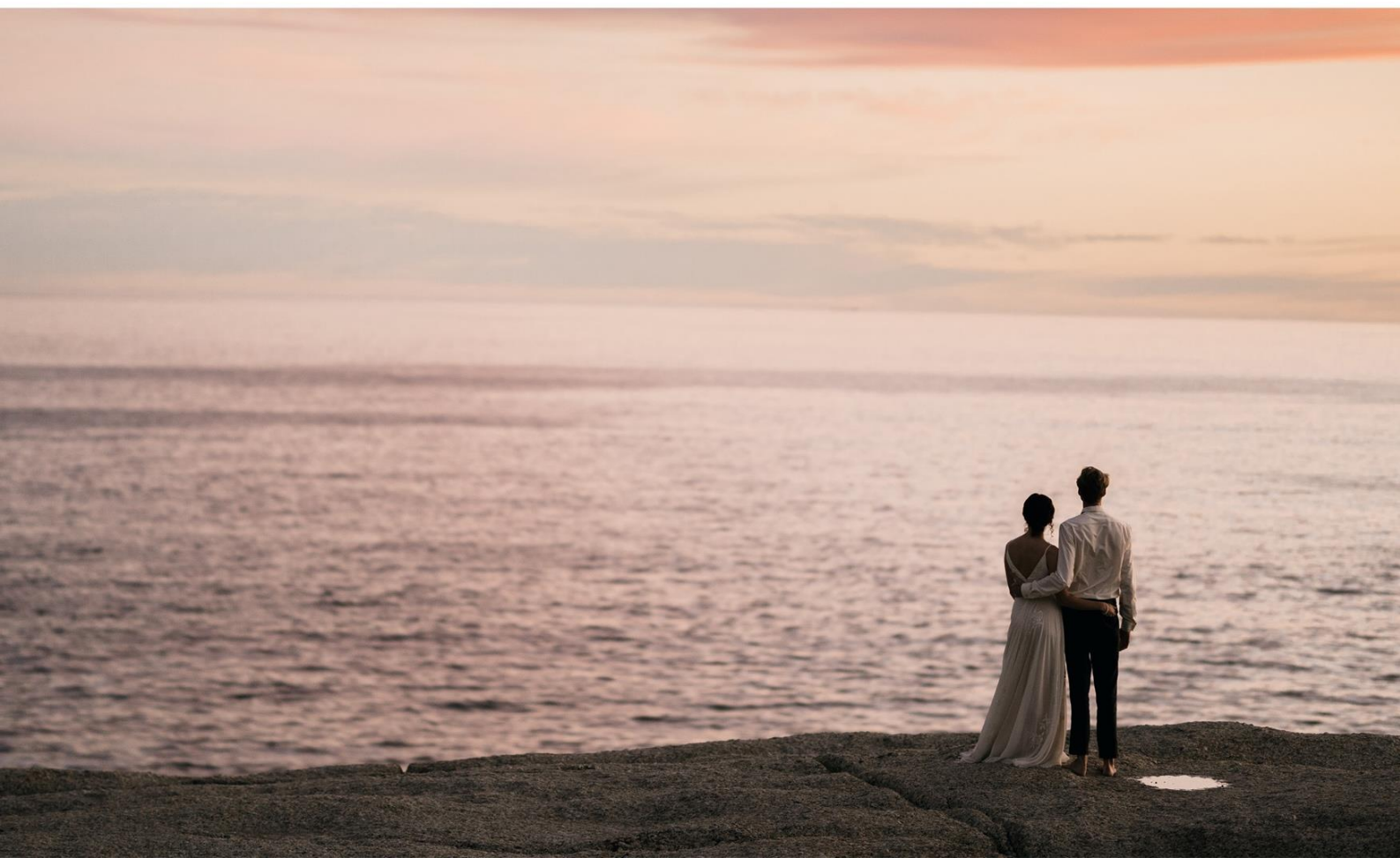


PRAANA RESIDENCE EVENT GUIDELINES



ELITE HAVENS





Introduction

Praana Residence is one of Koh Samui's finest venues for a wedding or special event, with its panoramic ocean views, stylish design and outstanding entertainment facilities. This fabulous six-bedroom villa is found in the exclusive Panacea Retreat estate in the Bophut Hills just 15 minutes from the Samui airport. Stage a glittering party in the villa's private nightclub or hold a wedding ceremony at the 25m infinity pool with breath-taking views across the sea.

The villa can accommodate up to 12 event guests for overnight stays, with a tennis court, spa facilities, gym, plush ensuite bedrooms and a private chef providing a retreat of complete comfort and luxury. Four more villas in Panacea Retreat estate, each with four or five bedrooms, offer additional places to stay if needed. Check with Elite Havens for more details on available options.

These guidelines are specific to Praana Residence and Event Organisers (EOs) and their clients considering holding an event here should read this in conjunction with Elite Havens General Guidelines for Event Management.

Weather

Events at Praana Residence can be held any time of year though it's best to avoid the monsoon months of October to December. EOs are advised to consider rainy season conditions and plan accordingly for events.



ELITE HAVENS



At a Glance

Max guests (main event)	: 60 guests seated / 60 standing
Min stay	: 3 nights (low, shoulder and high seasons) 5 nights (Chinese New Year & Easter week) 10 nights (peak season)
Event fees	: USD 1,000++ for up to 60 guests
Security Deposit	: USD 2,500
Villa Rates	: For nightly rates, please see villa website: www.panacearetreatsamui.com
Curfews	: In villa nightclub music can be played until 2am. In other areas of the villa, any live band, amplified music or DJ can play until midnight only.
Property Area	: 3,200sqm (land)



ELITE HAVENS

Event Space

Set on the hillside, Praana Residence is a superb event venue with stylish living areas, two infinity pools, wide terraces and landscaped gardens offering ample space and dramatic sea views for a wedding, family gathering or party. And for the ultimate in exclusivity, the villa boasts its own nightclub.

Event Facilities

Kitchen and Bar

The villa's own kitchens and dining facilities are not to be used for events. EOs are requested to set up their own facilities for catering, dining, bar service and event guest seating. Floors and walls of the selected catering area are to be properly protected with coverings, particularly against food and oil spoilage.

Guest Washrooms

There are 4 bathrooms available for event guests at Praana Residence, found on the living room level, the pool level and entertainment area. Use of the private bathrooms in the villa's guest bedrooms is prohibited unless prior arrangements for access have been made. EOs are advised to arrange for portable toilets if more bathroom facilities are needed.

Parking

Outside parking is available for up to 4 cars at the villa with parking for up to 10 cars available next to the estate. 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 of loading and unloading but should be off-site at least one hour before the event.



Regulations and Restrictions

Interior furnishings should not be moved or removed, and no additional infrastructure should be brought into these areas. All interior floors should be protected with carpets provided by the EO.

Bedrooms are for the use of resident guests only, unless access has been arranged with prior approval. Otherwise, we recommend these to be locked during the course of an event for security. Smoking is not permitted inside the villa.

Marquees are highly recommended during the monsoon period October through December. These are also recommended as a back-up during other seasons due to unpredictable weather. Marquees must be free-standing. Back-up generators for the event are mandatory.

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.

Staging ceremonies on a platform over the pool is permitted but subject to prior approval.

Use of fireworks, candles, floating lanterns, sky lanterns, fire shows and pets/animals are strictly prohibited, unless written approval has been given by the local authorities, and such approval has been submitted to Elite Havens. Any fees involved are to be paid to the local authorities directly.

EOs are to be on site at all times during the event including the preparation and dismantling periods. Sub-contractors will not be allowed on site without an EO present.

EOs are to establish security procedures together with villa staff before the event, and must supply lists of suppliers that need access to the villa.



Other Elite Havens Villas Nearby



About 2 minutes walk
**Panacea Retreat –
Kalya Residence**

4 bedrooms
Sleeps 8 adults

www.panacearetreatsamui.com



About 2 minutes walk
**Panacea Retreat –
Purana Residence**

4 bedrooms
Sleeps 8 adults

www.panacearetreatsamui.com



About 2 minutes walk
**Panacea Retreat –
Avasara Residence**

5 bedrooms
Sleeps 10 adults

www.panacearetreatsamui.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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