



Event Guidelines

These guidelines and our rates is to set the conditions under which Villa Plenilunio 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 its interest of its owner. Villa Plenilunio will ensure your wedding day is seamless from beginning to end and our clifftop location promises a backdrop to your wedding celebration and photos like nowhere else.

Venue Usage Fees

A fee charged by the villa for venue usage. The amount varies depending on the scale of Bali seasonal calendar. The fee covers the main event as defined above plus a smaller second pre – OR post – main event gathering. The second smaller gathering can only be run between hours 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 venue usage fee will be invoiced along with the villa room booking.

Event Organizers

The EO should:

- Be onsite for the entire period of the main event including set up, event and tear down/ clean-up. Note that Villa General Manager may refuse entry of contractors until 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
- Ensure vendors and outside catering don't smoke, eat or sleep around the villa premises or using any inhouse room facilities. There is a designated area for these purposes; EO should consult with the villa general manager as to where this area is located.
- Vendors are not permitted into and/to use any guests area for the purpose of the event without the permission of the villa general manager.



Approval Process

All event bookings at our villa will be required to submit an Event Plan via appointed EO or share directly to our management. The Event Plan should include: an Event Summary, a Run Sheet and a Site Plan. Our management will review the Event Plan and provide suggestions and amendments no later than 10 days after venue proposed. All events will be subject to a damage deposit at IDR. 15,000,000 payable to Plenilunio and returned to the guest/EO pending approval from the Villa General Manager OR refunds will generally be done within 7 days of the event, usually sooner. Please note that any negligence from vendors/ caterers that causes damage to the villa will be fully borne by EO & Client.

General Conditions

Music & Entertainment

There are generally local rules about music and noise, although these do vary from case to case.

The rules:

- Live music (band) and DJ permitted until 11PM
- iPod music permitted until midnight.
- Reasonable house stereo system permitted all day until midnight (the villa general manager to determine appropriate sounds levels at all times).



Power, Cabling and Lighting

Villa Plenilunio electrical supplies are generally not sufficient to cater for high power event use, in order not to damage the supply and to protect the villa from fire hazards the guideline below need to be followed:

- No power is to be drawn from the villa supply.
- A generator within minimum 50KVA should be supplied.
- 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 using existing nails only.
- Heavy lighting must be attached by metal brace and not by hooks and nails.
- Fireworks is permitted and must consult with the management for local community and police permit
- 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



Others

As a general rule, fireworks is permitted under certain circumstances with legal community & police permit, Thai wishing lanterns and balloons release are not prohibited.

Villa Plenilunio has 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 Plenilunio Villa.

Name : _____

Position : _____

Date : _____

Signature : _____

Company name : _____