



# SURALAI EVENT GUIDELINES



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## Introduction

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With a secluded hillside setting overlooking the sea, Suralai villa is a magical venue for a wedding or special event. This stylish six-bedroom villa is set in the Bophut Hills on the north coast of Koh Samui just 15 minutes from the airport. Suralai's 25m infinity pool, extensive terracing and lawns offers ample space and a beautiful tropical setting for staging an unforgettable event.

The villa can accommodate up to 12 event guests for overnight stays, with lavish living areas, a gym, plush ensuite bedrooms and a private chef offering a sumptuous retreat. For any additional accommodation needs, we'd be pleased to help arrange bookings at nearby villas if needed. Check with Elite Havens for more details on available options.

These guidelines are specific to Suralai 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

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Events at Suralai 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.



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## At a Glance

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Max guests (main event)	: 80 guests
Min stay	: 3 nights (low, shoulder, mid & high seasons) 5 nights (Chinese New Year & Easter week) 7 nights (peak season) 10 nights (if spanning Christmas and New Years)
Event fees	: Including resident guest USD 1,200 ++ up to 40 guests USD 1,500 ++ up to 80 guests
Security Deposit	: USD 1,500
Villa Rates	: For nightly rates see villa website: <a href="http://www.suralai.com">www.suralai.com</a>
Curfews	: Live music (band) and DJ permitted until 11pm Amplified music curfew time until 12 midnight
Property Area	: 2,800sqm (land), 750sqm (villa)



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# Event Space

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With its wide terracing, pool deck and lawns, Suralai villa is an ideal place to hold a wedding, cocktail party or family gathering. The 25-metre infinity pool offers spectacular views over Bophut bay and the islands beyond, while palm-fringed lawns offer an inviting area to gather and celebrate.

## Event Facilities

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### 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 is a bathroom available for event guests near the living room at Suralai. 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 3 cars in the villa car port with parking space for up to 5 vehicles on the roadside. 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.



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# Regulations and Restrictions

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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 villas.

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

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.

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.

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.



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