

CONFERENCES 2024

CREATIVE



THE
**SILO AND
SHED**

The Silo and Shed is a great venue for small conferences and workshops, the space is intimate yet spacious enough for delegates to be able to enjoy their conference or meeting/workshop in the space

The Silo and Shed is botanically inspired and themed, bringing a sense of calm and tranquillity to guests attending. Exclusivity of the venue, parking, Wi-Fi, air-conditioning and food are of the service available at The Silo and Shed.

*The Silo and Shed is the perfect space
for creativity and inspiration.*

CONFERENCE WITH US



THE CONFERENCE FEE INCLUDES THE BELOW

Exclusive use of the venue for the duration of the conference booked.

Conference tables and chairs for up to 30 pax

Break away areas: outdoor lawns, undercover veranda, lunch area

WIFI (limited to a service provider, 20mbps download)

Basic décor supplied by The Silo and Shed dependent on availability on the farm.

The Silo and Shed offers conferencing for up to 32 delegates
and a minimum of 10 delegates.

CAPACITY

Informal Classroom - 32 pax

Traditional Classroom - 30 pax

Boardroom - 22 pax

U-Shape - 26 pax

Auditorium - 40 pax

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A SHORT TIME IN THE SHED | R 645.00 pp

*Perfect for your ½ day conference or meeting.
(08:00am - 13:00pm)*

- Arrival tea and coffee served with a freshly baked croissant and homemade preserves
- Mid-morning juice / tea or coffee, served with a sweet pastry
- Mints
- Basic stationery – notepad and pencil
- Fruit infused water on the table
- Light luncheon (enquire for menu) served with homemade ice tea or lemonade

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THE FULL SHED | R 745.00 pp

*Perfect for delegates who's love to spend all day being inspired.
(08:00am - 17:00pm)*

- Arrival tea and coffee served with a freshly baked croissant and homemade preserves
- Mid-morning juice / tea or coffee, served with a sweet pastry
- Two course luncheons, served with homemade lemonade or ice tea
- Late afternoon tea and cupcakes
- Mints
- Basic stationery – notepad and pencil
- Fruit infused water on the tables

POST CONFERENCE SERVICES

- Conference Extension fee per hour (R 1 500.00)
- Grazing Table (Cheeses & Charcuterie) & Wine/Beers (Available for 1 hour post the conference)

Please inquire for more information.



TERMS & CONDITIONS

GENERAL

- Minimum Group Size - 10 pax
- All rates are subject to change without prior notice.
- All requirements need to be confirmed with The Silo and Shed 10 working days prior to the event in order to ensure service and availability of equipment etc.
- If a conference goes overtime and additional cost of R1500 will be charged per hour.
- Relevant additional costs are applicable in the event of drinks & Meals being served longer than time allocated.
- A surcharge of R250 per person will be charged for any special dietary requirements



AIRCON

- Booking the venue for your conference allows for the usages of the airconditioning facilities.
- Please keep doors and windows closed when making use of the facilities.
- The airconditioner will not be operational in case of loadshedding.

CUSTOMIZATION OF PACKAGES

- Contact info@thesiloandshed.co.za for customized package.

SITE INSPECTIONS

- Site inspections are between 14:00 and 16:00 during weekdays-strictly by appointment only.

CATERING

- We offer our own in-house catering service.
- Should you require a menu, different to selection offered as part of the package, a possible surcharge is applicable (enquire for the menu)
- Enquire for strictly Halaal T's & C's.
- The menu will be approved by the client upon confirmation of the conference, 10 working days prior to the workshop.

Please note that a menu surcharge applies to Public holiday events. Please enquire with a The Silo and Shed team member.



SETUP AND COLLECTION

- Setup the day before the conference is available at an additional fee of R550.00 (morning or afternoon only)
- Times: 09:00 – 13:00 or 12:00 – 16:00

Collection of goods after the conference or the day afterwards will need to be confirmed in writing by The Silo and Shed



CONFIRMATION AND FINAL PAYMENT

- When a provisional booking is made, that booking will provisionally secure a conference date for 5 days.
- 50% deposit of the total conference cost is required within 5 days to confirm a booking, failing which the booking will be cancelled.
- To confirm a booking, a copy of the signed package and confirmation of payment must be emailed to The Silo and Shed: info@thesiloandshed.co.za
- The balance is payable 7 working days prior to the event date.



CANCELLATION

- Cancellation of events and conferences are non-refundable at The Silo and Shed

AV EQUIPMENT

- Please enquire for the usage of our basic AV equipment and the availability thereof

DAMAGES AND LOSS

- The Silo and Shed will not be held responsible for any form of loss or damage to property or injury to any attendee of the function due to any item, equipment or third party sourced by the client.

WIFI

- The Silo and Shed does provide/include Wi-Fi in the packages the service is provided by a third-party supplier. We therefore cannot be held responsible should there be any delays or service problems on the day of your event. Wi-Fi is available, but limited to a service provider.

BREAKAGES AND DAMAGES

- The Silo and Shed does not take responsibility for any outages or damages caused due to the usage of The Silo and Shed's on-site generator.

REFUNDABLE DEPOSIT

- Client will be responsible for any breakages and damages that may occur during the conference and will be billed accordingly.

CONTRACTUAL AGREEMENT & BINDING UNDERTAKING

CLIENT DETAILS:

Client Full Name: _____

Company/ Establishment name: _____

Contact number: _____

Email address: _____

COMPANY / ESTABLISHMENT INVOICE DETAILS:

- Name : _____

- Address : _____

- Vat number: _____

- Business registration number: _____

CONFERENCE DATE: _____

CONFERENCE PACKAGE: _____

DIETARY REQUIREMENTS: _____

VENUE DETAILS:

All payments to The Silo and Shed are to be done in the below bank account via EFT :

Bank: Absa | Branch code: 632005 | Account type: Cheque account

Account name: The Silo and Shed | Account number: 9121832032

Please indicate your acceptance of the agreement of the above-mentioned Terms and Conditions, by signing in the space provided below.

Once completed, e-mail this document and a copy of the deposit slip to info@thesiloandshed.co.za to confirm your reservation.

Client signature:

Date:

The Silo and Shed: