

Shalimar Villas

Event Terms & Conditions

Please read carefully the following Event 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 strict policy in Shalimar Villas regarding special events like parties, birthday celebrations, or weddings.

If a guest plan to do any kind of event in the villas, the Villa Manager should be informed previously in order to determine if the event should be considered a Special Event, in which case, the Villa Manager will proceed to: ask permission to the owners, apply for the necessary permits, collect the corresponding fees, and assist you with the organization of the event. It will be considered a Special Event, those events involving more than half of the of the guests registered in each villa.

Special Events will only be permitted when all three villas within Shalimar Estate (12 Bedrooms) are booked by the event host.

Maximum Number of guests

The Maximum number of guests admitted in Shalimar Villas for an event is:

- Seated : 200 guests
- Standing : 250 guests

Larger number of guests will be considered by on a case by case basis.

Minimum Booking Required

To be able to celebrate a Special Event in Shalimar Villas, all three villas (Kalima, Makanda, and Cantik) should be booked (12 bedrooms). The minimum booking required is as follows:

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

* Shorter bookings could be considered depending on our Booking Calendar.

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Event Fees

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

1) Banjar Authorization and Banjar Fee

In order to be able to celebrate a Special Event in a villa involving a large number of guests, the Banjar Authorities (Local Community), require applying for an Event Authorization and paying a function fee. This Authorization must be applied and paid at least one week before the date of the event.

Number of Guests	Banjar Fee
Events with 30 guests or over	5.300.000 IDR

In exchange, the Local Authorities will provide with local guards (Pecalang) to take care of the parking and the security outside the villa premises.

2) Police Permit

Every event celebrated in a villa, involving a large number of guests and intending to use an audio equipment capable of producing audio levels that could bother the neighbourhood must be reported previously to the Police (POLRES) in order to obtain a special permit. The Police Permit fee is:

Number of Guests	Police Permit Fee
Any number of guests	600.000 IDR

Please remind that all these fees are out of our control and could change at any time. The final cost for applying the Permits should be verified and confirmed with the Banjar and Police Authorities at least a few days before the Event.

3) Villa Event Fee

The Villa owners require the following Event Fee to be paid in order to allow celebrating a Special Event of up to 8 hours duration in their villa:

Villa Event Fee	Low Season	High Season	Peak Season
Up to 50 guests	USD 1.800	USD 2.100	USD 2.600
From 51 to 100 guests	USD 2.000	USD 2.300	USD 2.800
From 101 to 150 guests	USD 2.200	USD 2.500	USD 3.000
From 151 guests	USD 2.400	USD 2.700	USD 3.200

* All fees include 15,5% Service and Government Taxes

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4) Short Event Fee – Pre/Post Event Function

If the Special Event will be a Brunch, BBQ, or a Pre/Post Event Function, and is celebrated during daytime and finished before sunset (18:30 hours) a Short Event Fee will be applied.

The Short Event or Pre/Post Event Function should last not more than 4 hours.

Short Events should not involve external vendors or providers and/or special installations or structures, unless specifically agreed previously by written with the Shalimar Management.

Short Event Fee	Less than 50 guests	From 51 to 100 guests	From 100 guests
Any Season	USD 500	USD 750	USD 1000

* All fees are subject to 15.5% 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 within 48 hours of the event, following an inspection done by the Shalimar Villas Management to verify there are no visible damages or loses to the villa or its inventory.

The Security Deposit should be handed 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
Less than 50 guests	1.000	14.000.000
From 50 to 100 guests	2.000	28.000.000
Over 100 guests	3.000	42.000.000

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Event Organizers

Guests attending to an event, obviously, want to enjoy (some to extreme) and don't want to worry about the villa or contractors and vendors providing services. The responsibility will lie on the Event Organizer.

A 'Bona Fide' Event Organizer (EO) will be required to be able to celebrate any Special Event in Shalimar Villas. The Management will need to approve if the EO proposed by the client qualifies and meets the minimum profile. The Event Organizer:

- Should be, at all effects, legally working in Bali.
- Should prepare the Event Budget and the Event Plan & Schedule and should apply for all the necessary Permits to the Local Authorities.
- Should remain in the villa for the entire duration of the Event, including during set-up and clean-up time. We may refuse the entry of external vendors and/or contractors until the EO is present in the villas.
- Shall provide with all the staff needed for all function duties including, set-up, event function, and venue clean-up.
- Shall be responsible for the behaviour of all external staff, contractors, and vendors, which will be, at all times, under the EO's supervision.
- Should ensure that all vendors and contractors will not smoke, eat, or sleep around the villa premises or access guest's areas without the express permission of the Villa Managers.
- Should adopt all security measures needed to guaranty the safety of all the staff under his/her command, requiring them to follow his/her instructions and security measures.
- Should follow at every moment, the instructions and recommendations of the Villas Management, especially regarding security issues.
- Should meet with the Villas Management at least one week before the event to provide with all the information requested and mentioned below.
- Should be present during the inspection to the venue to verify with the Management if there was any loss or damage done to the villa or its inventory.

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Event Plan & Timeline

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

The Event Plan should include at least the following items:

- A detailed description of all equipments, installations, platforms, speakers, decoration elements, and/or flower arrangements that the Event Organizer intend to use or install in the villa for the event.
- A villa layout, with the precise location of every element mentioned previously.
- A detailed description of all the activities planned for the event: guests' arrival, cocktail, ceremony, entertainment, buffet, dinner, barbecue, party, etc.
- A list of all vendors, suppliers, or providers, with the estimated number of external personnel that will assist to the event from their side, including the name of the person responsible of each group and their telephone numbers.
- A detailed Timeline, in relation to the activities planned for the event and the vendors and/or providers that will participate at each moment.

The Event Plan & Timeline should be presented to Shalimar Villas Management for approval during a meeting that should be held in the villa premises, at least one month before the event to understand the scope and details of each planned activity.

During this meeting, Shalimar Villas Management will reserve the right to reject anything that under their criteria could represent a risk to the guests, the staff, or to the villa, its facilities, or its inventory.

Any changes to the Event Plan or in the Timeline after this meeting should be presented to the Shalimar Villas Management at least 2 weeks before the event. After this deadline, no changes will be admitted.

Post Event Clean-up

The EO must ensure that all garbage is removed from the villa premises and the whole Estate is left clean and tidy after the event. Should additional cleaning or garbage removal be required, the cost will be deducted from the Security Deposit.

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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 Shalimar Villas may be booked for a Special Event, ensuring that not only the guests will have a great time but also that, the guests, the staff, the villa, and the interests of the villa owners will be safe and protected. The aim is to help guests and EOs run trouble-free events based on our experience of hosting many events each year.

Event duration and Curfew

On the day of the event, Shalimar Villas' staff will have to double their shifts to start working early in the morning to prepare the villa for the event; serve breakfast to the registered guests staying at the villa; tidy up all bedrooms; do the laundry; and prepare a quick snack for lunch if needed. Later, during the event, our staff will keep the areas clean and will supervise that everything runs smooth.

Once the event is finished, they will supervise the clean-up of the villa until the last vendor leaves premises which is usually from 1 to 2 am. The next morning, they will have to start working again early in the morning to keep attending the guests registered at the villas. They also need to rest at some time, and because of this:

- All events will have a maximum duration of 8 hours.
- All events will end at midnight. Clean up time for all vendors will start at this time.

Music

We need to respect the Local Community and our neighbors and because of this, the following rules should always be followed:

- The Villa Managers will determine the appropriate sound level. The EO and the guests are obliged to always follow their indications regarding this matter.
- External sound systems for live music or DJs, are only allowed until midnight. After this time, clean-up time will start, and all guests not registered in the villas will be invited to leave the estate.

Failure to comply with these rules, will lead to the immediate termination of the Event and losing the Security Deposit.

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Power supply, cabling, and lighting

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

- No power is to be drawn from the villa network and therefore, a generator with a minimum power of 40 KVA should be supplied by the EO to give enough power to the catering company, sound & lighting system, DJ, musicians, etc.
- Cables should not be dug into the lawn and should follow edges of concrete/grass to avoid accidents.
- The Villa Managers 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 represent a safety risk. Use of duck-tape is forbidden to secure the cables to the pool deck, or to the terrazzo or polished cement floors. Only paper-kind of tape is allowed.
- Hanging lanterns can be hung from coconut trees only, by using ropes, cables, strings, or tape, but never nails or similar to avoid harming 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 properly secured to prevent accidents.
- All candles should have candle bases to prevent wax spillage.
- At least one ABC multipurpose fire extinguisher should be provided by the EO, and his staff should be trained to use it before the event starts.

Shalimar Villas 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.

Fire Dance

The villas are roofed with Alang-Alang (thatched roof), which is highly flammable. Because of this, no fire dance should be conducted within a 20-meter distance of the villas. Any damage to the property, including gardens because of the fire dance will be borne by the wedding planner and the guest hosting the event.

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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.
- Any tables or chairs installed inside the villas should have a rubber protection installed in their footings to avoid damaging the terrazzo floors.
- Flower vases or any other object placed over the terrazzo floors should have a rubber protection underneath to avoid damaging the terrazzo.

Other Rules

- 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 allowed.
- Entering animals or vehicles inside Shalimar Villas is strictly forbidden. EOs, contractors, and other suppliers are not permitted parking at the entrance
- Staff members attending to the event as well as providers and vendors are forbidden to smoke, eat, or sleep inside the villa premises.
- For security issues, it is forbidden to use the swimming pools during the event.
- The EO will be responsible to refuse serving alcohol to guests that are deemed intoxicated and represent a possible risk to other guests, the staff, or to the villas.

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 and its inventory.

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Illegal Drugs

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

Liability

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

Shalimar Villas 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 Security Deposit will be kept until the reposition expenses, or reparation costs of the damages are determined by the Villa Management.

The owners and Shalimar Villas staff will act always in good faith and will use their 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 inventory.

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 Security Deposit at the Management discretion.