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The  
**Silo**

## Banquets & Catering

1071 32nd St. Allegan, MI

We wish to invite you to experience "Elegance in the Country." Our staff welcomes you and your guests to enjoy a fabulous experience with unsurpassed quality and gracious amenities in a gorgeous rural setting. Our priority is your comfort, while providing modern conveniences.

The Silo Specializes in weddings, rehearsal dinners, anniversary and birthday celebrations, reunions, social gatherings, corporate events and holiday parties. Let our talented and professional staff present you with creative and distinctive menus and provide the highest standards of service.

Our Grand Ballroom provides accommodations up to 300 guests and can be divided into 2 separate rooms for smaller events. The vaulted ceiling, full balcony with two winding staircases, and panoramic windows are perfect backdrop for an exquisite evening of celebration with family and friends. Regardless of size, we would be happy to assist you in customizing the perfect event. At The Silo, we do all that we can to bring your vision to life, and make your event as special and stress free as possible!

Thank you for your interest in The Silo! Please don't hesitate to contact us if you have any questions, or if you would like to schedule an appointment to tour the venue and discuss how we can help customize every aspect of your event to make it memorable for both you and your guests.

We look forward to hosting your event!

Sincerely,

Samantha Christman-Ailes  
Executive Manager  
[siloevents@grillhouse.net](mailto:siloevents@grillhouse.net)

# Some Things to Note

## **Guarantees**

At the time of booking, an approximate number of guests is requested. The Silo requires a guaranteed final guest count no later than 10 days prior to the event date. This guarantee may not be reduced. Your guarantee is the number for which you are responsible for payment. Food is prepared for the guaranteed number only. You will also be responsible for anything over the guarantee. In the event of a plated meal, a guaranteed number along with a list of guest's name and entrée choice is required.

## **Payments** Initial \_\_\_\_\_

A credit card number is REQUIRED to be on file. The Silo accepts all major credit cards, cash and check. All checks can be made payable to "The Silo". The NON-REFUNDABLE room rental payment is required to secure and hold your desired date. 50% payment is due 60 days prior to your scheduled event and final balance is due 10 days prior to your scheduled event.

## **Refund and Cancellations Policy** Initial \_\_\_\_\_

The Silo Banquets and Catering works very hard to serve all our clients. In the event of a cancellation, it is often impossible to re-book the space we have booked with you. As a result, the room rental payment is NON-REFUNDABLE. In the event that you have to cancel and you refuse to release the date you will be responsible for covering the food minimum. If you have not scheduled your primary meeting prior to your 50% payment date and we are unable to contact you and a cancellation has not been made you will be responsible for covering the food minimum. If the event is cancelled prior to 10 days of the scheduled date a refund of 90% will be made, the room rental is still NON-REFUNDABLE.

## **Event Space and Access** Initial \_\_\_\_\_

The Silo is equipped with heat, air conditioning and a back-up generator. In the event that our facility loses power our generator will generate enough electricity for the lights, our kitchen equipment and heat for the winter months. We cannot guarantee the generator to run our air conditioning unit.

If the venue is available the day before your scheduled event client may decorate ahead of time. The event space will be available during business hours and a four (4) hour time frame will be allotted for decorating. Additional time will be available for \$250 per hour. If the venue is not available the day before, space is guaranteed by 12:00pm the day of. The Silo provides the set-up of tables, chairs and linens. If you wish to provide your own table and chairs you may do so. A labor and reset fee of \$250 will apply for removal and storage of our equipment.

## **Vendor Policies**

The Silo welcomes all wedding service providers, however our event coordinators would be happy to suggest any service providers that may be needed. We guarantee access to our banquet rooms for purposes of deliveries and vendor set-up four (4) hours prior to the start time of the scheduled event.

## **Guest Parking**

Parking for all events at the Silo is located in the two lower parking lots, located on the east side (balcony) of the building. Please make a note for your guests to park in these two lots as we reserve the upper lot for our Grill House patrons. Guests who do not wish to drive home are more than welcome to leave their vehicle in the lot overnight. Campers and RV's are not permitted to set-up on the premises.

### **Decorating Banquet Rooms** Initial \_\_\_\_\_

The Silo does allow guests to bring in decorations that are appropriate for your event. When providing your own décor, please adhere to the following guidelines; no glitter, confetti, loose sequins, rice, sand, feathers, Easter grass, helium balloons or Chinese floating lanterns. We do allow candles, however they must be pillar, votive or tea lights in a container of some sort; tapered candles are not allowed. Decorations must be hung with poster putty rather than any type of tape, nails, glue or any other adhesive. All decorations must be removed from the banquet space immediately following the conclusion of the event. Any décor left behind that must be removed by Silo staff will result in a \$300 charge. This includes but is not limited to the ceremony space, ballrooms & lobby. The Silo is not responsible for any lost or stolen items. Any damages done to our facility will result in reimbursement from the client. The client must take into consideration the scheduled seasonal décor of the Silo. Seasonal decorations as set by staff cannot be altered or removed for purposes of event. No alterations, changes or replacements shall be made by any person to any part of the interior or exterior of The Silo. This prohibition includes walls, windows, ceilings, doorways and all other parts of the building.

### **Ceremonies on Site** Initial \_\_\_\_\_

The Silo banquets and Catering offers great ceremony options. If you choose to have your ceremony with us on site you are allotted one (1) hour of rehearsal time, time to be scheduled with your event coordinator. Client will be charged an additional \$250 for any time over one (1) hour use of space for rehearsal. In the event that you have booked an outdoor ceremony and there is inclement weather an inside back-up plan is available. There is NO refund for your outdoor ceremony if you are moved inside. Your event coordinator will coordinate with you on the day of to determine the ceremony situation. The Gazebo is not decorated by the Silo staff, the client is responsible for decorating and removing the decoration. Anything you use to adhere décor to the gazebo must be removed as to not damage the wood. If décor is not removed by the client and Silo staff has to remove it a \$300 charge will be applied.

### **Bridal Suite**

The Silo provides a bridal suit with keyless entry for all brides who have their reception with us. This bridal suit is yours for the day. It's a great place to have hair and make-up done, get dressed and secure personal belongings. If you are having your ceremony and reception at the Silo you will have access to the bridal suit as early as 9:00am. If you're ceremony is off-site and you wish to utilize the bridal suit as your getting ready location, you have access as early as 12:00pm.

### **Food Policies** Initial \_\_\_\_\_

We are a full service facility, all food and beverage must be supplied by the Silo or the Grill House at all times. No food or beverage will be permitted to be brought into the venue by the client or any of the client's guests due to state and local health regulations. Outside food and beverage that is brought in will be confiscated and dealt with accordingly.

The Silo offers exquisite cuisine in a prompt and timely manner. The scheduled times reflected on the banquet event order should be adhered to, if not, the Silo cannot be responsible for food quality.

Candy stations, popcorn stations, etc. will be allowed as a guest favor. All other items such as nuts, cookies, m&m's, etc. should be wrapped individually.

The Silo's license to provide food service prohibits all leftover food that is prepared on the premises from leaving the building.

We pride ourselves on having the highest level of service. Ask our event coordinators for recommendations on custom menus and accommodations for food allergies.

**Cake Policies** Initial \_\_\_\_\_

The Silo licensing does allow outside cakes or desserts such as doughnuts, cookies, ice cream, etc. to be brought into the facility. All vendors must have the proper licensing from the State of Michigan. Vendors who operate under the Michigan Cottage Law are allowed, the vendor is responsible for providing a certificate of insurance with standard coverage. Our event coordinators would be happy to suggest vendors. Due to the nature of wedding cakes & desserts the client and or hired vendor will be responsible for delivery and set-up of dessert. The Silo will not be responsible for any damages that take place.

**Alcoholic Beverage Policies** Initial \_\_\_\_\_

The Silo is governed by the Michigan State Division of Alcohol and Tobacco. The Silo does not permit any alcoholic beverages to be brought onto the property (including but not limited to the parking lot, building and grounds) from any outside source . Penalties ultimately may result in immediate removal from the premises and or cancellation of the event without refund. Client shall comply with all applicable local and state liquor laws and further agrees that neither client nor client's guests will request or service alcoholic beverage to any minors or to any person who, in the judgment of The Silo, are intoxicated. The Silo is a smoke free facility, guests are welcome to smoke on the outside balcony or outside the front entrance. E-cigarettes are not permitted in the building. marijuana is not permitted at all. Alcoholic beverages are ONLY permitted on the balcony.

The Silo has two (2) bars that can be set-up for any occasion. In the event that a second bar is needed or requested there will be a \$250 set-up fee applied. All events over two hundred (200) guests are encouraged to have two (2) bars available.

**Minimums** Initial \_\_\_\_\_

Food and décor minimums must be met, prior to tax and service charge, for each event space (refer to room rental chart). If the room minimum is not met with food and décor purchased, the difference will be charged as a set-up fee.

<b>Grand Ballroom (full) up to 300pl</b>	<b>Terrace Ballroom (2/3) up to 160pl</b>
<b>To be Discussed at Meeting</b>	<b>To be Discussed at Meeting</b>

**Confirmation** Initial \_\_\_\_\_

All prices are subject to change unless your primary meeting has taken place 3 months prior to your event. All prices are subject to a 20% service charge and a current sales tax of 6% (Tax and service charge are subject to change without notice and are calculated based on current tax and service charge rates.) The service charge is not a gratuity, however an extra gratuity is not expected.

**All function space is considered tentative until the Silo receives signed acceptance of this agreement and a non-refundable room rental fee.**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Silo: \_\_\_\_\_ Date: \_\_\_\_\_

# Rental Information

Room rentals include all necessary tables and chairs, white, ivory or black linen napkins and tablecloths, white or black table skirting, china table settings, glassware, spacious dance floor (Grand and Terrace ballroom only), use of the outdoor balcony with balcony lights, dance floor canopy, exclusive use of our private bridal suite, free guest parking as well as all necessary set up and clean up of the room.

All room rentals require food service, The Silo provides all food and beverage.

All room rental fees are required to secure desired dates and are **NON-REFUNDABLE**.

Room rentals are based on up to 6 hours use of the ballroom with all events done by midnight.

## Ballroom

**Friday:** Grand Ballroom (up to 300 guests)  
Terrace Ballroom (100 to 160 guests)  
(2/3 of the Grand Ballroom)

**Saturday:** Grand Ballroom (up to 300 guests)  
Terrace Ballroom (100 to 160 guests)  
(2/3 of the Grand Ballroom)

**Sunday:** Grand Ballroom (up to 300 guests)  
Terrace Ballroom (100 to 160 guests)  
(2/3 of the Grand Ballroom)

*Note ~ Holiday days & weekends are subject to a Saturday room rental rate*

## Conference Room

Our private Conference Room is ideal for rehearsal dinners, bridal luncheons, a gathering place for friends and family or a dressing room for the groom and his groomsmen.

*Weekday pricing is available  
Check with coordinators for details!*

Prices are subject to change.

# Ceremony Packages

Our Event Coordinators can help you customize every aspect of your event from your ceremony to the décor.

Have us take care of all the details so you can focus on enjoying your special day!

## The Gazebo Package

- ~Use of Pond-Side Gazebo for Ceremony & Rehearsal
- ~White Folding Chairs including set up and removal (up to 150)  
*Additional chairs can be rented at \$2.50 each*
- ~Handcrafted White Pillars with Glass Top

## The Classic Package

- ~Use of Fountain Ballroom for Private Ceremony & Rehearsal
- ~Chair set up and removal (160 person capacity)
- ~Handcrafted White Pillars with Glass Top

## The Twilight Ceremony

- ~Ceremony must occur within the 6 hour timeframe allotted by the room rental
- ~Use of Grand Ballroom Dance Floor for Ceremony & Rehearsal
- ~Handcrafted White Pillars with Glass Top
- ~Up to 40 chairs on dance floor for immediate family and friends (all other guests seated at round tables)

## Balcony Ceremony Package

- ~Use of Balcony overlooking the Pond for Ceremony & Rehearsal
- ~Chair set up and removal (50 person capacity)
- ~Handcrafted White Pillars with Glass Top

# Décor Packages

## The Silo Premier Package

Access to all centerpiece vases: Hurricane, Eiffel Tower (frosted & clear), cylinder, goblets, mason jars, votive candle holders (with tea lights) and window votive candles (with LED candles). Centerpiece mirrors, photo frames, LED lanterns, wood rounds and stones.

## A La Carte Décor Prices

Colored Napkins (minimum of 100)

Black Table Underlay's

Wooden Centerpiece Rounds/Cake Stand

Centerpiece Mirrors

LED Fairy Light Lanterns

Triple Light Lamp Posts

Ceramic Pillars & Glass Top

Votive Candles Placed in Window Sills

Paper Lanterns on Canopy Frame

Lighting on the Head Table (24ft)

\$5.00 each additional foot

Ceremony/Entrance Doors

## Equipment Rental Prices

DVD Player

Projector and Screen

Stage (6~4x8 sections)

Sound System (Indoor use)

Sound System (Outdoor use)

Sound System Attendant (Ceremony ONLY)

Prices are subject to change.

# Hors D' Oeuvres

Each Selection Serves 50 Guests

## Hot Selections

### **Assorted Quiches**

An assortment of Cheese, Bacon, Spinach, Mushroom, crustless ham and cheese and crustless cheese.

### **Cocktail Franks**

Puff pastry wrapped beef cocktail franks.

### **Maui Shrimp Spring Roll**

Shrimp spiced with hot chilies, red curry, coconut milk and cilantro.

### **Pear, Brie & Almond Bites**

Creamy Brie cheese, pear puree and toasted almonds in a phyllo.

### **Quinoa Fritters**

Crumbled pine nuts, feta, red quinoa and zucchini deep fried to perfection.

### **Spinach Artichoke Dip**

Spinach and artichoke in a creamy garlic parmesan sauce served with tortilla chips.

### **Crab Rangoon Dip**

Crab meat in a cream cheese dip served with wonton chips.

### **Philly Cheese Steak Dip**

Creamy cheese dip with beef, onion and green pepper served with tortilla chips.

### **Meatballs**

Classic meatballs with your choice of signature silo or barbeque sauce.

### **Stuffed Mushrooms**

Mushroom caps stuffed with your choice of:

Vegetable

Crab

### **Spinach & Artichoke Wontons**

Crispy wontons filled with a creamy spinach and artichoke mixture.

All food and beverage is subject to a 6% sales tax and 20% service fee.

Prices and menu items subject to change.



# Hors D' Oeuvres Continued

Each Selection Serves 50 Guests

## Cold Selections

### **Fruit Platter**

Fresh seasonal fruit artfully displayed (available April-Sept).

### **Vegetable Platter**

Garden fresh vegetables arranged market style with a creamy ranch dipping sauce.

### **Cheese Platter**

An assortment of fine domestic cheese and spreads served with an array of crackers.

### **Bruschetta**

Crostini topped with a traditional tomato basil bruschetta drizzled with a balsamic glaze.

### **Caprese Skewers**

Fresh Mozzarella, grape tomatoes, olives , salami\* and basil drizzled with balsamic. Caprese \*Antipasto

### **Beef Crostini**

Shaved beef served on a crostini with a garlic herb cheese spread and topped with Feta cheese.

### **Hummus Platter**

Original and Roasted Red Pepper Hummus served with pita.

### **Pinwheels**

A combination of roast beef and black olive pinwheels both with garlic herb cheese spread.

## Passed Hors D' Oeuvres

Serves 50 Guests

**30 each:** Maui Shrimp Spring Rolls, Pear , Brie & Almond Bites and Cocktail Franks.

All food and beverage is subject to a 6% sales tax and 20% service fee.

Prices and menu items subject to change.

# Buffet and Plated Dinner Menu

Provide up to two plated entrées for your guests to choose from, minimum of 25 people per entrée.  
If serving more than one entrée, the group is responsible for providing a list of guest names and chosen entrée.

All selections include choice of salad or soup (listed below), rolls, coffee, water and iced tea.

Plated salad for buffet or cup of soup add \$1.00 per person.

Choice of Two Entrée Buffet

Choice of Three Entrée Buffet

Combination Plated Meal

**Silo Signature Salad:** Mixed greens with candied pecans, dried cranberries and Asiago cheese and our house mango chardonnay dressing.

**Mixed Green Salad:** Mixed greens, shredded carrot, cucumber and onion with ranch and balsamic vinaigrette.

**Soup:** Seasonal Options available, check with coordinator.

## Entrées

### Garlic Chicken

Seasoned chicken breast topped with a garlic herb butter.

### Creamy Parmesan Chicken

Season chicken breast topped with our delicious creamy parmesan sauce.

### Spinach & Bacon Chicken

Seasoned chicken breast in a creamy spinach and bacon cream sauce topped with Feta cheese.

### Beef Roast

Tender pieces of beef in a savory gravy.

### Eye Round Roast

Slow roasted eye round beef roast sliced and topped with garlic herb butter.

### Brisket

Hickory smoked beef brisket, served with barbeque sauce.

### Pork Riblets

Boneless pork riblets in a Kentucky Bourbon glaze.

### Blackberry Salmon

Baked salmon topped with blackberry Dijon sauce.

### Quinoa

Vegetarian and vegan friendly! Sautéed with fire roasted vegetables.

## Vegetables & Starches

Choice of one vegetable and one starch

Buttered Corn	Mashed Potatoes
Rainbow Carrots	Silo Party Potatoes
Buttered Green Beans	Roasted Red Skin Potatoes

All food and beverage is subject to a 6% sales tax and 20% service fee.

Prices and menu items subject to change.

## **Carved Specialties**

Our talented chefs will be standing by to serve your guests, Add a carving station as an entrée to your buffet ONLY.

**Contact your event coordinator for pricing and options.**

## **Children's Menu**

Choose ONE entrée, available to children 10 years and under.

Chicken Tenders and Fries

Homemade Macaroni and Cheese

## **Late Night Menu**

A minimum of 30 people per item

### **Silo Chips and Dip**

Kettle chips served with our house French onion dip.

### **Tortilla Chips and Salsa**

Add guacamole for \$1.00 per person.

### **Cheese-It Snack Mix**

### **Gardetto Snack Mix**

### **Pizza (minimum of 3 pizzas per order)**

Chef's choice assortment of party cut pizzas (4 people per pizza).

### **Mexican Bar**

Mini chicken tacos and taquitos with tortilla chips and salsa (add guacamole for \$1.00 per person).

**Dessert options available , please contact your  
event coordinator for information and pricing.**

All food and beverage is subject to a 6% sales tax and 20% service fee.

Prices and menu items subject to change.

# Hosted Beverage Packages

Packages are priced accordingly no substitutions.

Bar service will stop 30 minutes prior to the event's scheduled ending time.

Cash bar services can be made available for any beverages not included in the hosted bar package.

## **Package # 1 Beer and Wine**

Choice of 1 domestic draft beer, house wines, soft drinks and juices.

## **Package # 2 Beer, Wine and Well Brand Liquor**

Choice of 1 domestic draft beer, house wines, well brand liquor, soft drinks and juices.

## **Package # 3 Beer, Wine and Call Brand Liquor**

Choice of 1 domestic draft beer, house wines, call brand liquor, soft drinks and juices.

## **Package # 4 Beer, Wine and Premium Brand Liquor**

Choice of 1 domestic draft beer, house wines, premium brand liquor, soft drinks and juices.

## **Non-Alcoholic Package**

Includes soft drinks and juices.

# Consumption Based Beverage Service

With on-consumption based beverage service, the amount served will be tracked.

You will then be charged based on what your guests consumed.

## **Soft Drinks and Juice**

Coke products, pineapple, orange and cranberry juice

## **Domestic Bottled Beer**

Bud Light, Budweiser, Coors Light, Miller Lite & Killians

## **Import & Microbrew Bottled Beer**

Founders All Day IPA, Goose Island 312

## **Well Brand Liquors**

Vodka, Gin, Rum, Scotch, Whiskey-Bourbon, Tequila, Peach Schnapps, Amaretto & Triple Sec

## **Call Brand Liquors**

Titos, Bombay, Bacardi Rum, Captain Morgan's, Malibu, Dewars, Jack Daniels, Segrans 7 & Jose Cuervo

## **Premium Brand Liquors**

Kettle One, Tanqueray, Mt. Gay, Glenlivet, Makers Mark, Crown Royal, Exatico, Courvosier, Baileys, Kahlua & Di Saronno.

## **Specialty Drinks**

Bloody Mary, Martinis, Old Fashion, Manhattan, Sex on the beach, etc...

## **House Wines**

Chardonnay, Moscato, Merlot, Cabernet.

All food and beverage is subject to a 6% sales tax and 20% service fee.

Prices and menu items subject to change.

# Additional Beverage Offerings

## Wine & Champagne

**House Wine by the Bottle** (750ml approximately 4 glasses)

**Red Sangria** (approx. 60 servings)

**White Sangria** (approx. 60 servings)

**Champagne** (Prosecco)

8 people per bottle, one glass per person, poured & served to each guest (21 years or older).

**Sparkling Juice** (White Grape)

8 people per bottle, one glass per person, poured & served to each guest.

## Keg Beer

A Full Keg (1/2 bbl) contains approximately 124 pint glasses (16 ounces) .

**Domestic Keg** (Budweiser, Bud Light, Miller Lite, Coors Light, Labatt & Labatt Light)

**Import or Microbrew Keg**

## Non-Alcoholic

**Fruit Punch** (approx. 50 servings)

**Lemonade** (approx. 50 servings)

**\*\*\*A Second Bar can be added to the Grand Ballroom for an additional \$250\*\*\***

**If you're interested in having other types of beer or wine available, please contact  
event coordinator for information and pricing.**

All food and beverage is subject to a 6% sales tax and 20% service fee.  
Prices and menu items subject to change.