

EVENT GUIDELINES

Introduction

Events by their very nature put a strain on a villa and its staff. The purpose of this guideline is to set the conditions under which a villa may be booked for an event to ensure that not only do the guests have a great time but also to protect the villa and the interests of its owner. These guidelines should be read in conjunction with the specific Villa Guidelines for a particular villa.

Definition Event

An event is a social gathering or celebration where the total number of guests exceeds the double sleeping capacity of the villa, usage of villa premises for more than 3 hours and when there will be set up any additional equipment by outside parties (such as an external sound system, decorations, entertainment, and catering) are brought onto a villa's premises. Commercial events (ticketed) are generally not permitted.

Event fees

A fee is charged by the villa for an event. The amount varies depending on the property. The fee covers the main event (usage of the villa's space) as defined above plus a smaller second pre- or post-event gathering. The second smaller gathering (maximum 20 people) can only be run between the hours of 10 am – 6 pm and should not use any external equipment such as a sound system, live band/DJ or extra lighting otherwise a supplementary Event Fee and local permit fee will be charged. The event fee will be invoiced as part of the villa booking.

Local permit fee

The Banjar fee (local permit fee) is an additional fee required by the local community or "Banjar" who will provide additional security and parking assistance on the day of the function. If you are planning to hold a second function (pre or post-main event), please note that a second Banjar Fee will apply to every gathering of over in-house guests or depending on the nature of the event.

Curfew

- Curfew 10 PM for any Music and Entertainment, while the gathering without any music can be up to 11.30 PM. Valid for:
 - ❖ Amita Villa
 - ❖ Tirtadari Villa
 - ❖ Puri Tempo Doeloe
 - ❖ The Tulou Bali
 - ❖ Villa Uma Nina
 - ❖ Istana Putih
- Curfew 11:00 PM for any Music and Entertainment, while the gathering without any music can be up to 12.00 AM. Valid for:
 - ❖ Villa Nelayan
 - ❖ Amarta Beach Front
 - ❖ Black Beach Villa
 - ❖ Villa Leona
 - ❖ The Cove Villa
 - ❖ Kanna Sea Front Estate

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Event Fee and Banjar Fee Information's:

PROPERTY	CAPACITY	RENTAL VENUE	BANJAR FEE (PERMIT)	REMARKS
Kanna Seafront Estate - Tulamben	50 Pax	IDR 20,000,000	IDR 3,500,000	
The Cove Sunset Beach, Tabanan	30 Pax	IDR 10,000,000	IDR 3,500,000	Surcharge is applicable during high season (rental venue will be equal to 1 night stay rate)
Black Beach Villa, Tabanan	50 Pax	IDR 10,000,000	IDR 2,500,000	Surcharge is applicable during high season (rental venue will be equal to 1 night stay rate)
Amarta Beach Resort, Tabanan	30 - 50 Pax	IDR 15,000,000	IDR 3,500,000	applicable for selected venue only (Coconut Lawn or Garden Ocean)
	100 - 250 Pax	IDR 25,000,000	IDR 3,500,000	applicable for selected venue only (Coconut Lawn or Garden Ocean)
Amita Villa, Kerobokan	100 Pax	IDR 20,000,000	10 - 30 Pax : IDR 5,000,000 30 - 50 Pax : IDR 5,500,000 50 - 100 Pax : IDR 7,500,000	Surcharge is applicable during high season (rental venue will be equal to 1 night stay rate)
Tirtadari Villa, Kerobokan	100 Pax	IDR 15,000,000	10 - 30 Pax : IDR 5,000,000 30 - 50 Pax : IDR 5,500,000 50 - 100 Pax : IDR 7,500,000	Surcharge is applicable during high season (rental venue will be equal to 1 night stay rate)
Villa Nelayan, Canggu	30 Pax	IDR 15,000,000	IDR 3,500,000	Surcharge is applicable during high season (rental venue will be equal to 1 night stay rate)
Istana Putih Villa, Canggu	30 Pax	IDR 10,000,000	IDR 3,500,000	Surcharge is applicable during high season (rental venue will be equal to 1 night stay rate)
Uma Nina Villa, Jimbaran	100 Pax	IDR 15,000,000	IDR 3,500,000	Surcharge is applicable during high season (rental venue will be equal to 1 night stay rate)
The Tulou Bali, Jimbaran	70 Pax	IDR 20,000,000	IDR 3,500,000	Surcharge is applicable during high season (rental venue will be equal to 1 night stay rate)
Puri Tempoe Doeloe, Sanur	200 Pax	IDR 25,000,000	IDR 3,500,000	Surcharge is applicable during high season (rental venue will be equal to 1 night stay rate)

Mandatories

- Organizer should be on site for the entire period of the main event including set up, event and clean up.
- Organizer be onsite at the key times (contractor arrivals, clean up or dismantle, etc) for the second small gathering if applicable.
- Organizer must provide at least 2 telephone contact numbers for the duration of the event (person in charge number)
- Ensure vendors and outside catering staff do not smoke, eat or sleep around the venue premises. There is a designated area for these purposes (the organizer should liaise with the villa manager for the location)
- Vendors are not permitted into and/or to use any guest's area for the event purpose without any permission of the villa manager.

Approval process

All event bookings will be required to submit an Event Plan at least 14 days before the event date. The event plan should include an event summary, rundown and site plan or layout. The event team from property management will review and inform to villa staff no later than 7 days before to event.

Damages/Breakage

All Damages/breakages or losses caused by guests or vendors during set up/loading of goods will be imposed on the organizer and the compensation will be deducted from the guarantee

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or Security deposit as the item's amount. Based on our experience, damage can be caused by contractors/vendors and guests attending the event, therefore Villa is leaving to the guest who renting the villa if the guest would like to split the fee with the organizer or vendors. Villa will only receive a total amount for security deposit from one source account and will be refunded to the same source.

All events will be subject to a damage deposit of IDR 5,000,000 payable by the vendor through Nakula Villa Management and returned to the guest/organizer by the latest 7 days after the event (pending approval from the villa manager). Security deposits must be received in advance and can be by bank transfer or paid in cash upon check-in.

Music

As many of our villas are in residential areas, guests and event organizers need to be sensitive to the local community (Banjar). There are generally strict local rules about music and noise, although these do vary from villa to villa. The rules typically are:

- Live music (band) and DJ permitted until 10 pm (depending on the Banjar permit being given)
- Guests are still able to gather in the area without any music or loud (by the hours after the event)

Power, cabling and lighting

Villa electrical supplies are generally not sufficient to cater for events. In order not to damage the supply and to protect the villa from fire hazards the guidelines below need to be followed:

- No power is to be drawn from the villa supply (subject to management villa approval)
- A generator is required based on the event's power supply requirements.
- Cables should not be dug into lawns.
- Cables should try to follow the edges of concrete/grass where possible.
- Cable traps should be laid in high-traffic areas or where cables may pose a safety risk
- Electric lanterns are permitted to be hung from trees or poles set up by vendors without destroying the grass
- Heavy lighting must be attached by the metal brace and not by hooks and nails.
- Paper candle lanterns, balloon releases, fireworks or Thai wishing lanterns are not Permitted.
- Confetti, pyrotechnic, haze machine, smoke machine and other effects should be informed in advance to management villa and property and subject to approval.
- All candles should have candle bases to prevent wax spillage.

Structure

Many events require structures to be built at the villa. These structures can cause considerable long-term damage, especially to lawns and swimming pools. To minimize the risks of damage the following guidelines are in place:

- Structures such as marquees, service bars, pool platforms, dance floors and DJ booths need to be included on the Site Plan for approval.
- Marquees should be freestanding where possible.
- Staging and platforms should have drop sheets put down before painting.

Firework

Regarding to the firework, advance approval from the police and local community is required. Vendors have to inform the hotel in advance if any firework plan due it will be depend on the villa locations and regulations.

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Weather

Organizers are advised to have a wet weather plan in place all year round. The capacity has been set to allow for maximum capacity during wet weather only. It is compulsory to use a marquee or a tent during the rainy season months in Bali (November – March). This will be the backup plan as not all of the villas or properties have an indoor space to accommodate the guests, especially when it involves a larger group. The tent needs to have clear plastic side curtains and proper flooring. A professional vendor is required to ensure the quality of the structure. A list of approved vendors can be proposed.

Event Space

The event space depends on each of the villa's premises. The lawn area, pool, pool deck, meeting room, etc can be used with management approval.

Event Facilities

Kitchen and Bar

- Caterers should set up their satellite kitchen behind the villa's staff quarters.
- The villa kitchen is not able to be used by a caterer during the event. Unless with property management's approval
- Some properties have bar tables in public areas that may be facilitated for events (But not for cooking). Vendor must use and provide a suitable waterproof covering to protect the surface of the bar.
- The Kitchen and Bar must be returned to its original state of cleanliness by 7 am the following Morning.
- The Villa Manager or designated staff member to be present for kitchen handover by the organizer.

Villa's property

- The chairs, tables and other villa property can be used by the client with management approval only however it cannot be moved.

Parking

The parking area is to be kept free for guests' arrival and departure. This means that there is no parking on site for EO's or suppliers. Vehicles are permitted during loading and set-up but should be off-site at least two hours before the event. Guests should be encouraged to use drivers or taxis for events at every Villa, to avoid traffic and crowd during guest arrival. Every property has a different parking lot. Guest must communicate related to the parking lot with the villa manager.

By Banjar Fee, the local community will oversee arranging the parking area too.

Living Room & Dining Room

The dining & and living room areas should not be used as an event space; the furniture in this section should not be removed. Unless these spaces can be back up areas in case raining but with management approval. Areas are not to be used as a dance floor.

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Pool

- Built-in stage in the pool is allowed under permission/discussion with property management.
- Swimming pool staging is not permitted. Floating bamboo and foam structures for candles and flowers are permitted, however, they should be removed by the EO by 1 am or as soon as guests enter the pool to avoid any damage in the pool.

I confirm that I have read, understand, and will abide by these guidelines. I commit to providing these guidelines to all staff and clients on behalf of whom I am booking it managed by Nakula Villa Management.

Name:

Position:

Date:

Signature:

Company name: