



MARKETING
VILLAS LTD



Event Guidelines

(as of September 2011)





Summary

Max guests (main event)	:	40 Seated 80 Cocktail
Max guests (second gathering)	:	Less than the main event
Min stay	:	3 nights low season 5 nights high season 7 nights peak season
Event fees	:	USD 1,500++ Rp 3,500,000 Local Community (Banjar) Fee for any group of 25 pax or over per event. Applicable to the second gathering.
Villa rates	:	See villa website (www.VillaAzaya.com)
Curfews	:	11:00pm for live bands 12:00am for all music
Area of property	:	Approx 2100m ²
Area of garden	:	Approx 11000m ²
Events per year	:	8 - 10

Introduction

Villa Azaya is a contemporary five-bedroom private rental villa, located just fifty metres from the beach in the Petitenget/Seminyak neighbourhood on Bali's southwest coast. These guidelines are intended to give Event Organisers (EOs) and their clients guidance specific to Villa Azaya and should be read in conjunction with Marketing Villas' **General Guidelines for Event Management**.

Villa Azaya Event Guidelines

Weather

With indoor event space for approximately 40 pax dining, Villa Azaya can be used all year round. For larger groups in the wet season, EOs will need to plan accordingly.

Kitchen and bar

The villa kitchen forms part of an open plan living area and is designed to be used on a domestic scale only. As such, it will not withstand the pressures of an event and can't be used. Caterers are recommended to set up a temporary satellite kitchen at the rear of the garden where there is adequate space and running water.

The bar in the outdoor living room is available for use, but we ask that a non-slip cover and cloth be used to protect the marble. Free standing bars can also be set up in the garden if preferred.



The main villa

The outdoor living room is wooden decked and is an ideal event space and is available for use. The furniture in this area can be moved to accommodate the event and guests.

There is one bathroom available for public use (ie. not in the bedrooms). If using bathrooms in bedrooms please ensure all due care is taken to safeguard valuables. EOs are responsible for the cleanliness of these bathrooms during the course of the event.

No staging should be built into or over the pool. 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 the pool in order to avoid any damage to the pool.

Marquees are permitted but the space to put them up is limited due to the placement of trees.

The table in the balé is very solid and heavy and is not able to be moved.

Parking

Villa Azaya is located at the end of a narrow street and has limited area for parking. There is a small parking bay for turning which must be kept clear at all times.

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 Azaya.

Name : _____

Position : _____

Date : _____

Signature : _____

Company name : _____

Company stamp : _____



Site Plan



KEY PLAN

- | | |
|----------------------------|---------------------------------------|
| 1. Main dining room | 12. Gym |
| 2. Main kitchen | 13. Lawn |
| 3. Service kitchen/laundry | 14. Guest house bedroom 1 |
| 4. Terrace | 15. Guest house living & kitchennette |
| 5. Lower guest bathrooms | 16. Guest house bedroom 2 |
| 6. Living room | 17. Water feature |
| 7. Timber deck | 18. Garage |
| 8. Bar | 19. Office |
| 9. Guest toilette | 20. Master bedroom 1 |
| 10. Swimming pool | 21. Guest office/library |
| 11. Gazebo | 22. Master bedroom 2 |



Event Plan Options



1. Cocktails
Dance floor
Dining

2. Satellite Kitchen Area
Dining Area

3. Ceremony
Dining Area
Cocktails

4. Ceremony
Dining Area
Cocktails

5. Cocktails
Welcome Drinks