



THE
SILO AND
SHED

2024 WEDDING PACKAGE



WELCOME _____

The Silo and Shed is, as its origin, a tiny shed that's been given a second life as a quaint event venue. The space works beautifully for **day events**, as you're able to enjoy the view and outdoor areas to the best potential.



“
Unaffected beauty with its bright, natural lighting, countryside lawn, wrap veranda and ample parking.

An eclectic mix of modern sophistication and farm-life charm

”

VENUE HIRE



SUMMER RATES

JANUARY 2024 - DECEMBER 2024

Weekday (Monday - Thursday)
R 19 500.00

Weekend (Friday - Saturday)
R 23 000.00

Public Holiday
R 23 000.00

MAY 2024 - SEPTEMBER 2024

Weekday (Monday - Thursday)
R 16 500.00

Weekend (Friday - Saturday)
R 19 850.00

Public Holiday
R 19 850.00

WINTER RATES



The venue hire allows you the exclusive usage of The Silo and Shed, the ceremony area, the mini lawn area for pre drinks and the parking facilities for the duration of the event.

VENUE EVENT TIMES

Morning event - 08:00 to 16:00 • **Early evening events** - 14:00 to 22:00



THE VENUE HIRE INCLUDES

RECEPTION TABLES & CHAIRS:

- 8x Light wood surfaces with grey pin legs
(Seats 6 to 8pax per table - 1.8m x 1m)
- 3x Dark wood & black steel leg tables - square
(Seats 4pax per table - 0.9m x 0.9m)
- 1x Dark wood & black steel leg tables - rectangular
(Seats 6pax per table - 1m x 1.6m)
- 1x Large harvest style table
- 35x White Eames chairs
- 25x White modern plastic chairs



CUTLERY, CROCKERY & GLASSWARE:

- Modern silver cutlery for 60pax
- Table glassware for 60pax
(White wine, red wine and sparkling wine)
- White table crockery for 60 pax
(side plate, main course plate, bowl plate)
- Tea / Coffee serving ware

BASIC LOUNGE FURNITURE & DÉCOR:

Not to be moved or rearranged

- 2 x Wooden Benches
- 1 x Side table
- 2 x Coffee tables
- 2 x Modern plinths
- Matts
- Wallpaper
- Shelves
- Art
- Pot plants
- 5x Outdoor wooden picnic tables
- 10x Wooden benches
- Use of the field - Ceremony area
- Use of the front lawn area - Pre-drinks
- Air-conditioning
- Fireplace





VENUE STAFF INCLUSIVE OF VENUE HIRE:

- A venue manager will be present to manage all venue services provided on the day.
- **Setup Staff** – The Silo and Shed provides its own staff to do the setup from the venue side (*setting tables and rearranging the venues furniture only*).
- **Cleaning Staff** – The Silo and Shed includes a cleaner for on the day to ensure the venue is cleaned to standard before, during and after the event.
- **Security** – Parking marshals will be provided for the duration of the event.

ADDITIONAL STAFF:

Additional staff will be calculated by The Silo and Shed by final confirmation of the final guest number, this is non-negotiable.



THE RATES ARE AS BELOW:

All waiter / bar staff members will require to start 1 hour prior to guest arrival and finish 1 hour after the event end time.

- Waiters - **R110.00 per hour** (1 waiter per 15 pax)
- Barman - **R110.00 per hour** (additional if over 35pax)
- Staff Transport - **R350.00 per 4 staff member**



THE VENUE — HIRE EXCLUDES

- Event coordination and planning
- Table linen – napkins/ tablecloths etc.
- Ice buckets for the tables
- Ambient lighting
- Beverages and food (enquire for beverage list and menu additional costs)
- Service staff: Waiters & barman
- Additional cutlery, crockery and glassware exceeding 60pax (hiring costs apply)



BAR SETUP & RULES:

The Silo and Shed offers fully licensed bar onsite and is managed by The Silo and Shed only. The bar setup is included in the venue hire and includes

- 1 Barman for the duration of the event
- Ice for the duration
- Bar glassware & equipment (up to 60 pax)
- 2 x Winecoolers
- The Silo and Shed does not allow for beverages to be brought in, other than wine/ sparkling wine at a corkage fee of R35.00 per 750ml bottle.
- All wines provided by the client will need to be supplied on the day at 09:00am and will need to be collected on the evening of the event.
- The liquor license allows for beverages only to be purchased until 22h00 strictly.
- The Silo and Shed does not take responsibility for the client's wines/ sparkling wines left on the premises before and after an event.
- Tea and coffee available at R30.00 per cup.
- Cash bar or bar tab options available. Card facilities available.



CATERING:

- The Silo and Shed does not allow for outsourcing of catering for events and weddings.
- Please enquire for our selection of menus available. *(Breakfast / Lunch / Dinner / Cocktail / Food truck)*
- Menu pricing differs according to the menu choice and variety chosen. A minimum menu price of R350.00 per head is required when booking The Silo and Shed. Enquire for our menus.



THE VENUE SET UP:

- Setup dates and times will be confirmed in writing 2 weeks prior to the event.
- The Silo and Shed will assist with the basic setup of the tables, chairs, cutlery/ crockery and glassware.
- The Silo and Shed will propose a floor plan best suited for the event and number of guests.

SOUND AND AV RESTRICTIONS:

- The Silo and Shed does not provide any sound or AV equipment.
- A projector and screen is available at an additional R1500.00 for the duration of the event.
- No equipment may be taped against the walls, doors or floors of the venue. The AV supplier will need to supply safety mats.
- Table for the DJ/ Band or AV supplier will need to be provided by the client.
- No music/ sound may be played outside of the venue, other than background music for the outdoor ceremony.
- No loud music will be tolerated; dance music will be allowed but will be managed by The Silo and Shed team.
- The Silo and Shed has the right to turn off any equipment that does not abide to the rules.



DÉCOR:

- The Silo and Shed does not provide décor for weddings and events, other than the basic décor standard in the venue.
- The basic décor in the venue is not to be moved or rearranged.
- All décor setup and break down times must be confirmed in writing with The Silo and Shed.
- No open candles will be allowed on any furniture included in the venue hire. Candles will need to be in candle holders or stands to prevent damage to the furniture.
- Décor arrangements will need to be completed off site and will not be allowed to complete arrangements onsite. Table décor and floral installations.
- The Silo and Shed does not provide work surfaces for suppliers. Suppliers are responsible for their own work surface; this must be communicated by the client.
- No installations may be stuck or installed against walls/ doors or windows. Only the ceiling wooden beams may be used.
- All installations and décor must be confirmed by the client in writing to The Silo and Shed. The Silo and Shed has the right to remove any décor that does not apply to the décor rules.
- Décor and installation damages will result in loss of the refundable deposit.



OTHER



WEATHER:

The Silo and Shed does not take responsibility for any outdoor events or arrangements made, as we are unable to take responsibility for the weather conditions.

SITE INSPECTIONS AND VIEWINGS:

We'd love for you to come and view The Silo and Shed!

Please confirm a time with us in writing, so that we can ensure a team member to show you around and answer all your questions.

Site inspections are available by appointment only within office hours (Monday to Friday 14:00pm to 17:00pm)

SMOKING:

We do not allow for smoking in the venue under any circumstances. Smoking areas will be pointed out by The Silo and Shed staff. We ask that guests please make use of the ashtrays provided

SAFETY AND SECURITY:

Necessary precaution will be taken by The Silo and Shed team for personal belongings and equipment, however we will not take responsibility for any loss or damage.

The Silo and Shed will not be held responsible for any loss or damage caused by a third party or suppliers' negligence.

The amenities & facilities provided by the established have been conceived, designed & constructed with your enjoyment, recreation and safety in mind. Nevertheless, the owner, management and staff hereby stipulated that they are unable to accept liability or responsibility for any injury, loss or damage of any kind whatsoever whether arising from negligence or from any other cause of whatever nature, which is suffered by any person who enters the premises or by the dependents, guests or principals of such persons, and is hereby recorded that entry occurs absolutely at own risk and that the owners, management and staff are released from and indemnified against any and all claims of whatever nature.

DIRECTIONS:

The Silo and Shed entrance is from the Devon Valley Road in Stellenbosch.

View Map and directions:

www.thesiloandshed.co.za



CONFIRMATION AND FINAL PAYMENT:

The Silo and Shed allows for provisional bookings, however once an enquiry for the same date is made The Silo and Shed will contact the client and the client will then need to make deposit payment within 24 hours or the provisional booking will be released.

To confirm a booking the client must fill in a contractual agreement, as well as make a deposit payment which The Silo and Shed will confirm in an invoice. The deposit will need to be made within 48 hours of receipt of the signed contractual agreement and the invoice to confirm the venue.

The Silo and Shed will confirm the date in writing once deposit payment has been received and the contract has been signed. The balance of the invoice will be invoiced 2 weeks prior to the event, in which full payment must be made 10 days prior to the event to confirm all services offered.

CANCELLATIONS:

- The Client shall notify The Silo and Shed of a cancellation in writing, either per e-mail or hand-delivered, to The Silo and Shed's Event Manager, where after The Silo and Shed's will provide the Client with a confirmation letter/email of said cancellation.
- Should a cancellation take place 30 (Thirty) days after the booking or 12 (Twelve) months prior to the wedding, The Silo and Shed, will retain the full booking fee.
- A cancellation inside 6 (Six) months prior to the function date will result in a demand for full payment of the venue hire & any other costs incurred by The Silo and Shed regarding this Event
- If an event is cancelled due to COVID-19 regulations, restrictions or measures; the deposit is 100% (Hundred percent) transferable to another date based on The Silo and Shed's availability without penalty for extenuating circumstances within a period of 12 (Twelve) months, or 50% (Fifty percent) of the deposit is refundable and a 50% (Fifty percent) penalty will apply for administrative purposes. Date change: A change in the event date confirmed, will allow for additional venue hire costs. A change in date is not allowed more than once. The Clients new date will be credited with the deposit paid originally to book the venue.

TERMS & CONDITIONS:

- All rates are subject to change without prior notice.
- The Silo and Shed does not charge 10% gratuity.
- We do not allow a third-party provider to change, add or requote any rates and prices of The Silo and Shed We advise the client to ensure that he/she is aware of all prices quoted by The Silo and Shed.
- We allow provisional bookings on request, and our team will reserve this date until an enquiry is received for the same date after which a 100% deposit of the total venue hire will be required to secure the client's booking date. Failing to pay this deposit within 48 hours will result in the loss of the client's preferred date.
- The final number of guests and confirmation must be confirmed 14 days prior to the event.
- No vinyl's or installations will be allowed on furniture, doors, bar, floors or walls at The Silo and Shed.



TERMS & CONDITIONS:



- The Silo and Shed requires a R2 500.00 refundable deposit for any shortages, damages or harm done to any property inside or outside of The Silo and Shed. The balance will be refunded within a week after the client's event, should there be an amount owed to the client.

- Please keep in mind that The Silo and Shed does EFT refunds into South African accounts only, and we do not accept credit card payments.

- If the client does not make the full payment 10 days prior to the reserved date, The Silo and Shed will not host the event.

- The Silo and Shed have a generator on site which supply power to lights and power plugs. Some of the kitchen appliances and air conditioner will not be functional during load shedding.

- The Silo and Shed provides limited parking on a lawn cordoned off area

- We recommend that plastic covers or mats are used to hide and hold cables on the floor instead of tape. We do not allow any holes to be drilled into walls or the ceiling.

- Outdoor setup may not occur the day before the event, unless confirmed by The Silo and Shed in writing.

- Beverage payments for an open bar will need to be made prior to the wedding and the difference will be refundable if not consumed.

- The Silo and Shed will invoice the client an additional cleaning fee if suppliers do not clean after themselves at the time advised by The Silo and Shed in writing.

- Electrical faults caused by suppliers will be invoiced to the client. Please enquire for a lighting supplier, should you wish to install fairy lights/ naked bulbs or bistro lighting.

- The Silo and Shed does not take responsibility for the misconduct of suppliers/ third part vendors.

- The Silo and Shed with holds the right to remove any persons who does not abide by the rules and regulations of The Silo and Shed.



FREQUENTLY ASKED QUESTIONS

WHERE IS THE SILO AND SHED SITUATED?

The Silo and Shed is situated in the Devon Valley of Stellenbosch

DOES THE SILO AND SHED OFFER ACCOMMODATION?

Yes, the farm have a luxurious self catering farmhouse on the farm. Please contact Fransmanshuijs directly for availability and quotes. www.fransmanshuijs.co.za or info@fransmanshuijs.co.

DOES THE SILO AND SHED TEAM HELP WITH SETUP?

Yes, we do the basic setup (crockery, cutlery & glassware etc. and moving our furniture into place).

CAN WE BRING IN OUR OWN WINES?

Yes, you are most welcome to. Corkage per 750ml bottle is R35.00. Corkage is charged prior to the event and will be refunded if not consumed on the premises.

WHAT IF IT RAINS?

The Silo and Shed team will always discuss "plan B" with you. This will depend on the setup, the type of event, and the number of guests for the event. Enquire for more information.

DOES THE SILO AND SHED HAVE A CHANGING ROOM FOR BRIDES?

No, we do not have a changing room. We suggest the brides get ready off-site or at Fransmanshuijs

DOES THE SILO AND SHED OPERATE AS A RESTAURANT?

The Silo and Shed is exclusively a venue for weddings, events and conferences.

DOES THE SILO AND SHED ALLOW FOR EXTERNAL CATERING?

No, The Silo and Shed offers its own catering services. To enquire about strictly Halaal and Kosher functions, please contact a Silo and Shed team member.

WHAT TIME CAN MY SUPPLIERS COME AND SETUP ON THE DAY OF THE EVENT?

Setup times and dates will be confirmed 2 weeks prior. Please confirm with The Silo and Shed in writing.

IS THE SILO AND SHED CHILD FRIENDLY?

We welcome children of all ages, however we do not have a babysitter or offer entertainment for the children. Please enquire for the kid's menu.

WE NEED SERVICE PROVIDERS, WHO CAN HELP?

Please ask our team to email you our preferred list of service providers if you prefer.

DOES THE SILO AND SHED VENUE HIRE INCLUDE CHAIRS FOR THE OUTSIDE CEREMONY?

No, the chairs supplied by The Silo and Shed are only for the indoor reception area. Enquire for an outdoor chair supplier.

