.za)

**ML JOUBERT Function  
Breakfast Package 2020  
R 350.00 pp**

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 function. Together with your personal touch and the assistance of our friendly and caring staff we can create your perfect day!

Please take the time to read through our ML Joubert Breakfast Buffet Function Package for 2020 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 until 13h00.
- We include the following at no cost:
  - Tables for the reception area
  - Chairs for the reception area
  - White tablecloths
  - White napkins
  - White chair covers
  - Cutlery for starters, main course, and dessert
  - Crockery
  - Pre-drinks and Canapé area
  - Air conditioners
  - Our beautiful garden
  - Games area
  - Standard set-up
  - Breakdown
  - Waiters
  - Barman and Bar Fee

- 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 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.

#### Catering

- Our menu's main course is always served buffet-style. Starters and dessert can be served plated.
- We serve our 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 cakes and cupcakes. 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 number of guests with any dietary requirements fourteen working days prior to your function day. Any Halaal meals are charged at an additional price 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 can 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 (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 you function day without notice.
- Please note that the food served on the day is for on-site consumption ONLY, therefor strictly no take-away is allowed.

## Bar

- When you make use of our bar area, we will include 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. 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 on the day of your function.
- Extra wine ordered on the evening of your function must be settled the day of your function.
- 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.

## 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. – 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 function, 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 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 function.

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 number 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 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 must 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 function. 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 and are subject to availability. Prices and menus subject to change without prior notice.
7. A deposit of 50% of the total function 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 function is cancelled within four months prior to the 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 the 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 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 function date in order to facilitate catering arrangements. Photographer, Musician, etc. to be included in the number of guests. The full payment for the function is due 14 working days prior to the function 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 is 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 is not sent to [functions@skilpadvlei.co.za](mailto:functions@skilpadvlei.co.za) every single time.
11. Under NO circumstances will the 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](mailto: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 function.
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 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 the function in order to allow for final cleaning.
20. Quoted prices may vary due to economic changes.

Option 1:

Breakfast Menu

Starter:

Choose ONE of the following options:

Muesli served with fresh seasonal fruit, honey and yogurt

Bacon and Cheese Quiche Garnished with Fresh Rocket and Rosa Tomatoes

Variety of Muffins and Scones served with Butter, Cheese, Cream and Preserves

Hot Pancake with a Filling of Bacon, Cheese and a Béchamel sauce served with a Side Salad

Harvest Table: Fruit Kebabs, Cheese, Cold Meats, Butter and Crackers

\* \* \*

Main Course:

Protein:

Choose THREE of the following options:

Crispy Bacon 2pp

Cocktail Pork Sausages 2pp

Cocktail Cheese and Bacon Sausages 2pp

"Boerewors" served with a Tomato and Onion Relish 1pp

Sandwich Ham x 2 slices pp

Chicken Ham x 2 slices pp

Beef Pastrami x 2 slices pp

Fish Cakes 2pp

Devilled Eggs sprinkled with Crispy Bacon x 2 halves pp

Scrambled Eggs

Chicken OR Beef Kebabs x 1pp

Side Dishes:

Choose TWO of the following options:

Tomato Slices with Fresh Herbs 1pp OR Cherry Tomatoes

Wild Mushroom Stuffed with Garlic and Feta Cheese

Stir Fried Mushrooms, Onion and Garlic

Selection of home baked Bread, Croissants, Muffins and Scones served with jam, cheese and pâtés

Hash brown 1pp

Chips 100g OR Potato Wedges OR Garlic Skin on Baby Potatoes

Fruit Kebabs 1 pp OR Fresh Fruit cut into Cubes

Mini Corn Flapjacks 2pp

Salad Skewer served with a Sweet Mayo 1pp

Dessert:

Choose ONE of the following options:

Flapjacks served with Cream, Berries and Honey

Mini "Koeksisters" and Milk tarts sprinkled with Cinnamon

Chocolate brownies served with Nuts and Cherries

Danish Pastries Pecan and Maple Plait and a Cinnamon Swirl with a Sugar Glaze

Strawberry Cheesecake served with a Dollop of Chocolate Mousse

\* \* \*

Coffee/Tea

Skilpadvlei

You are more than welcome to schedule a meeting with our function manager to view our lovely function 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 function is a great success, and that the memory lasts a lifetime!

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 spending 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

