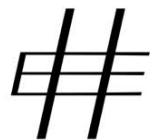


VILLA SEASCAPE EVENT GUIDELINES



ELITE HAVENS





Introduction

Villa Seascape is a stunning home on the ocean's edge that is set to raise the bar for contemporary tropical living in Nusa Lembongan, a small island off the southeast coast of Bali. It offers extensive ocean vistas from its prime beachfront position. This elegant villa promises a magical experience for families and groups of friends seeking luxurious living, a laid-back vibe in a blissful beachfront setting, and an intimate wedding with up to 40 guests.

These guidelines are intended to give Event Organisers (EOs) and their clients guidance specific to Villa Seascape 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 Seascape 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.



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At a Glance

Max guests (main event)	: 30 Seated/30 Cocktail
Max guests (second function)	: 30 guests
Min stay	: 3 nights (low & shoulder seasons) 3 nights (high season) 5 nights (peak season)
Event Fee	: 1x extra night (seasonal)
Community Fee	: Local Community (Banjar) Fee is at IDR 4,500,000. Also applicable to second event (subject to change). Refundable security deposit at USD 1,000 to be paid on arrival.
Power	: USD 250++ per event. Power and full back up will be supplied by an on site genset 10 KVA as no external generators are allowed due to space constraint. Extra fee applies.
Villa Rates	: See villa website (www.villaseascapelembongan.com)
Curfews	: Loud music must be off at 10 pm
Property area	: 572sqm (villa); 1,468sqm (land)



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Event Facilities

Kitchen and Bar

The villa's kitchen must not be used during an event. Therefore, caterers must set up a satellite kitchen in the front garden of the cottage guest suite and set up a marquee to cover the area or use partitions to block the view.

There is a bar by the pool, available for events at the villa. Caterers should protect the surface of the villa's bar by using mats to minimize damage.

Guest Washrooms

There are two guest's washrooms available for use, one near the villa entrance and another one by the pool area. It is the responsibility of the EO to ensure the cleanliness of the washrooms during the events.

Parking

The parking area is to be kept free for guests' arrival and departure (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 shuttle which can be organized by the villa staff or EO's.

Power, Cabling and Lightning

Villa electrical supplies are generally not sufficient to cater for events. In order not to damage the supply and to protect the villa from fire hazards the guidelines below need to be followed:

- No power is to be drawn from the villa supply
- A generator with minimum 40KVA should be supplied
- Cables should not be dug into lawns
- Cables should try to follow edges of concrete / grass where possible
- Cable traps should be laid in high traffic areas or where cables may pose a safety risk
- Electric lanterns are permitted to be hung from trees using existing nails only
- Heavy lighting must be attached by metal brace and not by hooks and nails
- Paper candle lanterns, balloon release, fireworks or Thai wishing lanterns, confetti bomb are not permitted
- All candles should have candle bases to prevent wax spillage



Regulations and Restrictions

The living room is ideal to welcome guests to the villa and it is perfect for welcome drinks but should not be used as an event space. The furniture inside the living room should not be moved or removed.

Ceremonies can take place on the beach in front of the villa. This arrangement will be dependant on low tide that day. Another option is to have the ceremony on the front lawn, with only the bridal party standing, and the guests sitting down at the pool deck area.

The after-ceremony cocktail party can take place along the pool area or at the pool deck, and this space can also be used as an entertainment space and dancing area for the after-party. Staging over the pool is not permitted. 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, in order to avoid any damage or injury.

No glasses are allowed in the pool. If guests would like to take their drinks into the swimming pool, the Event Organizer must provide plastic cups/flutes.

Marquees must be freestanding. A dance floor may be built at the lawn area, but it must have a raised platform to minimize damage to the grass and needs to be set up on the day of the event.



ELITE HAVENS

Other Elite Havens Villa Nearby



Less than 5 minutes walk

Villa Voyage

5 bedrooms

Sleeps 10 adults

www.villavoyagebali.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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