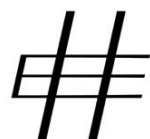


# VILLA SAN EVENT GUIDELINES



ELITE HAVENS





## Introduction

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Right in the heart of Ubud, Villa San comprises six large bedrooms – three doubles and three twins – and is the perfect family villa. Villa San has a beautifully manicured lawn shaded by old trees, which makes it an idyllic place to host a dinner party, workshop or retreat for up to 50 guests.

These guidelines are intended to give Event Organisers (EOs) and their clients guidance specific to Villa San 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 San, 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)	:	30 Seated/30 cocktail
Max guests (second function)	:	15 guests
Min stay	:	2 nights (low & shoulder seasons) 3 nights (high season) 5 nights (peak season)
Event Fee	:	1 x extra night (seasonal rate applies)
Community Fee	:	Rp 4,500,000 Local Community (Banjar) Fee for any group of 25 pax or over. Applicable to second event (subject to change)
Villa Rates	:	See villa website ( <a href="http://www.villasanbali.com">www.villasanbali.com</a> )
Curfews	:	9 pm for all music
Property area	:	2,500sqm



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# Event Space

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Blessing ceremonies often take place on the lower lawn near the Buddhist temple. A sit-down luncheon or dinner in a marquee can be set up on the spacious lawns adjacent to the pool.

# Event Facilities

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## Kitchen and Bar

The kitchen in the villa is small but can cater to the maximum capacity of guests permitted for an event. There is no area for a satellite kitchen in the car park or out of site of the guests.

Freestanding bars should be set up on the lawn or on the paved area by the pool.

## Guest Washrooms

There is one washroom on the ground floor, accessed via the media room, and another on the first floor by the meeting room. The EO is responsible for ensuring the cleanliness of these washrooms during events.

## Meeting Room

The villa has a well-equipped meeting room on the first floor, which is ideal for workshops.

## Parking

There is no parking on-site and both the entrance to the villa and the road leading into it are narrow. Instead, guests could use the public car park opposite Villa San. The entrance to the villa is shared with our neighbours; EOs and suppliers need to be mindful of this. Guests should be encouraged to use drivers or taxis for events at Villa San.



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# Regulations and Restrictions

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The open living room is available for welcome drinks but may not be used as a main event space. Furniture can be moved if necessary but not 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 and/or the release of Thai wishing lanterns are strictly forbidden.

Due to the villa's residential location, no bands or DJs are permitted. Music can be played through the external sound system from an iPod until 11pm sharp. Afterwards, music may be played through the in-house system at a level agreed upon by the villa manager.



ELITE HAVENS

## Other Elite Havens Villas Nearby



About 13 minutes drive

### Villa Alamanda

4 bedrooms  
Sleeps 8 adults

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

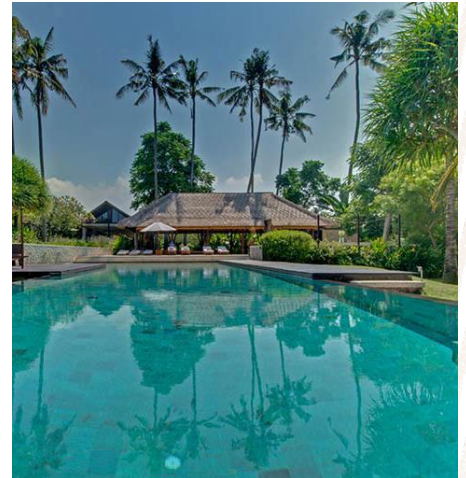


About 30 minutes drive

### The Ylang Ylang

6 bedrooms  
Sleeps 12 adults

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



About 30 minutes drive

### Villa Samadhana

5 bedrooms  
Sleeps 10 adults

[www.villasamadhana.com](http://www.villasamadhana.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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