



MARKETING
VILLAS LTD



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Event Guidelines

(as of September 2011)





Summary

Max guests (main event)	:	50 Seated 100 Cocktail
Max guests (second gathering)	:	Less than the main function
Min stay	:	5 nights low season 5 nights high season 7 nights peak season
Event fees	:	USD 1,500++ Rp 3,500,000 Local Community (Banjar) Fee for any group of 25 pax or over per event. Applicable to second event.
Villa rates	:	See villa website (www.VillaAsada.com)
Curfews	:	11:00pm for live bands 12:00am for all music
Area of property	:	Approx 1500m ²
Area of garden	:	Approx 500m ²

Introduction

The contemporary 4 bedroom east coast villa is characterised by light, elegance and graceful simplicity. Beautiful lawns and stunning views make this a superb environment to host an event. These guidelines are intended to give Event Organisers (EOs) and their clients guidance specific to Villa Asada and should be read in conjunction with Marketing Villas' **General Guidelines for Event Management**.

Villa Asada Event Guidelines

Weather

With indoor event space for approximately 50 pax dining, Villa Asada can be used all year round. For larger groups in the wet season, EOs will need to plan accordingly. The wind on the east coast is strongest in July and August.

Kitchen and bar

The villa has a kitchen which may be used for events including the stove top, oven and fridge. The rest of the equipment is not available. In order that the staff can prepare breakfast, the kitchen should be returned to its original state of cleanliness by 7am the following morning. The villa manager or designated staff member will be available for handover of the kitchen.

There is no bar available for event use, so caterers will need to supply freestanding bars.



The main villa

The Main living room is ideal area for welcome drinks and sunset cocktails. The furniture in this room can be removed but must be covered and stored to the villa manager's satisfaction.

The downstairs living area may be used for dinner however all equipment including tables and chairs need to have non slip / felt floor protectors.

Marquees need to be freestanding. Flooring is allowed but we request that this is done on the day of the event only so as to limit damage to grass.

No staging should be built into or over the pool. Floating bamboo and foam structures for candles and flowers are permitted however they should be removed by the EO by 1am or as soon as guests enter the pool in order to avoid any damage to the pool.

Bathrooms in the bedrooms are not recommended for public use and the bedrooms should be locked during the event. There are two bathrooms available for public use (ie. not in the bedrooms). EOs are responsible for the cleanliness of these bathrooms during the course of the event.

Car parking is available on the land next door to Villa Asada, however, as the road will not support them, coaches and large vehicles are not permitted.

I confirm that I have read, understand and will abide by these guidelines. I commit to providing these guidelines to all staff and clients on behalf of whom I am booking Villa Asada.

Name : _____

Position : _____

Date : _____

Signature : _____

Company name : _____

Company stamp : _____



Site Plan



KEY PLAN

- | | |
|----------------------|---------------------|
| 1. Entrance | 10. Family Room |
| 2. Living Room | 11. Pool Deck |
| 3. Dining Room | 12. Swimming Pool |
| 4. Kitchen & Pantry | 13. Lawn |
| 5. Terrace | 14. Water Feature |
| 6. Study Room | 15. Parking |
| 7. Master Suite | 16. Gazebo |
| 8. Ensuite Bath Room | 17. Storage |
| 9. Guest Room | 18. Maid's Bed Room |



Event Plan Options



- | | |
|-----------------------------|------------------------|
| 1. Welcome Drinks
Dining | 4. Ceremony |
| 2. Dining
Cocktails | 5. Dining
Cocktails |
| 3. Dining
Cocktails | 6. Ceremony |