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SKILPADVLEI

Wine Farm

Conference Packages

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A Refined Setting for Productive Gatherings.

ML Joubert Venue | 20 to 150 Delegates | Stellenbosch Winelands
functions@skilpadvlei.co.za | 021 881 3237 | www.skilpadvlei.co.za



W E L C O M E

Thank you for considering Skilpadvlei for your conference.

For over a century, Skilpadvlei Wine Farm has been synonymous with exceptional hospitality and the natural beauty of the Stellenbosch Winelands. Today, that same heritage provides the backdrop for a corporate conferencing experience that goes far beyond the ordinary.

Our ML Joubert Conference Venue is a spacious, fully equipped space designed to accommodate gatherings of 15 to 150 delegates. Whether you are planning a large-scale corporate conference, a national sales summit, a management strategy day, or a team-building event, our venue delivers the professionalism and scale your event demands without sacrificing warmth or character.

Step away from conventional conference centres and bring your team to a setting that inspires. Surrounded by vineyards, mountain views and historic farmland, Skilpadvlei offers the ideal blend of productive focus and the restorative calm that only the Winelands can provide.

Ideal For

- Large corporate conferences and summits
- National and regional sales meetings
- Strategy and planning sessions
- Team-building and incentive days
- Management offsites and board sessions
- Training programmes and seminars
- Product launches and presentations
- Corporate retreats and networking events

THE ML JOUBERT VENUE

The ML Joubert Venue is Skilpadvlei's largest and most versatile event space — a soaring, light-filled hall featuring exposed white-painted beam ceilings, natural wood floors, and abundant natural light. The venue opens onto the estate's landscaped gardens and carries a distinctive character that sets it apart from conventional corporate spaces.

Spacious enough to accommodate up to 150 delegates in banqueting format, the venue is equally well-suited to intimate boardroom-style sessions, high-energy seminars, and everything in between. Its neutral palette and clean architectural lines make it a flexible canvas that adapts seamlessly to your event's needs and brand identity.

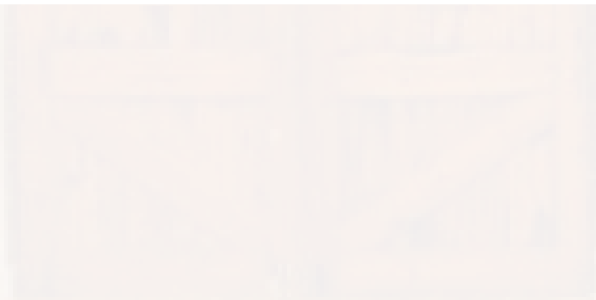
Venue At a Glance

Our Venue is strictly available from 08h00 the morning of your conference until 17h00

What We Provide At the ML Venue

- Tables (Please note we do not supply décor for your lunch tables)
- Chairs and Chair covers
- Crockery & Cutlery
- Data projector
- 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

(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.)



THE CONFERENCE EXPERIENCE

At Skilpadvlei, we understand that a successful conference depends on far more than just a room and a projector. It is the seamless flow of a well-planned day from the moment your delegates arrive to the final session of the afternoon that determines whether your conference achieves its objectives.

Our experienced function management team will work with you in the weeks leading up to your conference to ensure every detail is confirmed, prepared and ready. On the day, our staff take ownership of the service experience, allowing you and your team to focus entirely on the work at hand.

What You Can Expect

- A dedicated function manager assigned to your conference from enquiry through to execution.
- Venue set up in your preferred configuration and ready for your arrival at 08:00.
- Meals are all served in the conference area
- All equipment set up, tested and operational before your delegates arrive.
- Proactive communication and a final coordination meeting 14 working days before your event.

Why Choose ML Joubert

- Scale for 20 to 150 delegates in one space
- Flexible layout for any conference format
- Vineyard and mountain views from the venue
- Fully air-conditioned with generator backup
- Wi-Fi
- Direct access to beautiful estate gardens
- Professional kitchen
- Experienced, dedicated function management team
- Ample secure parking for all delegates

CONFERENCE PACKAGES

Choose from four carefully structured conference packages — two full-day and two half-day options each designed to keep your delegates energised and focused throughout the day. All meal and refreshment times are indicative and can be adjusted to fit your programme.

All packages include a 2-course lunch (starter and main) where applicable. All prices include VAT at 15%.

Package 1 — Full Day Conference

R 785.00 per person

Full day | 08:00 – 17:00 | Includes breakfast and 2-course lunch

SCHEDULE

- 08:00 Arrival Coffee and Tea with Rusks
- 10:00 Breakfast served with a Jug of Juice per table
- 13:00 2 – Course Lunch with a Jug of juice per table
- 15:00 Coffee, Tea and Something Sweet

Package 2 — Full Day Conference

R 695.00 per person

Full day | 08:00 – 17:00 | Lighter morning refreshments and 2-course lunch

SCHEDULE

- 08:00 Arrival Coffee and Tea with Rusks
- 10:00 Coffee, Tea, Scones and Muffins
- 12:00 2 – Course Lunch with Jug of Juice per table
- 15:00 Coffee, Tea and Something Sweet

Package 3 — Half Day Lunch Conference

R 565.00 per person

Afternoon | 11:00 – 17:00 | Includes 2-course lunch

SCHEDULE

- 11:00 Arrival Coffee, Tea and Juice
- 14:00 2 Course Lunch with a Jug of Juice per table
- 16:00 Coffee, Tea and something Sweet

Package 4 — Half Day Breakfast Conference

R 500.00 per person

Morning | 08:00 – 12:00 | Includes breakfast

SCHEDULE

- 08:00 Arrival Coffee, Tea, Rusks
- 10:00 Breakfast with a Jug of Juice per table
- 12:00 Coffee and Tea

FOOD & DINING EXPERIENCE

All meals are served in the conference area . Our kitchen team uses fresh, seasonal ingredients to prepare meals that are both satisfying and appropriate for a working day.

Menu Should be given 5 days in advance . All guest will be served the same Meal

Breakfast

Full Cooked Breakfast

Scrambled eggs, crispy bacon, beef sausage, mushrooms and grilled tomato, served with white and brown toast. Coffee, tea and juice included.

Lunch — Starter (Choose One)

Butternut or Vegetable Soup

Served with home-baked bread and butter.

Home-Baked Bread Basket

Served with jams, cheese and a selection of pâtés.

Ham and Cheese Quiche

Individual quiche with a light pastry crust.

Dietary Requirements

Please advise your function manager of any dietary requirements — vegetarian, gluten-free, or Halaal — when confirming your booking. Halaal meals are sourced from a certified supplier and are charged at an additional cost per person. All requirements must be communicated at least 5 working days before the conference.

Lunch — Main Course (Choose One)

Vegetable or Mince Lasagne

Served with a fresh side salad.

Lamb or Chicken Potjie

Slow-cooked in the traditional Cape style, served with steamed rice.

Hake and Chips

Lightly battered hake, served with chips and a side salad.

Chicken or Lamb Pie

Served with steamed rice and a rich gravy, served with veg of the day

SEATING & LAYOUT OPTIONS

The ML Joubert Venue's generous footprint allows for a wide range of seating configurations. We offer four established layouts, each suited to a different type of event. Please confirm your preferred configuration with your function manager when finalising your booking — our team will prepare the room accordingly.

CONFIGURATION	MAXIMUM CAPACITY
Banqueting — Open Plan (lunch at conference tables)	180 delegates
Cinema (chairs in rows, no tables)	120 delegates
Schoolroom (chairs and tables facing front)	100 delegates
Banqueting (round or rectangular tables)	50 delegates
U-Shape (open collaborative layout)	40 delegates

Choosing Your Configuration

- Banqueting (open plan) — ideal for large seminars, product launches, or events combining conferencing and dining at the same tables.
- Cinema — maximises seating for presentations, keynote sessions, or screenings where delegates are primarily observing.
- Schoolroom — structured, forward-facing layout for training days, workshops, and sessions requiring delegate work surfaces.
- U-Shape — open, collaborative format encouraging group discussion and equal participation; ideal for smaller interactive groups.

Open Plan Banqueting

When selecting the open plan banqueting style, please note that lunch will be served at the conference tables. Your function manager will assist with the floor plan layout based on your delegate count and the flow of the day.

VENUE INCLUSIONS & EQUIPMENT

Your conference package includes everything needed to run a professional, well-supported event. Our team sets up the venue fully before your arrival so that you can begin the day with confidence.

Staffing & Service

- Dedicated function manager for planning and on-the-day coordination
- Bar staff (where bar is activated — see Bar section)
- Standard venue setup, breakdown and post-event cleaning

Furniture & Setup

- Conference tables in your chosen layout
- Chairs with chair covers for all delegates
- Crockery and cutlery for all meals and breaks
- 500ml bottled water per delegate on the tables
- Mints on the tables throughout the day
- Pen and notepad for each delegate

Audio-Visual & Technology

- Whiteboard with markers
- Flip chart with markers and paper pads
- Data projector (see compatibility note)
- Projection screen

Connectivity & Comfort

- High-speed WiFi throughout the venue
- Fully air-conditioned environment
- Generator backup — uninterrupted service
- Access to the estate gardens during breaks

Projector Compatibility Note

Please confirm that your laptop is compatible with our data projector before the day of the conference. You are welcome to bring your own projector if preferred. Please note: we do not supply PA systems, microphones, extension leads or any additional AV cabling

BAR & BEVERAGE EXPERIENCE

Elevate your conference experience with access to our beautiful on-site bar. Whether you are hosting a networking session after the formal programme, or simply want to offer delegates a more social break environment, our bar is the ideal addition.

Bar Package

R 1 600.00 bar facility fee

INCLUDED IN THE BAR FEE

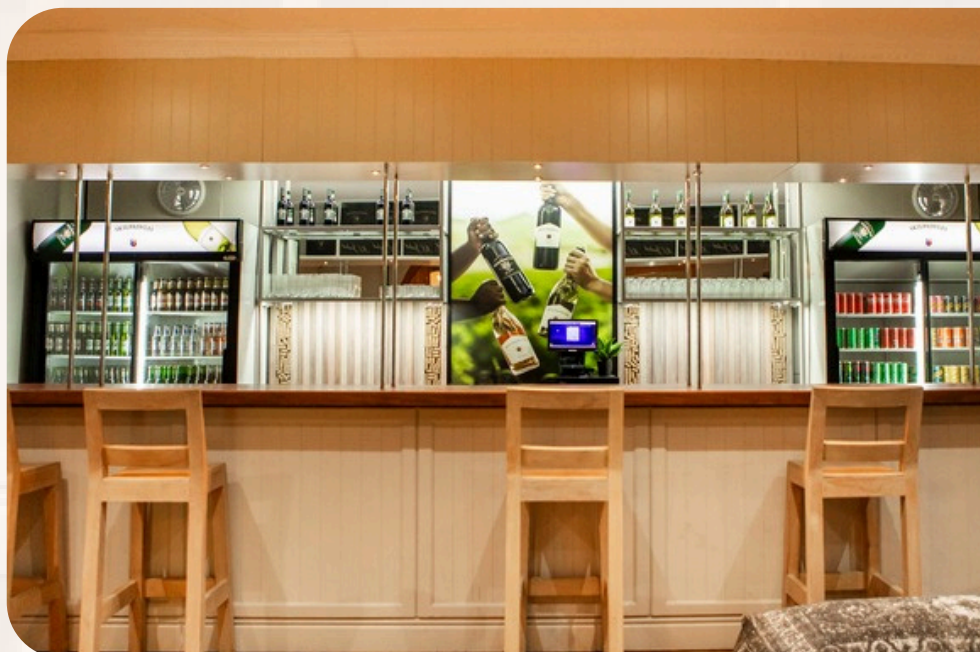
- Barman/Barmen
- Ice
- Lounge Area
- Glassware

Bar Options

- Cash Bar — the bar operates as a pay-per-drink facility. Delegates purchase their own beverages individually.
- Bar Tab — the host opens a tab for a pre-agreed amount or for specific beverages. All tab balances must be settled on or before the day of the conference.

Bar Policy

- The bar will open at a time specified by the client — please advise your function manager in advance.
- The bar will close one hour before the scheduled end of your conference.
- Under no circumstances may delegates or organisers bring wine or any alcoholic beverages onto the premises for consumption, as gifts, or otherwise.
- The bar is optional — clients who do not require bar service are not obligated to activate it.



ADDITIONAL INFORMATION

Sound & Audio-Visual Equipment

Our venue includes a data projector, screen, whiteboard and flip charts. Any requirements beyond these are the client's responsibility:

- All PA systems, microphones, speakers and amplifiers must be supplied and set up by the client.
- All cabling, extension leads and AV adaptors are the client's responsibility.
- All client-side AV equipment must be tested and operational before the conference begins.

Client Responsibilities

- All décor must be approved by management prior to the conference to prevent damage to the venue.
- All deliveries must be pre-arranged with management to facilitate venue access and collection.
- Client-side setup (AV, materials, décor) must be completed at least one hour before the conference commences.
- Any changes following the final coordination meeting must be submitted in writing — verbal changes cannot be accepted.
- The client is responsible for all damage caused to the venue, furniture, linen, crockery, glassware or equipment by delegates or contractors.

Dietary Requirements

- Please provide your function manager with the total number of delegates requiring vegetarian, gluten-free or Halaal meals when confirming your booking.
- Halaal meals are ordered from a certified Halaal supplier and are charged at an additional cost per person. Your function manager will confirm the applicable rate.
- All dietary requirements must be communicated at least 5 working days before the conference.

ACCOMMODATION

For multi-day conferences, corporate retreats, or delegates travelling from beyond the greater Cape Town area, Skilpadvlei's on-farm accommodation provides a comfortable, characterful place to stay.

Having your team on-site creates continuity across conference days and removes the logistical complexity of off-site accommodation.

We strongly recommend securing accommodation well in advance, particularly during the Stellenbosch peak season (October to April), as availability cannot be guaranteed.

Accommodation Options

7 self-catering cottages accommodating up to 30 adults sharing

11 bed and breakfast rooms accommodating up to 22 adults sharing (2 per room)

2 Self Catering cottages accomodating up to 7 adults sharing

Booking Accommodation

Contact our accommodation manager

Email: accommodation@skilpadvlei.co.za or

Phone : 021 881 3237

For all accommodation enquiries, availability and rates between 08h00 and 17h00 every day.



BOOKING & PAYMENT

Our booking process is straightforward and designed to give both parties clarity and confidence well ahead of the conference date. Your function manager will guide you through each step.

Booking Process

- Contact your function manager to confirm availability and discuss your requirements.
- A personalised quotation will be provided based on your delegate count, package selection and special requirements.
- A 50% deposit is required within 5 days of confirming your booking and will receive a reference number
- Dates are not held tentatively — your booking is confirmed only upon receipt of the deposit and your reference number.

Final Confirmation — 14 Working Days Before

- Confirm your final delegate numbers.
- Submit all menu selections and dietary requirements.
- Pay the full outstanding balance.
- A final coordination meeting will be scheduled at this stage to lock in all arrangements.

Banking Details

- **Account Holder :** W.D Joubert
- **Bank :** ABSA
- **Account Number :** 406 747 4490
- **Branch Number:** 632005

Proof of payment: Please email all proof of payments to functions@skilpadvlei.co.za with your reference number.



TERMS & CONDITIONS

By signing your conference contract, you confirm that you have read and accepted the following terms and conditions in full.

1. Skilpadvlei, its owners, management and staff accept no responsibility for any loss, theft, injury or damage suffered by delegates, organisers or their belongings on the premises.
2. Our facilities are strictly non-smoking indoors. Smoking is permitted in designated outdoor areas only.
3. Right of Admission Reserved.
4. All prices include VAT at 15%. Pricing and menus are subject to change without prior notice and are subject to availability. Final confirmed prices will be reflected in your signed contract.
5. Under no circumstances may any conference guest or organiser bring wine or alcoholic beverages onto the premises — whether for personal consumption, as table gifts, or otherwise.
6. All décor must be discussed and approved with management in advance to ensure no damage is caused to the venue or its furnishings.
7. All deliveries must be arranged with management to facilitate venue access and subsequent collection.
8. Skilpadvlei Wine Farm accepts no responsibility for any loss or inconvenience resulting from power failures, natural events, or circumstances beyond our control.
9. To avoid confusion on the day, all changes must be communicated by an authorised representative of the client to the Skilpadvlei Function Manager only. Unauthorised changes made directly to other staff members will not be honoured.
10. Cancellation Policy: (a) Within 4 months of the conference date — 100% of the deposit is forfeited. (b) Between 4 and 6 months prior — 50% of the deposit is forfeited. (c) Six or more months prior — 25% of the deposit is forfeited. Deposits are not transferable to alternative dates.
11. Any damage to the venue, furniture, linen, crockery, glassware or equipment will be charged directly to the client.
12. A final coordination meeting will be held 14 working days prior to the conference date to confirm all arrangements. Following this meeting, changes are only accepted in writing.
13. All client-side setup must be completed at least one hour before the conference is scheduled to begin, to allow for final cleaning and inspection.
14. Quoted prices may vary due to economic or operational changes. Final pricing is confirmed in the signed contract.
15. No variation to the terms of this agreement shall be binding unless recorded in writing and signed by both parties.

CONTACT US

We look forward to hosting your next conference at Skilpadvlei.

Our function management team is dedicated to ensuring that your conference is productive, professionally managed, and genuinely memorable. Please do not hesitate to reach out at any stage from your first enquiry through to post-event feedback.

Get in Touch

Please do not hesitate to contact our function manager
functions@skilpadvlei.co.za or on 021 881 3237 for any enquiries or requests.
Please visit www.skilpadvlei.co.za for additional information

Skilpadvlei — est. 1917

A legacy of excellence, hospitality, and the Stellenbosch Winelands.