



KARANG SAUJANA



Event Guidelines

The Purpose of these Guidelines

To ensure that the proposed event is an appropriate event to be held at Karang Saujana, Villas Estate.

To provide clear written guidance to clients, agents, guests, event organizers, staff and vendors to ensure that the villa and its amenities are not damaged and remain in the same condition as they were prior to the event and that there is no adverse impact on the local residents.

A copy of the Acknowledgement attached to the Guidelines signed by the guest booking the event and the Event Organizer (EO) must be returned to Asia Holiday Retreats (AHR) prior to the event.

‘Events’



These Guidelines apply to all weddings, as well as private parties (such as birthdays), corporate functions or promotions or whenever it is proposed the number of people attending the premises will exceed 25, OR whenever external audio systems are brought onto the villa premises.

Approval Process

An Event Plan prepared by an approved EO must be submitted to AHR for approval within 10 days of the event. The Event Plan must include any pre/post event function and provide:

- ✔ Overview of the event (including any additional pre/post event function);
- ✔ Detailed Site Plan including all temporary structures, power supply, lighting , sound system etc;
- ✔ Running sheet.

Event Conditions

Events can be done in Karang Saujana 1 and Karang Saujana 2 or either one of them. The event host should book for the following minimum periods:

Season	Minimum Stay
Low	3 Nights
High	5 Nights
Peak	7 Nights

Villa Karang Saujana Event Capacity

Villa Karang Saujana, each has the capacity to hold events requiring a seated capacity for up to 80 guests or a standing capacity for up to 140 guests.

Larger events will be considered by AHR on a case by case basis.

Event Fees

The fees for events/weddings and pre/post event functions are set out below:

Main Event/Wedding	Up to 50 Guests	2,000 USD++
	51 - 100 Guests	2,500 USD++
	101 - 140 Guests	3,000 USD++
Pre/Post Event Function	Up to 50 Guests	1,000 USD++
	51 - 100 Guests	1,500 USD++
	101 - 140 Guests	2,000 USD++
Banjar (Local Community) Fee (Includes assistance with event security and parking)	Each Event Up to 50 Guests	IDR 3,000,000
	51 - 100 Guests	IDR 4,000,000
	101 - 140 Guests	IDR 5,000,000

++ plus 15.5% tax and service

Refundable Deposit

A refundable deposit of 1,500 USD is required 7 days prior to arrival date. This deposit will be refunded in full within 48 hours of the event where there is no damage to the villa premises or loss to its inventory.

Event Organizers

All events must be managed by a qualified and approved Event Organizer (EO) who will:

- ✔ Attend onsite for the set-up, the duration of the event and the clean-up. EOs need to attend to facilitate entry by contractors as Villa Managers may refuse entry of contractors until the EO is onsite;
- ✔ Provide at least 2 telephone contact numbers for the duration of the event(s);
- ✔ Provide all staff for function duties including set-up, event management and venue clean up;
- ✔ Ensure vendors and contractors do not smoke, eat or sleep around the villa premises or access any guest areas without the express permission of the Villa Manager.

Power, Cabling and Lighting



No power is to be drawn from the villa supply. The EO must arrange for a generator with a minimum of output of 40 KVA to be supplied with sufficient cabling to reach from the back of the property and is not to be set up at the front of the property.

Cables should not to be dug into lawns and must 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 and heavy lighting must be securely supported by braces, and not by hooks or nails. All candles should have candle bases to prevent wax spillage. At least two fire extinguishers must be provided.

Temporary Structures

Where the event requires that temporary structures be erected such as marquees, service bars, pool platforms, dance floors, DJ boxes etc these need to be included in the Site Plan for approval.

Marquees should be free-standing where possible and drop sheets must be in place before any structures are painted.

Parking

EOs, contractors and their suppliers are not permitted to park at the front or entrance of the Estate.

Sound Levels

Sound checks should not occur before 10.00 am.

All external sound systems for live music or DJs must cease at 11.00 pm.

Fireworks

No fireworks allowed.

Fire Dance

No fire dancing to be conducted within a 10 metre radius of the villas. Any damage to the property, including gardens as a result of the fire dance will be borne by the wedding planner and guest.

Post Event Clean-up

The EO must ensure that all garbage is removed and the whole Estate is left clean and tidy after the event. Should additional cleaning or garbage removal be required the cost will be deducted from the deposit.

Acknowledgment signed by the Guest Booking the Event

I acknowledge that I have read, understand and will abide by the AHR Guidelines.

Name : _____
Signature : _____
Date : _____

Acknowledgment Signed by Event Organizer

I acknowledge that I have read, understand and will abide by the AHR Guidelines.

I undertake to provide, or communicate the effect of the Guidelines to all of my staff, contractors and vendors who will be involved in the preparation and management of the Event.

Name : _____
Position : _____
Company name : _____
Signature : _____
Date : _____