



VILLA MATAHARI

Event Terms & Conditions

Please read carefully the following Terms and Conditions, once a Deposit is received, it is within our mutual understanding that you agree to all the terms and conditions included in this document, even without signing over this document.

Special Events

We have a very strict policy in our villas regarding special events like parties, celebrations, or weddings. Our villa is located in the village of Seseh, a very tranquil community and we are enforced by the local authorities and by our neighbours, to respect this way of living.

If you plan to do any special event in the house, the Villa Management must be informed previously in order to: ask permission to the owners, apply for the necessary permits, pay the corresponding fees, and assist you with the organization of the event.

It will be considered a Special Event, those involving more than 12 guests, including the guests registered at the villa.

Maximum Number of guests

The Maximum number of guests admitted in Villa Matahari for a Special Event is 120 pax. This limitation is determined after considering the maximum number of dining tables and sitting guests the main lobby can admit in case of an unexpected rain during the event.

Minimum Booking Required

In order to be able to celebrate an event in our villas the minimum booking required is:

Low Season	High Season	Peak Season
3 nights	5 nights	7 nights



Authorizations, Permits, and Fees

The following Authorizations, Permits, and Fees will be required.

1) Desa Cemagi and Banjar Seseh Event Authorization

In order to be able to celebrate a Special Event in a villa involving more than 15 guests including the guests registered in the villa, the Desa (Village) and Banjar (neighbourhood) authorities require applying for an Authorization and paying a Fee. These authorizations must be applied at least one week before the date of the event.

The Authorization Fees to be paid to the local Authorities are:

Authorization Fees	Banjar Fee	Desa Fee	Total
Below 50 guests	1.500.000 IDR	2.000.000 IDR	3.500.000 IDR
50 guests or more	1.500.000 IDR	3.000.000 IDR	4.500.000 IDR

In exchange, the Desa Authorities will provide with staff to take care of the parking and the security outside the villa.

2) Police Permit

Every event celebrated in a villa must be reported previously to the Police (POLRES). The Police will extend a written Permit after is paid a Fee: (From 150.000 to 600.000 IDR) depending on the number of guests.

Please be aware that these fees can change at any time and are out of our control, so it should be verified and confirmed with the Police a few days before the Event.

3) Villa Event Fee

The Villa owners require the following Event Fee to be paid in order to celebrate an Event of up to 8 hours duration in their villa:

8 Hours Event	Until 50 Guests	From 50 to 100 Guests	From 100 to 120 Guests
Low Season	USD 1.000	USD 1.200	USD 1.400
High Season	USD 1.200	USD 1.400	USD 1.600
Peak Season	USD 1.400	USD 1.600	USD 1.800

* All fees are subject to 15% Service and Government Taxes



4) Short Event Fee

If the event involving a large number of guests is a Brunch, BBQ, etc. and is celebrated during daytime and finished before sunset; a Short Event Fee might be applied. In this case, the event should last no more than 4 hours and should end before sunset.

Short Events should not involve external vendors or providers unless specifically agreed with the Villa Management.

Short Event Fee	Until 50 Guests	From 50 to 100 Guests	From 100 to 120 Guests
Any Season	USD 500	USD 700	USD 900

* All fees are subject to 15% Service and Government Taxes

5) Security Deposit

A refundable Security Deposit will be required, in cash, at least one day before the Event to cover any possible damages or loses to the Villa or its belongings, done by the guests, or any external staff, vendors, or providers assisting to the Event.

This Deposit will cover also any fine should emerge because of the celebration of the Event and it will be returned one day later, following an inspection done by the Villa Management to verify there are no visible damages or loses to the villa or its belongings.

The Security Deposit should be in USD or IDR but other legal currencies are accepted as long as the total amount has an equivalent value:

Number of Guests	USD	IDR
Up to 50	1.000	14.000.000
From 50 to 100	2.000	28.000.000
Over 100	3.000	42.000.000



Event Organizers

Guests attending to an Event, obviously, want to enjoy their event (some to extreme) and don't want to worry about the villa or contractors and vendors providing services. The responsibility of this lies with the Event Organizer.

A 'Bona Fide' Event Organizer will be required to be able to celebrate any event in the villa. The Villa Management will need to approve if the person proposed by the client qualifies and meets the minimum profile.

The Event Organizer:

- Should be at all effects, legally working in Bali. It can be either an Indonesian citizen or a foreigner resident in Indonesia holding a valid working permit.
- Should make the Event Budget and the Event Plan & Schedule, and should apply for all the necessary Permits to the Authorities.
- Should remain in the villa for the entire period of the Event, including during Set Up and Clean Up time. Please note that the Villa Manager may refuse the entry of external vendors and/or contractors until the Event Organizer is present in the villa.
- Shall provide with all the staff needed for all function duties including; set-up, event management, and clean up.
- Shall respond in front of the Villa Management and the local authorities for the behaviour of all external staff, contractors, and vendors attending to the event that should remain at all times under the Event Organizer's supervision.
- Should adopt all security measures needed to guaranty the safety and security of all the staff under his command, requiring all of them to follow his instructions and security measures.
- Must follow at every moment, the instructions and recommendations of the Villa Management, especially regarding security issues, in order to guaranty the safety of the guests, the staff, the providers, and the villa and its belongings.
- Should meet with the Villa Management at least one week before the Event to provide with all the information requested and mentioned below.



Event Plan & Schedule

The Event Organizer must elaborate the Event Plan & Schedule to be presented to the Villa Management for approval at least one month before the Event.

The Event Plan should include at least the following items:

- 1) A detailed description of all equipments, installations, platforms, speakers, decoration elements, and/or flower arrangements that the Event Organizer intended to use or install in the villa for the event.
- 2) A Master Plan of the villa, with the precise location of every element mentioned previously. (We will provide with an empty Master Plan Villa Matahari).
- 3) A detailed description of all the activities planned for the Event: reception, cocktail, buffet, standing or sitting dinner, barbecue, ceremony, dancing party, etc.
- 4) A list of all vendors, suppliers or providers, with the estimated number of external personnel that will attend to the event from their side, including the name of the person responsible of each group and their telephone number.
- 5) A detailed Timeline of the event, in relation to the activities planned for the event and the vendors and/or providers that will participate at every moment.

This Event Plan & Schedule should be presented to the Villa Management for approval during a meeting that should be held in the villa premises, at least one month before the event to better understanding the scope and characteristics of each activity.

During this meeting, the Villa Management reserves the right to reject anything that could represent a risk to the guests, the staff, or to the villa and its facilities.

Any modifications to the Event Plan after this meeting should be presented to the villa management at least 2 weeks before the event. After this deadline, no modifications will be admitted.



General Conditions

Events by their very nature put a strain on the villa, the staff, and on our neighbours. The purpose of these guidelines is to establish the conditions under which our villa may be booked for an event to ensure that not only the guests have a great time but also to ensure that the guests, the staff, the villa and the interests of the villa owner are protected. The aim is to help guests and organizers run trouble free events based on our experience of hosting many events each year.

Event duration and Curfew

The day of the event, the staff of the villa will have to double their shifts to start working early in the morning in order to prepare the villa for the event; serve breakfast to the registered guests staying at the villa; clean all rooms; do the laundry and prepare lunch if needed. Later, during the event, they will try to keep all the areas clean and will supervise that everything is running smooth during the Event.

When the event is finished, they will stay in the villa until the last vendor leaves, which is normally at around 2 am in the morning. The next morning, they will have to be again on time in the villa to keep attending the guests staying at the villa. They also need to rest at some time, and because of this:

- All events will have a maximum duration of 8 hours.
- All events must finish no later than midnight, and clean up time for all vendors will start immediately at that time.

Music

There are strict local rules in Bali about music and noise. Guests and Event Organizers need to be sensitive to the local community. The following rules should be respected:

- The Villa Manager will determine the appropriate sound level at all times. Event Organizers and Guests are obliged to follow his indications in this matter. Failing to do so, will lead to the immediate termination of the Event and losing the Guaranty Deposit.
- Loud music and amplified bands, are allowed until 23:00 hours.
- Music at lower (reasonable) level is allowed until midnight.



Power supply, cabling and lighting

In order to protect the villa electrical facilities and to prevent everybody from electrical short circuits and fire hazards, the guidelines below will need to be followed:

- No power is to be drawn from the villa supply, and because of this, a generator should be supplied by the Event Organizer to give enough power to the catering company, sound system, DJ, musicians, etc.
- Cables should not be dug into the lawn and should follow edges of concrete/grass to avoid accidents.
- Every circuit served by the generator should have its own circuit breaker and protector. The Villa Manager will determine where the generator should be installed. It is forbidden to install the generator inside the villa premises.
- Cable traps should be laid in high traffic areas where loose cables could be a safety risk. It is forbidden to stick any kind of tape to secure the cables to the pool deck, neither to the terrazzo or polished cement floors.
- Hanging lanterns are permitted to be hung from coconut trees only, by using ropes, cables, strings or tape, but never nails or similar and always avoiding damage to the trees.
- Heavy lighting should not be attached to any villa element, construction, plants, or trees, using hooks and/or nails. Heavy lighting should use their own structure (tripods) that should be assured correctly in order to prevent accidents.
- All candles should have candle bases to prevent wax spillage.
- At least one Class-A Fire Extinguisher should be provided by the Event Organizer and his staff should be trained to use it before the event starts.

The Event Organizer should consider the convenience of renting a Backup Generator to ensure electricity supply for the villa during the event.

The villa will not be responsible in any case, if an eventual blackout from the electricity supplier company (PLN) occurs before, during, or after the celebration of the event.



Structures

Many events require structures to be built at the villa. These structures can cause considerable long term damage, especially to lawns and swimming pools. To minimise the risks of damage the following guidelines are in place:

- Structures such as marquees, tents, service bars, pool platforms, dance floors and DJ booths need to be included on the Site Plan for approval.
- Marquees should be freestanding.
- Staging and platforms should have drop sheets put down before painting.
- In case of rain, all dining tables and chairs installed inside the main lobby of the villa should have a rubber protection in their footings to avoid damaging the terrazzo floor.
- In case of rain, before placing catering tables and chairs, existing furniture should be removed by the villa staff only, and will be placed in a covered area to avoid damaging the furniture.
- All flower vases placed over the terrazzo floors should have a rubber protection to avoid damaging the floor.

Other Forbidden Activities

The use of the Villa kitchen equipment, stoves, gas tanks, as well as chinaware, cutlery, crockery and/or glassware is strictly forbidden during the event. Catering companies must provide their own supplies for the event.

- Fireworks and Wishing Lanterns are not permitted inside the villa. In case the guests would to release them from the beach, a special permit from the Authorities should be obtained first by the Event Organizer.
- Entering animals or vehicles inside the villa or garden areas is forbidden.
- Staff members attending to the event as well as providers and vendors are forbidden to smoke inside the villa premises.



- In order to avoid accidents, it is forbidden to use the swimming pool during the Event.
- The Villa Management reserves the right to ask the Event Organizer to refuse serving alcohol to guests that are deemed intoxicated and represent a possible risk to other guests, the staff, or to the villa.

The Villa Management reserves the right to cancel, at any moment, any activity, included or not, in the Event Plan & Schedule, if the events are evolving to a situation that could represent a risk to the guests, to the staff, or to the villa.

Illegal Drugs

It is strictly forbidden the use of illegal drugs inside the villa. Any incidence related to this matter will be reported without hesitation to the police.

Liability

Under no circumstances shall the villa be held responsible for any illegal action of the guests while staying at the Villa, or for any loss, expense, damage, claim or injury either directly or indirectly, even when incurred directly or indirectly by any agents, employees, subcontractors, servants or third parties. The guests will stay on their own risk and personal insurance.

The villa will not be liable in any case or held responsible for any damage, loss or breakage to any guest, vendor, or contractor properties, including any belonging, baggage, equipment, temporary installation, furniture, fixtures and fittings, chinaware, crockery or glassware that has been either intentionally or unintentionally damaged by any guest or staff associated with the event.

In case a loss or damage is noticed during the inspection following the Event, the Guaranty Deposit will be retained until the reposition expenses, or reparation costs of the damages are determined precisely by the Villa Management.



The owners, Management, and staff of the villa will act at all times in good faith and use its best efforts to give accommodation and/or service to the guests.

The Villa Management reserves the right to change, add, or remove any of the Terms and Conditions mentioned in this document, at any moment, without previous approval from any other party, in order to preserve the security and safety of the guests, the staff, and the villa or its belongings.

The Villa Management at its sole and unfettered discretion reserves the right to refuse or discontinue service to any guest(s) not following local regulations, basic moral codes, or the Terms and Conditions mentioned in this document.

Failure to meet these Terms and Conditions could result in losing, in part, or entirely, the Guaranty Deposit at the Villa Management discretion.