Event & Party Guidelines



+62 361 473 2206

info@secludedbalivillas.com

www.secludedbalivillas.com

SECLUDED
BALI VILLAS

Events and Guest Parties by their very nature put a strain on a villa and its staff. The purpose of these guidelines is to make clear the conditions under which a villa may be booked for an Event/Party 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 Events organisers (EOs) run trouble free Events.

Commercial Events (ticketed) are not allowed at any of our villas. Events/Parties can only be held at our villas where guests have booked to stay, and so are also subject to the requirements for an accommodation booking, including minimum stay requirements. Events cannot be held on the day of check in or check out

Villa The Backyard Bingin

https://thebackyardbingin.com/

The Backyard, Pecatu, South Kuta, Bali, 80364, Indonesia

Area: 2600 sqm

10 bedrooms maximum occupancy up to 22 guests

Cliff top location, Bingin Beach (close to Cashew Tree)

Event Capacity: 80 seated / 120 Semi Standing





Guest Party Guidelines



What is a Guest Party?

A Guest Party is a private social gathering or celebration for no more guests than the Maximum Number of Guests stated for the relevant villa.



Guest Party Fee

Provided such Guest Party does not involve external suppliers then no Event Fees or Security Deposit shall be required, and only the standard villa charge or villa service charge (usually 20%) shall apply to the actual cost of any additional food, drinks, equipment or services requested by the guests such as birthday cake, decorations, dance performances etc.



Guidelines

Guest Parties can be catered using the existing equipment at the villa, and by using the in-villa chef/cooks and other staff at the villa, however this shall usually be done in a buffet/family style with a set number of specific dishes.

For Guest Parties involving more than the Standard Number of Guests at the villa, then it may not be possible for all guests to be seated, and so a cocktail type of catering/seating may be required.

We recommend that guests inform us at least one month before arrival, as several items (such as cakes) take time to organize. The local villa manager shall be the primary contact for any Guest Party.



Guest Parties with External Suppliers

For any events with external suppliers such as caterers, DJ, Celebrant etc. then the Event Fees and Security Deposit for a “Small Event” shall apply (see below) as the risks of damage to the villa, and the complexity of organisation increase considerably if external contractors are involved.



Guest Event Guidelines



What is an Event?

An Event is a private social gathering or celebration where the total number of guests exceeds the Maximum Number of Guests for the villa OR where external equipment (such as a sound system) or contractors (such as external catering, dancers or DJ) are required or involved.

Each Event requires the prior approval of the owner/management, and payment in advance in accordance with the usual booking conditions for the villa.



Event Fees

An Event Fee is charged for an Event. The amount varies depending on the property and the expected number of guests. The Event Fee will be invoiced as part of the villa booking, and must be paid in line with the standard booking payment which is 50% deposit upon confirmation, and the remaining 50% 30 days prior to arrival. Please note there is a minimum 3-night stay for any wedding or event booking.

Event Type	Fee
Small Event (Villa Guest Only)	IDR 6,000,000
Standard event (<25 guests)	IDR 7,500,000
Large event (<60 guests)	IDR 22,500,000
Very large event (>60-100 guests)	IDR 37,500,000
Extra-large event (>100-120max)	IDR 42,500,000



Please advise in advance if your clients are looking at having a second event. In some cases, an additional or part event fee may apply. The Hirer shall pay the amount specified for hire of the space, facilities and any fees and charges arising from the hire by the agreed dates on the invoice. Failure to do so could result in cancelation of the event. The Backyard Bingin reserves the right to revise its fees and charges. However, once a deposit is paid against an invoice no revision to fees will occur unless the conditions of hire are amended, there is a change to government tax or extreme currency fluctuation.



Local Permit Fee

The Banjar Fee (local permit fee) is an additional fee required by the local community or ‘Banjar’ who will provide security and parking assistance on the day of the function. If you are planning to hold a second function (pre or post main event), please note that a second Banjar Fee will apply to every gathering of over 25 guests or depending on the nature of the event

Event Type	Local Permit Fee
Flat Fee	IDR 6,500,000

* This is our expectation based upon previous Events, however the Banjar/Police may change their view on this and require a fee particularly if an Event has loud music, or waive the fee if there are only a limited number of guests attending or no loud music being played.

Fireworks are subject to Banjar approval, and may be subject to an additional fee for a permit issued by the police. Thai fire lanterns are not allowed.



Security Deposit

An Event involving guests or contractors from outside of the villa increases the risk of stains, breakages, cigarette burns and other damage, therefore a Security Deposit is required. The Security Deposit is to be paid together with the final payment of the booking (30 days prior to arrival) and returned to the EO/guest on departure if no damages and losses are caused to the property.

Event Type	Security Deposit
Small Event (Villa Guest Only)	IDR 5,000,000
Standard event (<25 guests)	IDR 5,000,000
Large event (<60 guests)	IDR 10,000,000
Very large event (>60 guests)	IDR 15,000,000
Extra-large event (>100-120max)	IDR 20,000,000

It shall be the responsibility of the Event Organiser (EO) to list any existing damage at the villa prior to the Event, and our local villa manager shall carry out a full inspection after the Event to identify any damage that has occurred.

Guests shall be responsible for paying for any damage at the villa from the Event in line with our Standard Terms and Conditions, such payment being equal to the cost of rectifying/repairing the damage, or replacing any breakage. Such amounts due shall first be deducted from the Security Deposit.

Any damage caused to the villa or its furnishings by the EO staff/vendors/caterers will be fully borne by EO. If we are unable to recover such costs from the EO, then we shall deduct the costs of such damage from the Guest Security Deposit, so it is recommended that guests make sure they have suitable arrangements in place with the EO to cover any potential damage.



Event Process

Secluded Bali Villas (SBV) shall appoint one person to be the contact for an Event from first contact until it is complete, and shall advise the EO and guests accordingly who this is.

Guests are required to appoint an experienced Event Organiser (EO) before an Event booking can be confirmed, and such EO shall be responsible for coordinating all aspects of the Event with SBV and the local villa staff.

The EO will be required to submit an Event Plan at least 4 weeks prior to the Event date. The Event Plan should include: an Event Summary, a Run Sheet and a Site Plan.

SBV will review the Event Plan and provide suggestions and amendments no later than 14 days prior to the Event. Should an Event Plan not be submitted on time, it may result in cancellation of the Event.

The Event Plan shall always ensure that all preparation and deliveries before the Event, and all clearing up and removal of equipment after the Event, shall be completed between the agreed check-in time of the guests, and the agreed check-out time.





During and after the Event, the EO will:

- Be onsite for the entire period of the Event including set up, Event and clean up. Local villa managers may refuse entry of contractors until the EO is onsite.
- Provide all staff needed for the Event including set up, equipment unloading and loading, Event management and venue clean up. Villa staff remain responsible for looking after the villa, and the guests staying at the villa only.
- Provide and organise all facilities and services required for the Event including:

    1. Catering and Drinks
    2. Glassware and Crockery
    3. Entertainments
    4. Decorations
    5. Celebrant
    6. Independent power source

- Try to use the local community where possible for entertainment and services such as flower girls, rindik, gamelan etc.
- Ensure EO staff and vendors don't smoke, eat or sleep on the villa premises, except in designated area; EO should consult the local villa manager as to where this area is located.
- Ensure vendors do not go into and/or to use any guests areas without the permission of the local villa manager.
- Return the villa to the condition it was before the Event as soon as practicable after the Event finishes, and in any case within 24 hours, including cleaning all areas of the villa used by the Event, and ensuring removal of all rubbish and equipment.

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 EO shall ensure:

- Structures such as marquees, service bars, pool platforms, dance floors and DJ booths are included on the Site Plan for approval by SBV.
- Marquees should be freestanding where possible
- Staging and platforms should have drop sheets put down before painting

Music

Music The Backyard Bingin is located in a residential area, guests and event organisers need to be sensitive to the local community (Banjar) who have strict local rules about music and noise.

The Rules:

- Live music (band) and DJ permitted until 11 pm (amplified sound)
- 11:30pm all outside music is off and the generator must be off by 12 midnight
- Reasonable house stereo system around inside bar and pool table area permitted after 12 midnight but to be kept at a respectable level. (the villa manager to determine appropriate sound levels at all times



Power, cabling, and lighting

Villa electrical supplies are generally not 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:

- 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 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 or at approval of the villa manager.
- Heavy lighting must be attached by metal brace and not by hooks and nails
- Paper candle lanterns, balloon release, confetti bomb, fireworks or Thai wishing lanterns are not permitted
- All candles should have candle bases to prevent wax spillage



Parking

The parking area at each villa is to be kept free for guests' arrivals and departures (drop off and pick up only). This means that there is no parking on site at any of our villas for EOs or suppliers. There is street parking close to Bougain Villa, however guests should be encouraged to use drivers or taxis for events if at all possible.

Weather

April through to October offers the best conditions for any Event, although please note that onshore
trade winds peak in July. EOs are advised to consider rainy season conditions (November until March)
and plan accordingly for Events.

It is a compulsory to provide a marquee during the rainy season months in Bali (November – March)
for Large or Very Large Events to guard against adverse weather conditions.

The Backyard Bingin does not offer sufficient indoor space to accommodate all guests for large Events.

The marquee needs to have clear plastic side curtains and a proper flooring. A professional vendor is required to ensure the quality of the structure.

Others

Fireworks, Thai wishing lanterns and balloon release are strictly forbidden. Flower shower petals should be light in colour to avoid staining natural stone pathways where possible. No nails, screws, adhesives, or fastenings may be driven into or attached to the walls, glass, floors, furniture, fittings and equipment without the express consent of the Villa Manager on duty. A villa manager will be on-site for the duration of the event. Any instruction given by them in relation to the conduct of the function must be followed immediately. The villa manager has the authority to terminate the event should any instructions or contact conditions not be observed.



The Backyard Bingin – Specifics



Event Space

The Backyard Bingin sits on 2600 sqms so offers a lot of space for a spectacular Event, with fantastic vistas from the cliff over the famous Bingin Beach. The large grounds mean that The Backyard Bingin can accommodate up to 120 guests (standing).

Events normally occur on the large lawns and gardens in front of the villa. At the front of the gardens is the large lap pool overlooking Bingin Beach. Due to the elevation you have sweeping views of the sea below. To the side of the lawns there is an outdoor entertainment area, with large couches and an outdoor bar, making it ideal for drink service. It has been known for EO's to construct a platform over the pool for the ceremonies to maximise the view.

Inside the main villa there is a large open living space with a pool table, indoor bar, and large dining table for the smaller events where you wish to be inside.

A media room is at the rear of the living space and can be used for children specific activities if needed during events.



Kitchen and Bar

The guest kitchen is at the back of the open living space so most caterers prefer to use the lawn or the outdoor entertainment area and bar for catering purposes.



Guest Toilet

At the back of the living area is a guest bathroom, located just behind the media room. However some guests prefer to open one of the annex rooms for the use of the bathrooms as these are directly next to the pool area. If you choose to open one of the washrooms in a guest room it is important that any guests that are staying in that room ensure that they have locked away all belongings safely and securely. The EO is responsible for ensuring the cleanliness of these washrooms during Events.



Force Majeure

A party shall not be deemed in default of this agreement, not shall it hold the other party responsible for, any cessation, interruption or delay in the performance of its obligations (excluding payment obligations) due to earthquake, flood, fire, storm, natural disaster, act of God, war, terrorism, armed conflict, labour strike, lockout, boycott or other similar events beyond the reasonable control of the party. The hirer is responsible for taking out event insurance.



Cancellation Policy

Our standard cancellation policy for accommodation applies to all Event bookings at The Backyard Bingin, which is as follows:

For guest cancellations requests more than 60 days before the check-in date in low and mid season, and 90 days before the check-in date in high or peak season, we will refund the full deposit amount (50% of the total amount) less a IDR 1,000,000 administration fee, and less any relevant bank charges or exchange rate differences where applicable.

For guest cancellations more than 30 days prior to arrival we will waive the obligation to pay the second payment (50% of the total amount).

For guest cancellations within 30 days of arrival, payments are non-refundable unless agreed otherwise by Secluded Bali Villas.

In the event of cancellation by guests, any additional payments, including event fees, banjar payments and extra guest payments, shall be refunded in full, provided that such cancellation is at least 7 days prior to the date of check-in.

If cancellation occurs within 7 days of check-in, then we reserve the right to deduct from any refund, any costs already in good faith incurred, including and costs for Banjar fees, food and drink and decorations at the villa.

We recommend that all guests purchase travel insurance to cover any unforeseen emergencies that may affect their stay.

I confirm that I have read, understand, and will abide by these guidelines. I commit to providing these guidelines to all relevant staff and contractors' employees.

Name: .....

Villa Name: .....

Period of Stay: .....

Date & Time of Event: .....

Signature: .....

Company Name: .....

Company Stamp: