



MARKETING  
VILLAS LTD



## Event Guidelines

(as of September 2011)





## Summary

Max guests (main event)	:	70 Seated 100 Cocktail
Max guests (second gathering)	:	Less than the main event
Min stay	:	3 nights low season 5 nights high season 7 nights peak season Both Villa Maya and Villa Samudra must be booked before an event booking will be confirmed
Event fees	:	USD 1,500++ Rp 3,500,000 Local Community (Banjar) Fee for any group of 25 pax or over. Applicable to second event. NB: These fees are subject to change, please contact Marketing Villas for the latest details.
Villa rates	:	See villa website ( <a href="http://www.MajapahitBeachVillas.com">www.MajapahitBeachVillas.com</a> )
Curfews	:	11:00pm for live bands 12:00am for all music
Area of property	:	Approx 3600m <sup>2</sup>
Area of garden	:	Approx 1700m <sup>2</sup>
Events under 30	:	Please contact MVL for conditions

## Introduction

Majapahit Beach Villas is an exclusive complex of four luxurious villas resting beside a glistening black sand beach, near the traditional village of Ketewel on Bali's south-east coast. Each of Samudra, Raj and Nataraj has 3 bedrooms in the main villa building, while Maya has 3 bedrooms in the main building and an extra bridal suite separate. There are two event spaces, new to Majapahit beach villas in 2011 – the coconut grove to the left of Villa Samudra and the Temple Garden to the right of Villa Maya which incorporates the bridal suite.

The layout of Majapahit requires that the two beach front event villas, Maya and Samudra, are booked and that Event Organisers (EOs) conduct a site visit before an event booking can be confirmed. The purpose of the site visit is to become familiar with the nuances of the site such as positioning of satellite kitchen, walk in access for all equipment and event spaces.

These guidelines are intended to give EOs and their clients guidance specific to Majapahit Beach Villas and should be read in conjunction with Marketing Villas' **General Guidelines for Event Management**.



## Majapahit Beach Villas Event Guidelines

### *Weather*

The weather factors to consider with Majapahit Beach Villas is the wet season from November till March and trade winds blowing on-shore peaking in July. EOs are advised to consider these conditions and plan accordingly for events.

### *Kitchen and bar*

The kitchens in the villas are not suitable for events but caterers may set up a satellite kitchen. The possibilities for this are down the side of Villa Maya or Samudra, at the reserved beach access for Villas Nataraja and Raj but only if all four Majapahit Villas are booked for the event. Alternatives to this are in the gardens of the front two villas or in the car park of the four villas.

Bars may be freestanding on the lawns of the event spaces or the deck of both front villas.

### *The main villa*

#### **General**

The living rooms in all villas are not available for event use.

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.

The wooden decking areas by the ocean are ideal for cocktails and small ceremonies.

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.

#### **Villa Maya and Temple Garden**

The Temple Garden is free of high trees and can be covered at the EOs discretion.

Bathrooms in the bedrooms are not recommended for public use and the bedrooms should be locked during the event. There are three bathrooms available for public use (ie. not in the bedrooms). There are 2 in the pavilion of the Temple Garden one in the balé. EOs are responsible for the cleanliness of these bathrooms during the course of the event.



**Villa Samudra and the Coconut Grove**

The Coconut Grove is a fabulous spot for alfresco dining and cocktails.

There are three bathrooms available for public use (ie. not in the bedrooms). There is one next to the Coconut Grove and two behind the villa. EOs are responsible for the cleanliness of these bathrooms during the course of the event.

**Parking and access**

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. Equipment will need to be carried from the parking area down to the event villas on the beach front. Parking during the event is available for suppliers on the land on the right of the driveway entrance.

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 Majapahit Beach Villas.

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Company name : \_\_\_\_\_

Company stamp : \_\_\_\_\_



## Site Plan



Total area property : 3,820 sqm

### KEY PLAN

1. Entrance
2. Office
3. Nataraj Villa
4. Raj Villa
5. Samudra Villa
6. Maya Villa
7. Joglo (event area)
8. Coconut groove
9. Nataraj & Raj beach deck



## Event Plan Options

