



# VILLA MANA EVENT GUIDELINES



ELITE HAVENS





## Introduction

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Villa Mana is a sleek, modern seven-bedroom villa in the Canggu area with stunning rice field and mountain views. Uncompromisingly modern with clean lines, contemporary furnishings and a strong colour scheme, Villa Mana makes abundant use of local natural materials, with striking walls of rough river stone, woven rattan and tropical woods

These guidelines are intended to give Event Organisers (EOs) and their clients guidance specific to Villa Mana 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 Villa Mana, 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 the 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 proper flooring. A professional vendor is required to ensure the quality of the structure follows EH standards. A list of approved vendors can be proposed.



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## At a Glance

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Max guests (main event)	:	100 Seated/200 Cocktail
Max guests (second function)	:	40 guests
Min stay	:	3 nights (low & shoulder seasons) 3 nights (high season) 5 nights (peak season)
Event Fee	:	USD 1,500++
Community Fee	:	Rp 8,000,000 Local Community (Banjar) Fee for any group of 25 pax or over per event. Also applicable to second event (subject to change)
Villa Rates	:	See villa website ( <a href="http://www.villamana.com">www.villamana.com</a> )
Curfews	:	11 pm for live bands and DJs 12 midnight for in-house music
Events per year	:	Max of 5 – no more than 2 events per month
Property area	:	1,690qm (villa); 3,500sqm (land)



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# Event Facilities

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## Kitchen and Bar

The main kitchen at Villa Mana is not designed for event use so it cannot be used. Caterers must provide all kitchen equipment and the setup should be on the lower lawn.

The car park area should be left free for guests' arrival and departure and therefore no satellite kitchen should be set up in the area.

There is also no bar available for events but caterers may set up free-standing bars on the lawn or the rooftop terrace.

## Guest Washrooms

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

## Parking

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. Guests should be encouraged to use drivers or taxis for events at Villa Mana.



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# Regulations and Restrictions

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The main living room is an ideal area to welcome guests to the villa. It is perfect for serving welcome drinks but should not be used as an event space. The furniture may be moved, but not removed.

The rooftop of Villa Mana is a beautiful area for al fresco dining or cocktails.

No staging is to 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 1 am or as soon as guests enter the pool to avoid any damage to the pool.

The lower lawn is a spectacular spot to hold ceremonies. We do recommend installing flooring though as it is at the bottom of a rice field and as such can quickly flood following rain. With our experience, a 1-meter high floor is appropriate.

The location of the generator must be approved by the villa manager at the beginning of the planning process. Typically, EOs have placed this on the land over the road but this requires a cable bridge. Smaller generators may fit on the same side of the road as the villa without obstructing traffic.



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## Other Elite Havens Villas Nearby



About 9 minutes drive

### Villa Mandalay

7 bedrooms  
Sleeps 14 adults

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



About 10 minutes drive

### Villa Kalyani

5 bedrooms  
Sleeps 10 adults

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



About 16 minutes drive

### Taman Ahimsa

7 bedrooms  
Sleeps 14 adults

[www.taman-ahimsa.com](http://www.taman-ahimsa.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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