



THE ISTANA

Event Guidelines

(as of September 2011)





Summary

Max guests (main event)	:	100 Seated 150 Cocktail
Max guests (second gathering)	:	Less than main event
Min stay	:	5 nights (low and high season) 10 nights (peak season)
Event fees	:	USD 4,500++ Rp 4,000,000 Local Community (Banjar) Fee for any group of 25 pax or over per event. Applicable to the second gathering. NB: These fees are subject to change, please contact Marketing Villas for the latest details.
Villa rates	:	See villa website (www.TheIstana.com)
Curfews	:	11:00pm for live bands 12:00am for amplified music
Area of property	:	Approx 4000m ²
Area of garden	:	Approx 2000m ²

Introduction

Perched on the cliffs above legendary surf breaks, the Istana is one of our most popular villas in Bali to hold an event. With 5 bedrooms, multiple entertaining areas and lawns that sprawl to the cliffs edge, this venue can play host to a small intimate groups, sit down dining groups of up to 100 people and stand up cocktail parties of up to 150 people. These guidelines are intended to give Event Organisers (EOs) and their clients guidance specific to the Istana and should be read in conjunction with Marketing Villas' **General Guidelines for Event Management**.

Istana Event Guidelines

Weather

The best times of year to host an event at the Istana are from the start of April through till the end of December. From January till the end of March the winds can be quite strong so please plan accordingly.

Kitchen

The Istana has a commercial kitchen to the rear of the villa which is may be used for events including the stove top, oven and fridge. The rest of the equipment is not available. In order that the staff can prepare breakfast, the kitchen should be returned to its original state of cleanliness by 7am the following morning. The villa manager or designated staff member will be available for handover of the kitchen. For larger events many EOs have successfully screened off the end of the car park as a field kitchen and staff area.



The main villa

The main living room is an ideal to welcome guests to the villa. It is perfect for welcome drinks but should not be used as an event space. The furniture in this area unfortunately cannot be moved and no external infrastructure can be brought in.

Bathrooms in the bedrooms are not recommended for public use and the bedrooms should be locked during the event. There are three bathrooms available for public use (ie. not in the bedrooms). EOs are responsible for the cleanliness of these bathrooms during the course of the event.

No staging is to be built into or over the pool, with the exception of a wooden cover for the water feature. Floating bamboo and foam structures for candles and flowers are permitted however they should be removed by the EO by 1am or as soon as guests enter pool in order to avoid any damage to the pool.

Dance floors are encouraged with the preferred position being between the bale and retaining wall in front of the master bedroom. Marquees are permitted.

Free standing bars are allowed on the concrete surrounding the pool however EOs are encouraged to use the bar in the bale. Place mats or covers should be used to protect the bale bar and table surfaces.

Parking

The parking area is to be kept free for guests' arrivals and departures. This means that there is no parking on site for EOs or suppliers. Vehicles are permitted for one hour period for loading but should be off site at least one hour prior to the event.

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 The Istana.

Name : _____ (in capital print)

Position : _____

Date : _____

Signature : _____

Company name : _____

Company stamp : _____



Site Plan



0 5000 10000 20000

Floor Size Area : 1014.09 m²

Land Size Area : 3906.86 m²

KEY PLAN

- | | |
|--------------------------|---------------------------------------|
| 1. Living room | 12. Walkaway / main entrance |
| 2. Dining room | 13. Drop off area / parking |
| 3. Audio visual room | 14. Secondary entrance |
| 4. Guest suite 1 | 15. Foliage |
| 5. Guest suite 2 | 16. Water feature / pond |
| 6. Guest suite 3 | 17. Main pool |
| 7. Guest suite 4 | 18. Plunge pool |
| 8. Master suite | 19. Lawn |
| 9. Children's wing | 20. Bale (open-air dining and lounge) |
| 10. Covered parking area | 21. Security post |
| 11. Kitchen | |



Event Plan Options



- | | |
|------------------------------------|------------------------|
| 1. Ceremony
Dining
Cocktails | 4. Cocktails |
| 2. Cocktails | 5. Bar |
| 3. Dancefloor
Cocktails | 6. Bar |
| | 7. Dining
Cocktails |