



Marketing Villas Limited 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 which an MVL 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 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 double the sleeping capacity of the villa or when a significant amount of equipment (such as an external sound system) is 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 (see specific Villa Guidelines). The fee covers the main event as defined above plus a smaller second pre- or post-event gathering. The second smaller gathering can only be run between the hours of 9am – 9pm and should not use any external equipment such as a sound system otherwise a supplementary Event Fee will be charged. The event fee will be invoiced as part of the villa booking.

Event organisers

Guests obviously want to enjoy their event (some to extremes) 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 MVL before a booking can be confirmed. MVL has a list of qualified EOs which it will happily provide to guests. The EO should:

- be onsite for the entire period of the main event including set up, event and clean up. Note 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 such as flower girls, rindik, gamelan etc



Approval process

All event bookings will be required to submit an Event Plan via the appointed EO at least 45 days prior to the event date. The Event Plan (sample attached) should include: an Event Summary, a Run Sheet and a Site Plan. MVL will review the Event Plan and provide suggestions and amendments no later than 14 days prior to the event. Should an Event Plan not be submitted on time, it may result in cancellation of the booking. All events will be subject to a damage deposit of USD\$3000 payable to MVL and returned to the guest/EO pending approval from the villa manager. In our experience damage can be caused as much by contractors as guests attending the event, it is therefore our recommendation that this fee is split and paid equally by the event organiser and the guest renting the villa. This fee is due 14 days before the event. Refunds will generally be done within 7 days of the event, usually sooner.

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) permitted until 11pm
- DJ / amplified music permitted until 12am
- reasonable house stereo system permitted after 12am
- the villa manager to determine appropriate sound levels at all times

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, fireworks or Thai wishing lanterns are not permitted
- All candles should have candle bases to prevent wax spillage
- At least two fire extinguishers must be provided and staff must be trained to use them



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 minimise 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 MVL Villa has a set of specific Villa Guidelines that should be followed in conjunction with these general guidelines.

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 : _____

Position : _____

Date : _____

Signature : _____

Company name : _____

Company stamp : _____