



James Wiley



CORPORATE BOOKINGS

Please note that Silos Estate is a commercial vineyard and boutique bed and breakfast. For the safety of your crew and our staff we would like to draw your attention to the following:

- We are happy for you to use all facilities on site (vineyard; wine making area; barrel room etc.) for your corporate activities, but please discuss your requirements with us. In most cases we will be able to accommodate your requests at no cost, but in considering the safety of your employees; our staff and the vineyard we may from time to time request some minor variations, or additional time to accommodate your request.
- Please ask any on-site co-ordinating staff to contact us at least 30 days prior to the event to allow us to accommodate any requirements/activities within the normal operations of the vineyard and other guests
- All meetings must start no earlier than 8.00AM and stop no later than 5:00PM unless by prior arrangement. As there may be other guests on the property, we ask that all of your group enter and exit quietly.
- Loading and unloading of all equipment must be made in designated areas, and after drop off all vehicles must be parked in the car park. Arrangements will be made to waive restricted parking during your event.
- Clean-up of all of your materials is the responsibility of the contracting person or company. A walk through inspection will be conducted by staff on completion of the event.
- Silos Estate is a non-smoking facility and BYO alcoholic beverages are not permitted on the premises.
- We request that you ask anyone traveling from other agricultural regions, or from overseas to have cleaned all vehicles and clothing (and particularly footwear) prior to arriving on the Estate. This is a Department of Agriculture and Fisheries requirement to protect the vineyard from introduced pests and diseases.

Silos Estate

Boutique Accommodation | Cellar Door | Gallery | Silos Restaurant

B640 Princes Highway Berry NSW 2535

t +61 2 4448 6082

f +61 2 4448 6246

e-mail thesilos@thesilos.com

[facebook](#) silos estate_

[web](http://www.thesilos.com) www.thesilos.com

[twitter](#) SilosEstate

CONTACTS

CLIENT NAME: _____
PERSON IN CHARGE: _____
ADDRESS: _____
WORK: _____
MOBILE: _____
E-MAIL: _____

GENERAL

DATE(S): _____
ARRIVAL TIME: _____
DEPARTURE TIME: _____
NO. OF PEOPLE _____
DETAILS OF EVENT
(meeting etc.) _____
ROOMS/AREAS REQUIRED FOR EVENT
(pre-approval required) _____

ALTERATIONS REQUIRED FOR EVENT
(pre-approval required) _____

ADDITIONAL SUPPORT

CATERING: _____
SECURITY: _____
BABYSITTERS: _____
LIMOUSINE: _____
HELICOPTER: _____
CARBON OFFSET: _____

OTHER REQUESTS

CHARGES

ROOM CHARGE: \$ _____ (\$60.00 p/h max. charge of \$240.00 per day)
OTHER CHARGES: \$ _____

PAYMENT: Cash / Card / Cheque / EFT

CARD NAME: _____
CARD NUMBER: _____ CARD EXPIRY: _____
MYOB: _____ DATE ENTERED: _____
DEPOSIT DUE: _____ DATE RECEIVED: _____
BALANCE DUE: _____ DATE RECEIVED: _____

INSURANCE

A Certificate of Currency is required prior to the start of the event for your employees (where you are conducting outdoor events)

SECURITY DEPOSIT

A Refundable Security Deposit of the estimated fee of the event may be required prior to the commencement of the shoot. This deposit will be returned within 1 business day to your nominated bank account, unless additional charges are incurred as a result of your rental e.g., overtime, extra cleaning, building/grounds, and/or equipment damages etc.

RELEASE STATEMENT

The undersigned has read and agrees to abide by all of the location usage conditions at Silos Estate and will assume responsibility for any damage done to the Estate or its contents during the rental period and occurring as a result of using such facilities.

Furthermore, I, my vendors, agents, employees, and guests will attend and use the Estate facilities at our own risk. The Estate shall not be liable for any damage arising from personal injuries sustained by any such person on the premises of the Estate, and we assume full responsibility for such damages. Silos Estate and its staff shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left at the Estate in connection with an event. In consideration of being granted the right to use Silos Estate, we hereby release and hold harmless Silos Estate, its directors, employees, and agents from any and all claims, demands, or rights of action rising out of such use of the Estate or its facilities.

Signature / Date

Title / Phone number