



VILLA SAPNA EVENT GUIDELINES



ELITE HAVENS





Introduction

The five-bedroom Villa Sapna blends modern design, vivid works of art and a superb ocean-view setting to offer families and groups a fun, lavish tropical escape. Found within a secured estate on Phuket's tranquil Cape Yamu, this fully-staffed villa has an enviable position on the hillside that offers full views of both the sunrise and sunset over the sea. Stylish living and dining areas open to the 20-metre pool surrounded by ample terracing, lawn and tropical gardens, while each bedroom – including a master suite with jacuzzi – offers a private, restful haven. Additional facilities include a gym, a lift and rooftop terrace.

To ensure couples and their guests can focus on celebrating the big day, be sure to consult with our team for our fully vetted recommendations for local event planners, caterers, florists and other suppliers.

These guidelines are specific to Villa Sapna 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 Villa Sapna can be held any time of year though the best conditions are during the drier months of November through April. EOs are advised to consider rainy season conditions and plan accordingly for events.



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At a Glance

Max guests (main event)	: 60 guests seated / 80 standing
Max guests (second function)	: 50 guests
Min stay	: 5 nights (low, shoulder, mid and 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 Up to 50 guests US\$1,200++ 51 to 80 guests US\$ 1,800++
Security Deposit	: USD 3,500
Villa Rates	: For nightly rates, see villa website: (www.villasapna.com)
Curfews	: Live music (band) and DJ permitted until 12 midnight Reasonable house stereo system permitted from midnight until 2am
Property Area	: 1,774sqm (land); 852sqm (villa)



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Event Space

Villa Sapna offers breathtaking 180 degree sea views of Phang Nga Bay and Phuket Island. The villa's lush and spacious gardens perfect for parties, wedding ceremonies and receptions.

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 their own facilities for catering, dining, bar service and event guest seating.

Guest Washrooms

There is one bathroom available for event guests at Villa Sapna that is connected to the indoor living area. Use of the ensuite bathrooms in the villa's guest bedrooms is prohibited unless prior arrangements for access have been made. 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. Guest parking in the estate during the event may be arranged with advance notice.



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Regulations and Restrictions

Indoor living and dining areas can be used for welcome drinks but should not be used as main event spaces.

Interior furnishings should not be moved or removed, and no additional infrastructure should be brought into these areas. All wooden 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 any given event. Smoking is not permitted inside the house.

Back-up generators are also recommended.

Marquees and flooring are mandatory during the monsoon period April until November. During other seasons, they are strongly recommended as a back up due to unpredictable weather. Marquees must be freestanding; the flooring must be set on frames to minimise damage to the lawn. Back-up generators for the event are mandatory.

Staging ceremonies on a platform on the pool is permitted with prior approval.

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

EOs are to be on site at all times during the event and its preparations. Sub-contractors will not be allowed on site without the EOs present.



ELITE HAVENS

Other Elite Havens Villas Nearby



About 10 minutes walk

Naam Sawan

4 bedrooms
Sleeps 8 adults

www.naamsawan.com



About 15 minutes walk

Villa Abiente

3 bedrooms
Sleeps 6 adults

www.villaabiente.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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www.elitehavens.com