

EVENT GUIDELINES

Max. guests :

AMITA & TIRTADARI	100 pax by seated
ISTANA PUTIH & NELAYAN	20 pax by seated
AMARTA	150 pax by seated
THE COVE	30 pax by seated
KAMA VILLAGE	30 pax by seated
MAJAPAHIT	50 pax + 25 pax by seated

Min. stay Event fees (*) :

- 2 nights (low & shoulder seasons)
- 3 nights (high season)
- 5 nights (peak season)

Event Fees for stand alone villa : Equal to 1-night stay (seasonal)

Event Fees for complex villa : Amarta IDR 25,000,000 net
Majapahit IDR 10,000,000 net

Security Deposit Event : IDR 5.000.000 (Refundable if there is no damage)

Curfews :

- 10 pm for live bands & DJ

Area of Property : Subject to villa factsheet

Banjar Fees :

AMITA & TIRTADARI	IDR 5.000.000 nett (up to 30 pax) IDR 5.500.000 nett (30-50 pax) IDR 7.500.000 nett (50-100 pax)
ISTANA PUTIH & NELAYAN	IDR 3.500.000 nett
AMARTA & THE COVE	IDR 3.500.000 nett
KAMA VILLAGE	IDR 4.500.000 nett
MAJAPAHIT	IDR 4.500.000 nett (additional for parking fee IDR 1.500.000 nett)

General Guidelines for Events

Introduction

Events by their very nature put a strain on a villa and its staff. The purpose of these guidelines is to set the conditions under 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 double the sleeping capacity of the villa **or** 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 with bottom rate is equal to 1-night stay. The fee covers the main event (usage of villa's space) as defined above plus a smaller second pre- or post -event gathering. The second smaller gathering (maksimum 20 people) can only be run between the hours of 10am – 6pm and should not use any external equipment such as sound system, live band/DJ or extra lighting otherwise a supplementary Event 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.

Mandatories

- Organizer should be onsite 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 (Organizer should liaise with villa manager for the location)
- Vendors are not permitted into and/or to use any guest's area for the purpose of the event without any permission of villa manager

Approval process

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

Damages/Breakage

- All Damages/breakage or losing caused by invited guests or vendors during set up/loading goods will be imposed to Organizer and the compensation will be deducted from Guarantee or Security deposit as the item's amount. Based on our experience, damage can be caused by contractors/vendors and also guests attending the event, therefore Villa is leave 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 in a total amount for security deposit from one source account and will be refund to one and the same source.
- All events will be subject to a damage deposit of IDR 5,000,000 payable through Nakula Villa Management and returned to the guest / organizer by the latest 7 days after event (pending approval from the villa manager). Security deposit must be received in advance, can do by bank transfer or pay 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 10pm (depends with the Banjar permit been given)
- Guests are still able to gather in area without any music or loud (by the hours after 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 event's power supply requirements
- Cables should not be dug into lawns
- Cables should try to follow 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 pole set up by vendor without destroy the grass
- Heavy lighting must be attached by metal brace and not by hooks and nails
- Paper candle lanterns, balloon release, fireworks or Thai wishing lanterns are not Permitted
- Confetti, pyrotechnic, haze machine, smoke machine and others effect 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

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- Marquees should be freestanding where possible
- Staging and platforms should have drop sheets put down before painting

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 villa or property has indoor space to accommodate the guests, especially when it involves a larger group. The tent needs to have clear plastic sides curtains and a 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 villa front lawn can be used for welcome cocktails and canapés. Ceremony is best to be set up in the veranda or on the terrazzo deck around the swimming pool.

Event Facilities

Kitchen and Bar

- Caterers should set up their satellite kitchen behind the villa's staff quarters
- Villa kitchen is not able to be used by a caterer during the event. Unless with property management's approval
- Some properties have bar table at public area 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 return to its original state of cleanliness by 7am the following morning
- The Villa Manager or designated staff member to be present for kitchen handover by the organizer

Parking

The parking area is to be kept free for guest's arrival and departures. 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 prior to 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 different parking lot. Guest must communicate related to the parking lot with villa manager.

By Banjar Fee, the local community will be in charge for arrange the parking area too.

Living Room & Dining Room

- The dining & living room area should not be used as an event space; the furniture in this section should not be removed
- Those areas are not to be used as a dance floor

Pool

- Built in stage in the pool is allowed under permission/discussion with property management

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- 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 pool in order 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 Villa managed by Nakula

Name:

Position:

Date:

Signature:

Company name:
