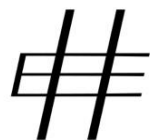




VILLA SAMADHANA EVENT GUIDELINES



ELITE HAVENS





Introduction

Villa Samadhana is a five-bedroom beachside villa with a beautiful coconut grove garden in Ketewel, on Bali's eastern coast. Huge gardens and an infinity pool overlooking the ocean make this an ideal event venue for up to 100 seated guests or 120 cocktail style party.

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

Weather

Generally, April through to October offers good weather conditions for any event at Villa Samadhana, 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.



ELITE HAVENS



At a Glance

Max guests (main event)	: 100 Seated (weather dependent)/100 cocktail
Max guests (second function)	: 40 guests
Min stay	: 2 nights (low & shoulder seasons) 3 nights (high season) 5 nights (peak season)
Event fees	: USD 1,250 + 15.5% tax
Community fee	: Rp 4,500,000 Local Community (Banjar) Fee for any group of 25 or more per event. Also applicable to second event (subject to change).
Villa Rates	: See villa website (www.villasamadhana.com)
Curfews	: 11pm for live band & DJ Midnight for amplified music
Property Area	: 7,400sqm.



ELITE HAVENS

Event Space

Lavish grounds and extensive facilities make Villa Samadhana the ideal tropical setting for weddings and special celebrations. Take your pick from an open air event under the stars amongst the perfectly manicured lawns framed by mature trees and exotic flowers or a more intimate lantern-lit affair under the thatched entertainment pavilion overlooking the swimming pool.

Event Facilities

Kitchen and Bar

There is a fully equipped wet kitchen next to the villa's main kitchen. Caterers can use its facilities however no stoves are available. There is a covered staff entrance in case of rain. There is also plenty of space in the main kitchen that can be used to place dishes.

The pool bar may be used and the space next to it may be utilised by caterers.

Guest Washrooms

There are two guest washrooms available for use during events. The EO is responsible for ensuring the cleanliness of these washrooms during events.

Parking

The parking area is to be kept free for guests' arrivals and departures (drop off and pick up only). This means that there is no parking on site for EOs or suppliers. Vehicles are permitted for a 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 Samadhana.



ELITE HAVENS

Regulations and Restrictions

The coconut garden by the master suite is the most suitable location for a ceremony. The living room is ideal place for welcome drinks, however this may not be considered as event space. The furniture's can't be moved or removed and MUST not considered as back up area for wet weather.

The lawn after villa's entrance will be a perfect spot for the dinner reception while cocktail can take place by the pool area or inside the pool bale, however NO furniture's in the pool bale being moved or removed.

Staging is permitted over the pool, however, a site plan must be submitted a minimum of 45 days prior for approval. Floating bamboo and foam structures for candles and flowers are allowed, however, EOs should ensure their removal by 1am or as soon as guests enter the pool in order to avoid any damage or injury.

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



ELITE HAVENS

Other Elite Havens Villas Nearby



About 7 minutes walk

Bayu Gita

Up to 9 bedrooms
Sleeps up to 18 adults
www.villabayugita.com



About 10 minutes drive

The Ylang Ylang

6 bedrooms
Sleeps 12 adults
www.theylangylang.com



About 23 minutes drive

Villa Cemara

5 bedrooms
Sleeps 10 adults
www.villacemara.com

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

agents@elitehavens.com or reservation@elitehavens.com
www.elitehavens.com/wedding.aspx



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www.elitehavens.com