

CONFERENCES

CREATIVE



THE **STYLING**
SHED

The Styling Shed is 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 Styling 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 services available at The Styling Shed.

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

CONFERENCE WITH US



A venue hire fee of:

Weekday (Monday - Friday)

R2 450.00 excl. vat

Weekend (Saturday - Sunday)

R3 150.00 excl. vat

The venue hire includes the below:

- Exclusive use of the venue for the duration of the conference booked.
- Conference tables and chairs for up to 30pax
- Outdoor area – morning and afternoon breaks
- WIFI access (limited to a service provider)
- Basic décor supplied by The Styling Shed dependent on availability on the farm.

1

A SHORT TIME IN THE SHED | R325.00 pp excl. vat

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

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

2

THE BASIC SHED: | R140.00 pp excl. vat

A quick in and out with the basics.
(08:00am - 13:00pm)

- Arrival tea and coffee served with a breakfast pastry.
- Mid –coffee or tea and a sweet pastry
- Mints
- Basic stationery – notepad and pencil
- Fruit infused water on the tables



3

THE FULL SHED | R415.00 pp excl. vat

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

- Arrival tea and coffee served with breakfast pastries
- Mid- morning tea/coffee/ juice served with a treat
- 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



4

THE EARLY SHED | R285.00 pp excl. vat

*Perfect for the early bees.
(08:00am – 13:00pm)*

- Arrival hot breakfast, tea and coffee
- Mid- morning tea and coffee
- Mints
- Basic stationery – notepad and pencil
- Fruit infused water on the tables

5

THE MID-SHED | R430.00 pp excl. vat

*Those who want to meet and have a quick
drink afterwards
(13:00- 18:00)*

- Arrival tea and coffee
- Savoury pastry
- Mints
- Basic stationery
- Fruit infused water on the tables
- Beers, wines and ciders and a cheese platter
(available for 1 hour) – T's & C's apply



TERMS & CONDITIONS

GENERAL

- All rates are subject to change without prior notice.
- All requirements need to be confirmed with The Styling Shed 10 working days prior to the event in order to ensure service and availability of equipment etc.
- If a conference goes overtime an additional cost of R750 will be charged per hour.
- Relevant additional costs are applicable in the event of drinks & meals being served longer than the time allocated.



AIRCON

- Booking the venue for your conference allows for the usages of the air conditioner facilities.
- Please keep doors and windows closed when making use of the facilities.

CUSTOMIZATION OF PACKAGES

- Contact info@thestylingshed.co.za for a customized package.

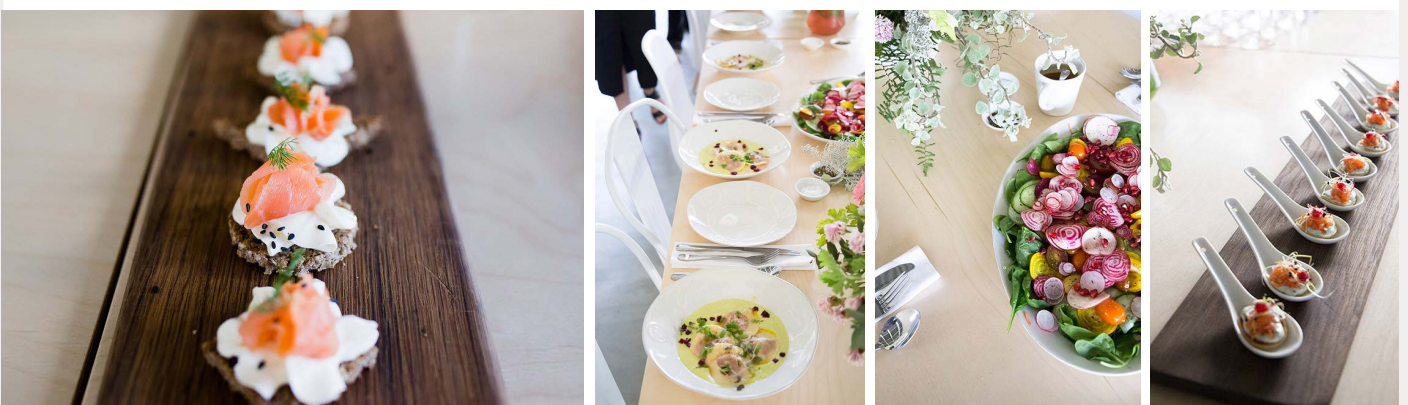
SITE INSPECTIONS

- Site inspections are between 09:00 and 16:00 during week-days - strictly by appointment only.

CATERING

- We offer our own in-house catering service.
- Should you require a menu, different to the selection offered as part of the package, a possible surcharge is applicable (enquire for 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 Styling 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 Styling Shed.



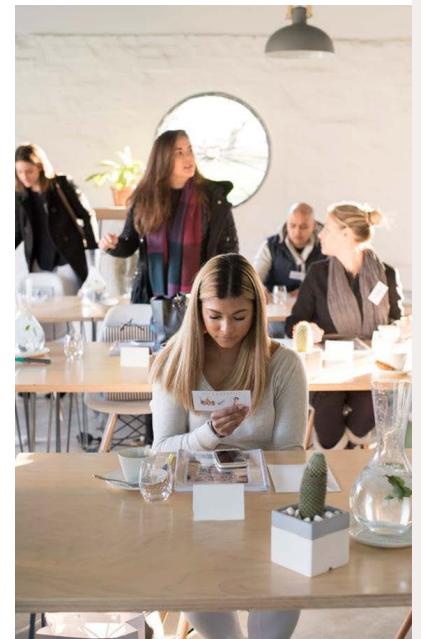
CONFIRMATION AND FINAL PAYMENT

- 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 contract and confirmation of payment must be emailed to The Styling Shed: info@thestylingshed.co.za

- The balance is payable 7 working days prior to the event date.



CANCELLATIONS

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

AV EQUIPMENT

- The Styling Shed does not provide its own AV equipment. Enquire for a supplier or for a quotation based on your AV requirements.

DAMAGE AND LOSS

- The Styling 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 Styling Shed does provide/ include Wi-Fi in the packages the service is provided by a third-party supplier. We therefore cannot be help 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.

POWER OUTAGES AND DISRUPTIONS

- The Styling Shed does not take responsibility for any power outages or load shedding. The client is welcome to bring in a generator for standby at the clients own account.

REFUNDABLE DEPOSIT

- A refundable deposit of R1000.00 is charged for any breakages that may occur during your visit at The Styling Shed. The refundable deposit will be refunded if no breakages occur.

- All refunds due to clients will be made within a two-week period after the event/ conference has occurred.

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 _____

REFUND BANKING DETAILS:

- Bank Name _____

- Account name _____

- Account Number _____

- Branch code _____

CONFERENCE DATE _____

CONFERENCE PACKAGE _____

VENUE DETAILS:

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

Bank: Nedbank | **Branch code:** 107110 | **Account type:** Cheque account

Account name: The Styling Shed | **Account number:** 1007891521

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@thestylingshed.co.za to confirm your reservation.

Client signature:

Date:

The Styling Shed: