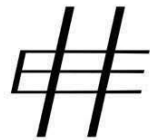
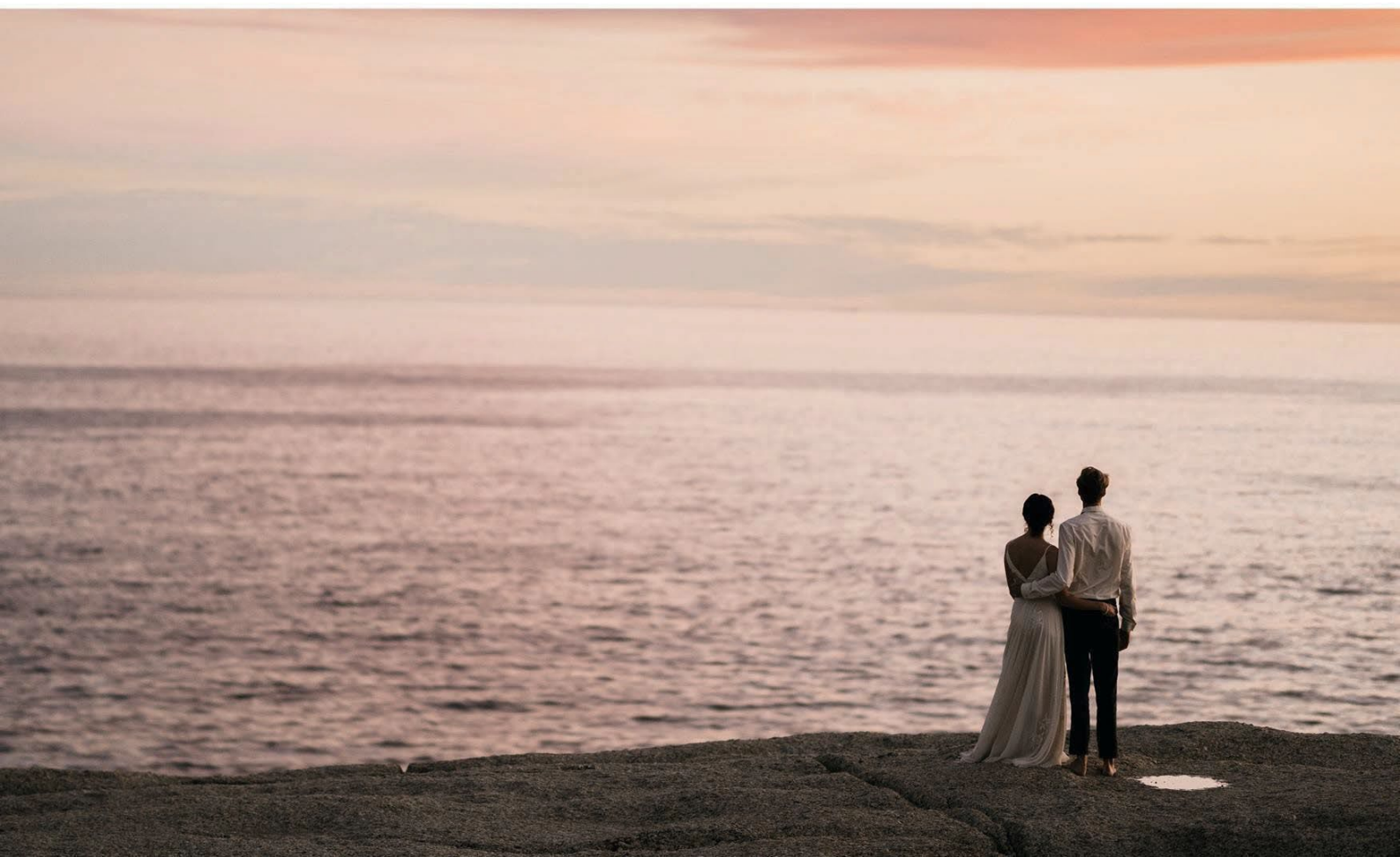


# THE PALA UBUD EVENT GUIDELINES



ELITE HAVENS





## Introduction

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The Pala, a serene jungle hideaway in charming Ubud. This exclusive gated estate houses four luxury residences, ranging from one to five bedrooms. Come, find your space in lush surrounds. Where the trees whisper as the river gushes by. An estate built to honour the Japanese tradition of *shinrin yoku* or 'forest bathing', to surround yourself with nature's greenery which in turn instils a sense of peace and wellbeing. A world away, yet only fifteen minutes from all of Ubud's highlights. Host a wedding with up to 100 guests or plan a wellness retreat for a select few. Custom-built for events, The Pala is the perfect venue for all your life's special moments.

These guidelines are intended to give Event Organisers (EOs) and their clients guidance specific to The Pala Ubud and should be read in conjunction with Elite Havens General Guidelines for Event Management.



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# Weather

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Generally, April through to October offers good weather conditions for any event at The Pala Ubud however, due to recent global weather changes, we strongly advised EOs and guests to consider wet weather conditions and plan accordingly for events during the whole year. Reviewing weather forecast closer to the wedding day is a MUST during any time of the year, as the villa has no wet weather back up OR big indoor space to accommodate the guests, especially when it involves a larger group.

It is compulsory to use a marquee or a tent on rainy days during the whole year, and special pre-planning will be required for the rainy season months in Bali (due to a high demand for marquees or tents) which normally runs from November – March (subject to change). The marquee or tent must be freestanding and needs to have clear plastic sides curtains and a proper flooring. A professional vendor is required to ensure the quality of the structure follow EH standards. A list of approved vendors can be proposed.



ELITE HAVENS





## At a Glance

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Max guests (main event)	: 100 seated / 150 standing
Max guests (second event)	: 40 guests seated and cocktail
Min Stay	: 2 nights (low and high seasons)
Event fees	: <u>Villa Agung</u>

### **Low Season (net rates):**

Up to 50 guests: free for weekdays; USD 500 weekend rate

Up to 100 guests: USD 600 weekday rate; USD 800 weekend rate

Up to 150 guests: USD 1,000 weekday rate; USD 1,200 weekend rate

### **High Season (net rates):**

Up to 50 guests: free for weekdays; USD 700 weekend rate

Up to 100 guests: USD 800 weekday rate; USD 1,100 weekend rate

Up to 150 guests: USD 1,200 weekday rate; USD 1,500 weekend rate

### Villa Sanghyang

### **Low Season (net rates):**

Up to 50 guests: free for weekdays; USD 300 weekend rate

### **High Season (net rates):**

Up to 50 guests: free for weekdays; USD 700 weekend rate



ELITE HAVENS



## At a Glance

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### Event fees

: Hura Restaurant at The Pala Ubud

#### **Low Season (net rates):**

Up to 50 guests: USD 400 weekday rate; USD 500 weekend rate

Up to 100 guests: USD 600 weekday rate; USD 800 weekend rate

#### **High Season (net rates):**

Up to 50 guests: USD 500 weekday rate; USD 700 weekend rate

Up to 100 guests: USD 800 weekday rate; USD 1,100 weekend rate

Note: Event fee for Hura Restaurant will be waived when booking the entire estate.

The above are net rates inclusive of 15.5% tax and service.

### Event requirements

: Agung and Sanghyang can be booked as individual villa for up to 50 guest wedding.

Up to 100 guests minimum booking of Agung, Batur and Catur is required.



ELITE HAVENS





## At a Glance

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Banjar fees

: IDR 5,500,000 for up to 50 guests  
IDR 7,500,000 for up to 100 guests  
IDR 8,500,000 for up to 200 guests  
Also applicable to second event  
(subject to change)

Villa Rates

: See villa website ([www.thepalaubud.com](http://www.thepalaubud.com))

Curfew

: 11 pm all loud music off



ELITE HAVENS

# Event Facilities

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## The Villas

Plenty options available when booking the entire estate as this estate is specifically built for event purposes.

Ceremony can take place at Agung's lawn or Sanghyang's roof top OR by the river side with less than 100 steps to go down.

When booking minimum 12 bedrooms, Hura restaurant area can be use as event space for welcome drinks, cocktails, or dinner. This space also can be back up plan for 50 guests seated dinner inside Hura Restaurant.

Cocktail and dinner also can take place at Agung's lawn or Sanghyang's roof top area based on its maximum capacity.

## Kitchen and Bar

Outside caterers are not permitted to use the villa's bar and kitchen at any time.

There are two commercial kitchens spaces available specially built for event, one at Villa Agung near the staff area and another one attached to Hura's restaurant. For event take place at Sanghyang, satellite kitchen attach to Hura is the closest option. The caterers should bring their own cooking equipment and look after the cleanliness of the area after use.

Bars should be freestanding. Eos are advised to take appropriate measures to minimise the damage to the grass or paved area and use cover/mat to protect the surface.

## Guest Washrooms

Villa Agung has one public toilet available. Two washrooms available at rooftop area at Villa Sanghyang and two more washroom in the Hura restaurant. It is the responsibility of the EO to ensure the cleanliness of the washrooms during the events.

## Parking

The villa's parking area is to be kept free for guests' arrival and departure (drop-off and pick-up only). Guests and vendors can park at designated parking area provided by the villa. Guests should be encouraged to use drivers or taxis for events at The Pala Ubud.



ELITE HAVENS

# Regulations and Restrictions

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The main living area or lobby must not be used as an event space. The furniture's can't be moved or removed.

All decorative items and art pieces available at the villa can't be removed.

Staging is not permitted over the pool.

Living or dining room at both Agung and Sanghyang are not an event space and can't be used as back up plan. Wet weather plan must be planned during rainy season period.

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 or injury.

Fireworks, balloon release, and Thai wishing lanterns are strictly forbidden.





## Other Elite Havens Villas Nearby



About 15 minutes drive or  
around 5 km distance

### Villa Alamanda

4 bedrooms  
Sleeps 8 adults

[www.alamandabali.com](http://www.alamandabali.com)



About 30 minutes drive or  
around 10 km distance

### Villa San

6 bedrooms  
Sleeps 12 adults

[www.villasan.com](http://www.villasan.com)

Special rates for group bookings available,  
for more information please contact:

[agents@elitehavens.com](mailto:agents@elitehavens.com) or [reservation@elitehavens.com](mailto:reservation@elitehavens.com)  
[www.elitehavens.com/wedding.aspx](http://www.elitehavens.com/wedding.aspx)



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