

# General Guidelines for Events - Indonesia

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## 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 which an Elite Havens 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. The aim is to help guests and event organisers run trouble free events based on our experiences of hosting 100's of events each year. These guidelines should be read in conjunction with the specific Villa Guidelines for a particular villa.

## What is an event?

- An event is a social gathering or celebration where the total number of guests exceeds the occupancy capacity of the villa and/ or when a significant amount of equipment (such as an external sound system) is brought onto a villa's premises.
- Commercial events (ticketed) are prohibited.

## Event fees

A fee is charged for an event. The amount varies depending on the property (see specific Villa Guidelines). The fee covers Elite Havens event villa specialist assistance, the main event as defined above plus a smaller second pre- or post-event gathering. The second smaller gathering can only take place between 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 and will be subject to VAT and service charge.

Note: In the circumstances an event is canceled, 20% of the total event fee will be forfeited.

## 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 25 guests or depending on the nature of the event.

## Event organizers

Guests want to enjoy their event and not have to worry about the villa or contractors providing services. The responsibility for this lies with the Event Organiser. All events are required to have a qualified Event Organiser (EO) who has been approved by Elite Havens before a booking can be confirmed. Elite Havens has a list of qualified EOs as well as vendors which it will be happily provided to guests.



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The EO should:

- be onsite for the entire period of the main event including set up, main event and clean up. Note that villa managers may refuse entry of contractors until the EO is onsite.
- be onsite at the key times (contractor arrivals, clean up, etc.) for the second small gathering if applicable
- provide at least 2 telephone contact numbers for the duration of the event
- provide all staff for function duties including set up, event management and venue clean up
- try to use the local community where possible for entertainment and services
- ensure vendors and outside catering staff don't smoke, eat or sleep around the villa premises. There is a designated area for these purposes; EO should consult the villa manager as to where this area is located.
- vendors are not permitted into and/or to use any guests areas for the purpose of the event without the permission of the villa manager.

## **Approval process**

All event bookings will be required to submit an Event Plan via the appointed EO at least 4 weeks prior to the event date. The Event Plan should include: an Event Summary, a Run Sheet and a Site Plan. All events are expected to book the full occupancy rates with the required minimum nights per season. The Elite Havens event villa specialist will review the Event Plan and provide suggestions and amendments no later than 14 days prior to the event. This is also applicable for pre and post events. Should an Event Plan not be submitted on time, it may result in cancellation of the event.

## **Security deposit**

All events will be subject to a damage deposit of USD\$1,000 payable in cash to Villa Manager on arrival and returned to the guest on departure if no damages and losses are caused to the property.

## **General conditions**

### **Music**

As many of our villas are in residential areas, guests and event organisers 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 (check the individual Villa Guidelines). The rules typically are:

- Live music (band) and DJ permitted until 11pm (unless mentioned otherwise in individual villa guidelines)
- Recorded music permitted until 12 midnight (unless mentioned otherwise in individual villa guidelines)
- Reasonable house stereo system permitted after 12 midnight (the villa manager to determine appropriate sound levels at all times)



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## **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
- A generator with minimum 40KVA should be supplied
- 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 using existing nails only
- Heavy lighting must be attached by metal brace and not by hooks and nails
- Paper candle lanterns, balloon release, confetti bomb, fireworks or Thai wishing lanterns are not permitted
- 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

## **Villa guidelines**

Each Elite Havens Villa has a set of specific Villa Guidelines that should be followed in conjunction with these general guidelines.





## Conforme

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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 an Elite Havens villa.

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Company Name : \_\_\_\_\_

Company Stamp : \_\_\_\_\_



ELITE HAVENS