



## Event Guidelines

*Located in the fashionable hotspot of Pereranan - Canggu, Bali, Chalina Estate is a stunning eight-bedroom villa that combines luxury, classical Balinese architecture and stylish entertaining spaces in a beautiful riverside setting.*



This is a perfect villa for large groups, families, and celebrations or retreats. The Estate can host weddings and events of up to 120 people.

Designed with a mix of modern and indigenous design features, Chalina Estate is a luxurious, private villa in one of the island's most desirable locations with space that is rare to find in today's market. Beautifully renovated and refurbished in 2022, the estate stands out for its unique artistic touches.

Sleeping up to 26 guests, Chalina Estate is a rare find in this popular beachside enclave, with some of Bali's best restaurants and cafes, surf beaches and wellness centres just minutes away.

These guidelines outline the general conditions which apply to all events held at Chalina Estate ([www.chalinavillaestate.com](http://www.chalinavillaestate.com)). They are designed to ensure that the event runs as seamlessly as possible, whilst protecting the property together with the interests of the owner, guests, neighbours and the local community.



### Weather

April through to September offers more ideal conditions for events at Chalina Estate. Event Organisers are advised to consider rainy season conditions (generally October to March) and plan accordingly for events (please refer to the Regulations section of these guidelines).

## What is an 'Event'?

An 'Event' is defined as a gathering where the total number of people in attendance exceeds 25 people and / or with outside equipment and loud music played. Such events include, but are not limited to, Weddings, Corporate Events and Milestone Celebrations. Events will typically involve outside equipment (e.g. tables and chairs) and 3<sup>rd</sup> Party suppliers being brought into the villa. The determination of what constitutes an Event is solely at the discretion of Chalina Estate. Merely renting the villa does not entitle guests to hold events, permission for such being at the discretion of Chalina Estate. All Events require outside catering and commercial (ticketed) Events are generally not permitted.

## A Second Event.

Many of the Events held are 'Destination Weddings' or functions where many overseas guests fly in for the special occasion, understandably guests may wish to hold another, smaller, gathering after the main Event. The Event fee includes the villa's permission to hold a second smaller Event with the following conditions:

- Not exceeding 40 guests (including the Chalina Estate inhouse guests)
- Daytime event, running between 10am and 6pm
- Coordinated by an approved Event Organiser
- Outside catering
- Not using any external equipment such as an external sound system, live band or DJ, otherwise a supplementary Event Fee will be charged



## Event Fees

<b>Maximum Guests</b>	<b>80 Pax</b> for seated and <b>120 Pax</b> for standing Events
<b>Main Event Curfew</b>	11pm for DJ / Live Bands and 12 midnight for amplified music.
<b>Villa Rates</b>	<a href="http://www.chalinavillaestate.com/rates">www.chalinavillaestate.com/rates</a>
<b>Minimum Stay</b>	3 nights Low season / 5 nights High season / 7 nights Peak season
<b>Event Fees*</b>	50 – 120 guests total US\$1,250++ 25 – 49 guests total US\$950++

*\*Event Fees are subject to an additional 5% Service Charge and thereafter a 11% tax (total 16.5%)*

*\*Event Fees cover one main Event and a 2nd smaller Event (as outlined)*

*\*Event Fees will be invoiced together with the main booking fee*

**Local Permit Fee:** A Local Community (Banjar) Fee of IDR 6,000,000 applies to each Event (both the main and second event, where applicable). Note this fee is subject to change.

**Damage Deposit:** A damage deposit of US\$3000 is required for Events. These monies are due to Chalina Estate 14 days prior to the Event date and will generally be refunded (less the cost of any documented damages if they occur) within 7 days after check out. Since damage can be caused as much by contractors as guests attending the Event, it is our recommendation that this fee is split and paid equally by the Event Organiser and the guest renting the Villa. In the event of extraordinary damages, a bill will be presented on top of funds already held.

## Event Organisers (EOs)

Whenever Chalina Estate is booked for an Event, an approved professional Event Organiser (EO) needs to be engaged.

Chalina Estate will carefully review the suggestion of any EO not worked with previously but maintains full discretion for approval of the EO and their event management concepts.



Chalina Estate has details of several locally based EOs who are familiar with the villa (and have experience working with local suppliers) and can make recommendations if required. The client is responsible to have their EO approved by Chalina Estate and should advise of their appointed EO no later than 3 months prior to the Event date.

The EO's responsibilities are to:

- Submit their General Concept Plan and Detailed Run Sheet for the Event(s) by the due dates specified (see approval procedure below).
- Ensure that the function is managed according to the conditions and restrictions set out in these guidelines.
- Be represented onsite by a senior manager and be contactable for the full duration of the main and second (where applicable) Event, including contractor arrivals, setup and clean up. Note that the Villa Manager may refuse entry of contractors until the EO is onsite.
- 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.
- Ensure that 3<sup>rd</sup> Party vendors and catering staff remain in designated areas and the guidelines are adhered to. Unless specifically approved by Chalina Estate, guest areas may not be utilised.
- Provide all vendors, drivers and event attendees with a Villa map and detailed directions.
- Try to use the local community where possible for entertainment and services such as Flower Girls, Rindik, Gamelan, etc.

## Event Approval Procedure

The appointed EO is required to submit a General Concept plan (including plans for any equipment / staging etc.) and detailed Run sheet. The General Concept plan is to be submitted at least 8 weeks prior to the Event, the detailed Run Sheet at least 3 weeks prior, and should be emailed to [manager@chalinavillaestate.com](mailto:manager@chalinavillaestate.com) and [info@chalinavillaestate.com](mailto:info@chalinavillaestate.com). Both plans will be reviewed by Chalina Estate who will make any comments or suggestions for change. All aspects of the event plan must be pre-approved by Chalina Estate. If the event plan is not received by the due date and/or there

is no agreement on the event plan (which must include a wet-weather plan), Chalina Estate reserves the right to cancel the Event.

## **Villa Event Facilities and Setup**



### **Event Space**

The large open-sided living and dining pavilion, and neighbouring lounge (which is equipped with a modern bar, Bose sound system and two large terraces) provide a fantastic space for functions.

### **Guest Washrooms**

There are two guest washrooms available for use during Events, one of which is beneath the bar area, and conveniently located for easy access from the pool and garden area. A second toilet is located in the dining room area. It is the responsibility of the EO to ensure the cleanliness of the bathrooms during Events.

### **Parking**

The parking area is to be kept free for guests' arrivals and departures (drop off and pick up). 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. Guests should be encouraged to use drivers or taxis for Events at Chalina Estate.

### **Kitchen and Bar**

The villa kitchen is not available for Event use, however there is ample space to set up a satellite kitchen on the lawn beside the main living room. Caterers are requested to bring a tent to cover the cooking area in case of rain. There is a bar in the entertainment room, but it is recommended that a separate bar be set up in the grounds.

## Regulations and Restrictions

- During Rainy season (generally October to March), it is compulsory to use a marquee or a tent. This will be the back-up plan as the villa does not offer indoor space to accommodate the guests, especially when there are larger groups. The tent needs to have clear plastic side curtains and a proper flooring. A professional vendor is required to ensure the quality of the structure follows Chalina Estate standards.
- The living room is ideal for welcome drinks. Furniture here may be removed, and this space may be used as a contingency in the event of rain. EOs should consider this space only in the case of emergencies and ensure a proper wet weather plan is conceived for Events taking place between October to March.
- Marquees must be freestanding. Flooring is allowed but should be done on the day of the Event to limit damage to the grass.
- Staging is permitted over the pool; however, a site plan with the proposed stage details must be submitted with the General Concept plan, at least 8 weeks prior to the Event. Floating bamboo and foam structures for candles are permitted however the EO should ensure their removal by 1am or as soon as guests enter the pool in order to avoid damage or injury.
- Drop sheets must be used wherever any painting of external structure is done onsite.
- Paper candle lanterns, fireworks or Thai wishing lanterns are not permitted.
- All candles should have candle bases to prevent wax spillage.
- Rubbish is to be double bagged to prevent spillage.
- Glassware is not to be used in the swimming pool.

## Power, cabling and lighting

In Bali, villa electrical supplies are generally not sufficient to supply the needs for Events. In order not to damage the supply and to protect the villa from fire hazards, the guidelines below need to be followed:

- No power is to be drawn from the villa supply.
- A generator with minimum 40KVA should be supplied.
- Cables should not be dug into lawns.
- Cables should 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. No nails or other fixtures are to be placed into the trees or building structure without specific approval from the Villa Management.
- Heavy lighting must be attached by metal brace and not by hooks and/or nails.