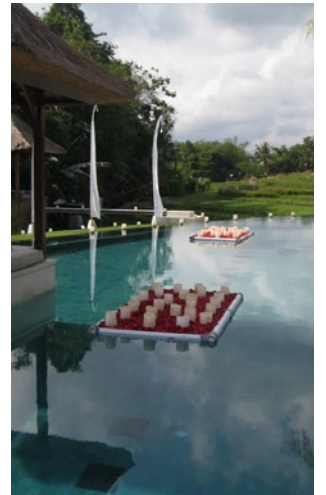




Event Guidelines

(as of September 2011)





Summary

Max guests (main event)	:	50 Seated 100 Cocktail
Max guests (second gathering)	:	Less than main event
Min stay	:	5 nights low and high season 10 nights peak season
Event fees	:	USD 2,000++ Rp 3,500,000 Local Community (Banjar) Fee for any group of 25 pax or over per event.
Villa rates	:	See villa website (www.PuriBawana.com)
Curfews	:	11:00pm for live bands 11:00pm for amplified music
Area of property	:	Approx 1500m ²
Area of garden	:	Approx 800m ²
Events per year	:	5

Introduction

Set in the Canggu countryside, with 5 bedrooms plus a kids bunkroom, spacious grounds and backdrop of emerald terraced rice fields, this villa offers a classic Balinese experience. The number of events is limited to 5 functions per year and no more than two functions in any month. These guidelines are intended to give Event Organisers (EOs) and their clients guidance specific to Puri Bawana and should be read in conjunction with Marketing Villas' **General Guidelines for Event Management**.

Villa Guidelines

Weather

As there is no covered event space we recommend holding events during the dry months from April to September. If you are intending to hold an event during the wet season, please plan accordingly.

Kitchen and bar

The villa kitchen is not available for event use however vendors may set up undercover directly behind this kitchen.

There is no bar available for event use so caterers will need to supply freestanding bars. These bars are to be positioned on the paved or decked areas and are not permitted on the lawn.



The main villa

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

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.

Marquees must 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 is to 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.

Parking

The parking area is to be kept free for guests' arrivals and departures. This means that there is no parking on site for EOs or suppliers. Vehicles are permitted for a one hour period for loading but should be off site at least one hour prior to the event. The road outside the villa is a high traffic zone and we ask all vendors to be aware of other motorists when parking their vehicles. We also request that you don't park either side of the driveway because it blocks the view to oncoming traffic for vehicles exiting the villa.

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 Puri Bawana.

Name : _____

Position : _____

Date : _____

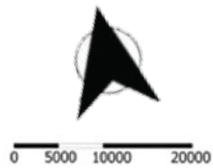
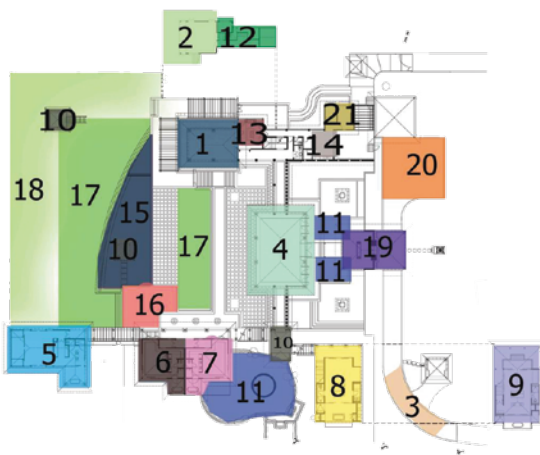
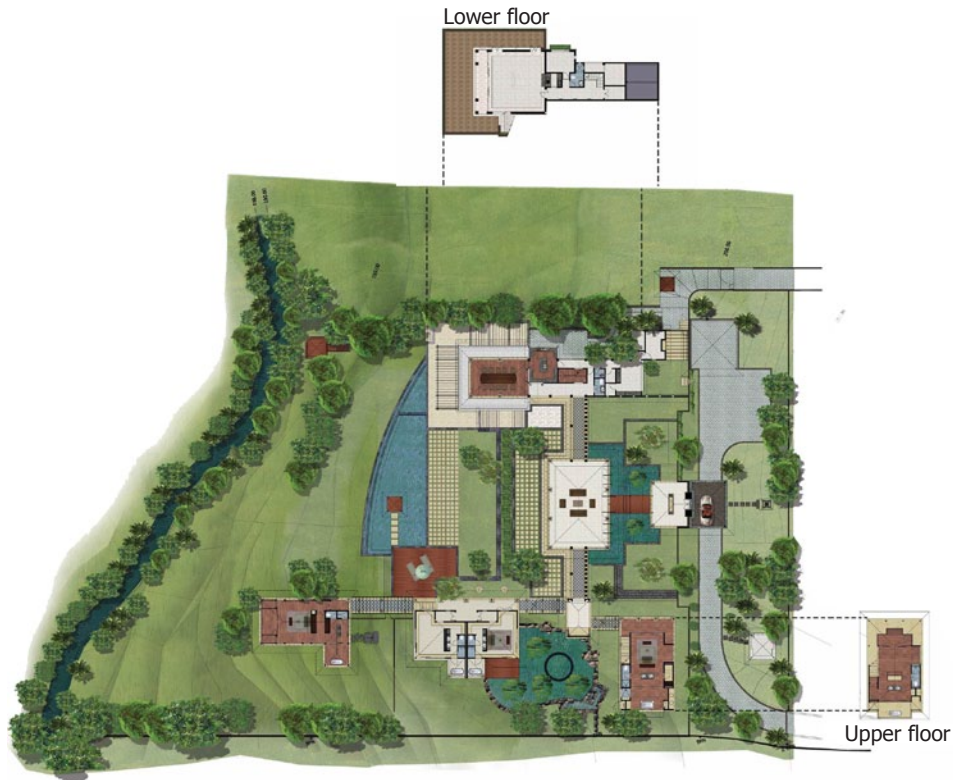
Signature : _____

Company name : _____

Company stamp : _____



Site Plan



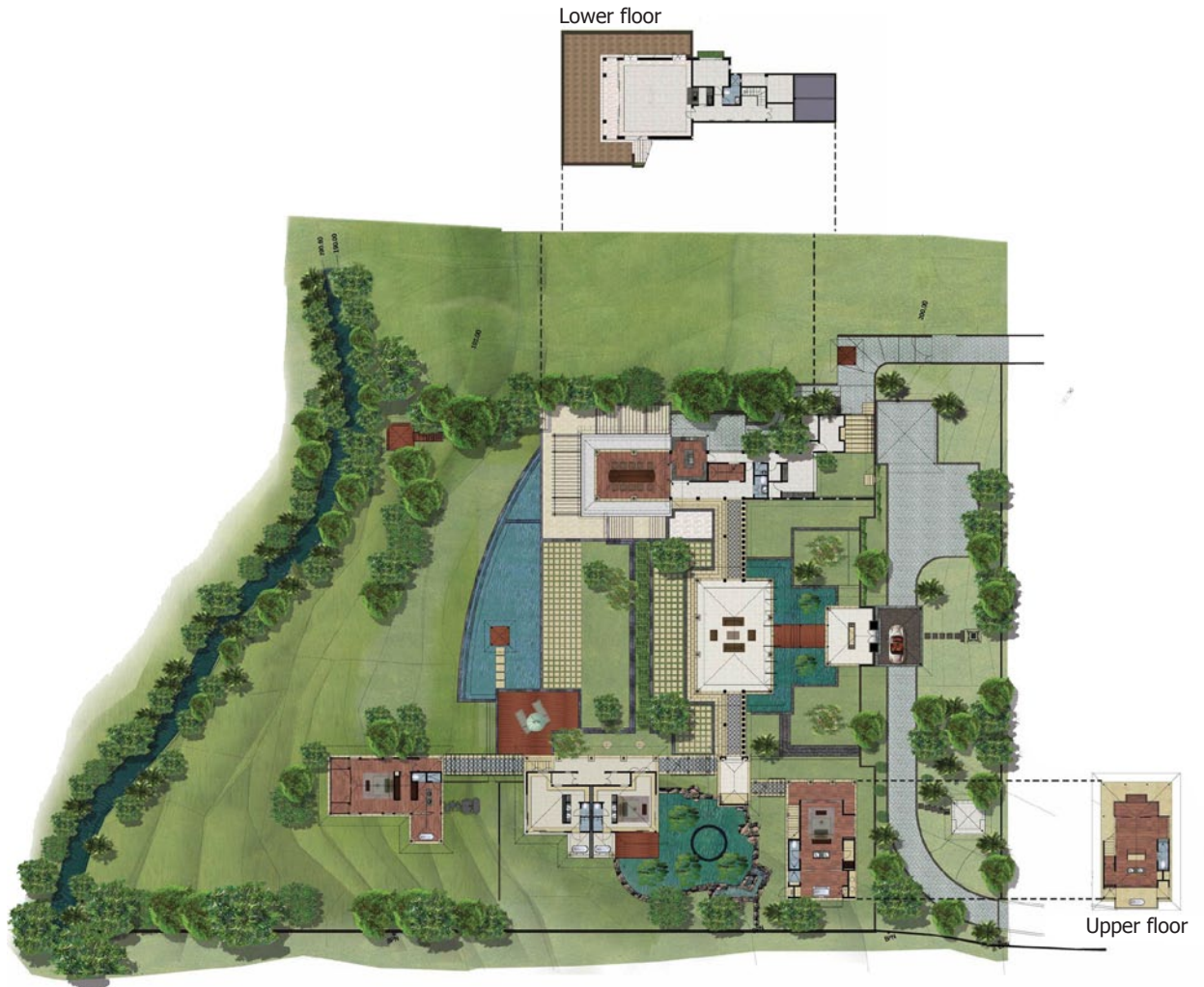
Floor Size Area : 1348 m²
Land Size Area : 7125 m²

KEY PLAN

1. Dining pavilion (upper level)
2. Entertainment room (lower level)
3. Entrance
4. Living pavilion
5. Master suite
6. Suite 2
7. Suite 3
8. Suite 4 (lower bed room)
9. Suite 5 (upper bed room)
10. Bale (gazebo)
11. Water feature
12. Children's room (lower level)
13. Show kitchen
14. Service kitchen
15. Swimming pool
16. Pool deck
17. Lawn area
18. Rice field
19. Porte cochere
20. Parking
21. Staff corner



Event Plan Options



1. Dining
Cocktails
2. Dining
Ceremony
Cocktails
3. Welcome Drinks