

## Latitude Bali Event Policy

An event is a social gathering or celebration where the total number of guests exceeds 20 pax or when a significant amount of equipment (such as an external sound system) is brought onto a villa's premises. Commercial events (ticketed) are generally not permitted.

### Introduction

Events by their very nature put a strain on a villa and its staff. The purpose of these guidelines is to set the conditions under which Latitude Bali may be booked for an event to ensure that not only do the guests have a great time but also to protect the villa and the interests of its owner. The aim is to help guests and organisers run trouble free events based on our experiences of hosting 100's of events previously.

### What is an event?

A fee of US\$2,995 is charged by the villa for an event for up to 150 pax. The fee covers the main event as defined above plus a smaller second pre – or post event gathering. The second smaller gathering can only be run between the hours of 10am – 6pm and should not use any external catering or equipment such as sound system, live band/DJ or extra lighting otherwise a supplementary Event Fee will be charged. For an event of 151Pax or above we have an over capacity charge of US\$10.00 per person above 150 pax. However the event fee will be invoiced as part of the villa booking.

### Event fees

Guests obviously want to enjoy their event (some to extremes) and not have to worry about the villa or contractors providing services. The responsibility for this lies with the Event Organiser. All events are required to have a qualified Event Organiser (EO) who has been approved by Latitude Bali Management before a booking can be confirmed. Latitude Bali has a list of qualified EOs which it will happily provide to guests.

### Event organizers

The EO should be onsite for the entire period of the main event including set up, event and clean up. Note villa managers may refuse entry of contractors until the EO is onsite be onsite at the key times (contractor arrivals, clean up etc) for the second small gathering if applicable provide at least 2 telephone contact numbers for the duration of the event, provide all staff for function duties including set up, event

management and venue clean up, try to use the local community where possible for entertainment and services such as flower girls, rindik, gamelan etc

## Approval process

All event bookings will be required to submit an Event Plan via the appointed EO at least 2 weeks prior to the event date. The Event Plan should include: an Event Summary, a Run Sheet and a Site Plan. Latitude Bali will review the Event Plan and provide suggestions and amendments no later than 7 days prior to the event. Should an Event Plan not be submitted on time, it may result in cancellation of the booking. All events will be subject to a damage deposit of USD\$1,500 payable along with rental / event invoice. Security Deposit will be refunded in cash upon settlement of Villa Master Bill upon completion of stay.

## General conditions

### Music

Live music (band) and DJ permitted until 1100pm

Reasonable house stereo system permitted Until 12am

The villa manager to determine appropriate sound levels at all times

Power, cabling and lighting Structure and other requirements.

The rules typically are:

Villa electrical supplies and a backup generator 115KVA (Automatic start after 10 seconds) are generally sufficient to cater for events. In order not to damage the supply and to protect the villa from fire hazards the guidelines below need to be followed:

- Villa can supply up to 2 x 35 Amp 3 phase MCBs for vendors to plug in to
- Cables should not be dug into lawns
- Cables should try to 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
- Heavy lighting must be attached by metal brace and not by hooks and nails
- All candles should have candle bases to prevent wax spillage
- No Laser shows
- No Sky Lanterns.
- No animals (Pets or display)
- No throwing anything over the cliff
- No duct tape on painted walls
- Any explosive, fireworks or Pyro device must seek prior approval from Villa Director

and vendor must provide fire extinguisher or other safety equipment requirements. Fireworks from the beach in front only. (Permission application take minimum 2 weeks prior to event.

- Fire dances permitted with precaution of not spilling kerosene anywhere (Grass, Palimanan floor etc).
- Wire used in construction / decoration must not be left behind under any circumstances.
- Vendors vehicles will be permitted entry for loading / unloading but must park outside in the space provided. Please ensure vendors return all areas, including outside parking, to the state at which they found it. Temporary road signs to be removed after the event
- 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 minimize the risks of damage the following Structures such as marquees, service bars, pool platforms, dance floors and DJ booths need to be included on the Site Plan for approval
- Marquees should be freestanding where possible
- Staging and platforms should have drop sheets put down before painting 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 Latitude Bali

Name

\_\_\_\_\_

Position

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Company name

\_\_\_\_\_

Company stamp

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