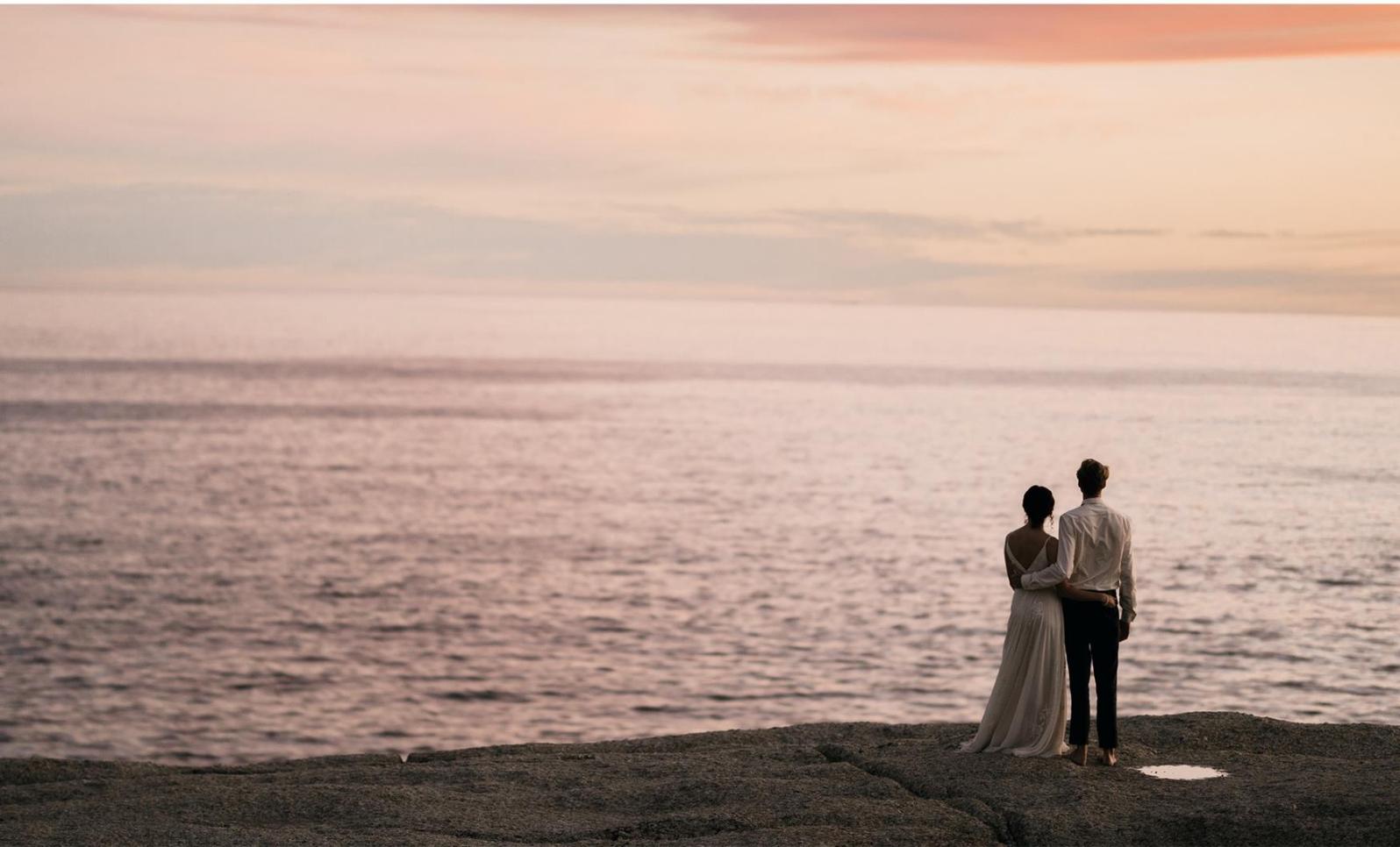


VILLA HALEANA
EVENT GUIDELINES



ELITE HAVENS





Introduction

Malaiwana is an exclusive hillside estate with a collection of luxury residences and villas, each with private infinity pools and breath-taking ocean views over Nai Thon Beach on Phuket's tranquil northwest coast. With its exquisite tropical surrounds, bright, expansive indoor and outdoor living areas and modern facilities, the five-bedroom villa Haleana at Malaiwana is a superb wedding venue for up to 80 guests while the four-bedroom residences are perfect for a small gathering of family and friends.

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

Weather

November through March offers ideal conditions for any event at Villa Haleana. EOs are advised to consider rainy season conditions and plan accordingly (wet months are from April through November). Wet weather plan: the reception can be moved into the dining and living areas; all furniture in both these areas can be moved except from the long dining table which can actually be used as a buffet table if required.



ELITE HAVENS



At a Glance

Max guests (main event)	:	80 guests seated on the lawn and 50 guests seated if using the villa for reception
Maximum guests (second function)	:	30 guests
Min stay	:	3 nights (low, shoulder, high seasons) 5 nights (Chinese New Year and Easter week) 10 nights (peak season)
Event fees	:	USD 1,500 ++
Security Deposit	:	USD 2,500 is required for Security Deposit
Villa Rates	:	See villa website (www.malaiwana.com)
Curfews	:	Live music (band) and DJ permitted until 12 midnight In-house stereo system permitted from 12 midnight until 2am
Property Area	:	1,600sqm (villa); 1,800sqm (land)



ELITE HAVENS

Event Space

Villa Haleana is a vibrant five-bedroom villa with bright, airy living spaces, a dazzling pool terrace and a cliff-top expanse of lawn providing a gorgeous spot to stage a wedding ceremony, especially at sunset. Cocktail parties around the pool are sure to enchant guests with the panoramic sea and sky views, while dinner parties inside have an added touch of grandeur under the Thai-style peaked wooden ceiling or outside on the adjacent lawn creating a dining under the stars ambience. The Duplex and Penthouse, meanwhile, feature chic living-dining areas that open fully to the pool terrace, ideal for small parties or dinners with stylish surrounds and superb views.

Please note that Villa Haleana can be booked independently; there is no need to book the Duplex and Penthouse Residences in order to hold events at the villa.

Event Facilities

Kitchen and Bar

The villa's own kitchen and dining facilities are not to be used for events. EOs are requested to set up a satellite kitchen in the car park area with access to the building via the staff kitchen. The villa is on a grocery system, therefore it does not keep any stocks and will not purchase any leftover food and beverages. Caterers should set up a free standing bar; ideally it should be located on the pool deck by the dining sala.

Guest Washrooms

Villa Haleana has two bathrooms available for event guests use, one adjacent to the living-dining area on the top floor, and one in the guard house in the garden; a carpet will be required to cover this path. If additional bathrooms are required, EOs are expected to set up portaloos for the guests. Villa team will keep the toilets fresh.

EOs are required to set up portaloos if there are more than 50 guests on the event. It is also the EO's responsibility to maintain the cleanliness of the washrooms.

Parking

The villa's parking area is to be kept free for guests' arrival and departure, so EOs and suppliers are asked to avoid parking on site. Vehicles are permitted for a one-hour period for loading and unloading but should be off-site at least one hour before the event. Extra parking for vendors and caterers can be arranged in the lower parking area or opposite the villa in the maintenance area of the state; however, EOs are required to provide a complete list of vehicles that will be using the parking spaces.



Regulations and Restrictions

All wooden floors should be protected with carpets. Heel stoppers are allowed on the wooden pool deck if used for reception or cocktail party. These must be provided by the EO.

Reception tables can be set up around the pool area providing the surface is covered with a carpet to minimize the damage on the damage on the wooden floors.

Platforms in the pool are allowed provided that it has proper protection between tiles and aluminum frames. Furniture is to be moved and returned to agreed areas by the EO, under the supervision of the in-house team.

Bedrooms are for the use of resident guests only. We recommend the rooms to be locked during the course of any given event. Smoking is not permitted inside the house.

Steamers to be provided by the EO. In-house team can assist with the ironing and steaming for both bride and groom.

When using the grass lawn next to the villa for ceremonies and if a marquee is required, this must be free standing.

Generators are to be set up on the road side of the villa, enabling guests to pass through.

It is prohibited in Thailand to use drones without proper registration and licensing. Each drone must be registered by the CAAT (Civil Aviation Authority of Thailand) and the National Broadcasting and Telecommunications Commission (NBTC) and have valid annual insurance. EOs are expected to comply with this regulation and must inform Elite Havens should they be using drones in the event.

Fireworks, floating lanterns, fire shows and pets/animals are strictly prohibited. Any other flammable objects are to be approved prior to the event.

Elite Havens has no authority to confirm or reject fireworks, floating lanterns, fire shows and/or setting up ceremonies on Naithon beach.



Other Elite Havens Villas Nearby



Less than 5 minutes drive

Malaiwana Residence Duplexes

4 bedrooms
Sleeps 8 adults

www.malaiwana.com/the-residences/duplex.html



Less than 5 minutes drive

Malaiwana Residence Penthouse

4 bedrooms
Sleeps 8 adults

www.malaiwana.com/the-residences/penthouse.html

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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