



MARKETING
VILLAS LTD



The Ysang Ysang
Passionate Serenity

Event Guidelines
(as of December 2011)





Summary

Max guests (main event)	:	50 Seated 70 Cocktail
Max guests (second gathering)	:	Less than the main function
Min stay	:	3 nights (low season) 5 nights (high season) 7 nights (peak season)
Event fees	:	USD 1500 ++ Rp 3,000,000 Local Community (Banjar) Fee for any group of 25 pax or over per event. Applicable to second event.
Villa rates	:	See villa website (www.TheYlangYlang.com)
Curfews	:	11.00 pm (for in house system only)
Area of property	:	Approx 2.100 square mts
Area of garden	:	Approx 295.9 square mts

Introduction

Ylang Ylang is an outstanding 6 bedroom destination villa, nestled among coconut trees and the Indian ocean on Bali's south east coast. These guidelines are intended to give Event Organisers (EOs) and their clients guidance specific to Villa Ylang Ylang and should be read in conjunction with Marketing Villas' **General Guidelines for Event Management**.

The Ylang Ylang Event Guidelines

Weather

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

Kitchen and bar

The kitchen in the villa is not suitable for events but caterers may set up a satellite kitchen in the car park. Caterers must supply their own freestanding bar for events.



The main villa

General

The living room is available for welcome drinks but may not be used as a main event space.

Staging is permitted over the pool however a site plan must be submitted a minimum of 45 days prior for approval. 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 pool in order to avoid any damage to the pool.

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

There is one public bathroom attached to the living room. It is recommended that one bedroom toilet be made available to guests. It is the responsibility of the EO and the guest to ensure belongings in the bedrooms that remain open are stored safely.

Parking

The parking area 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 for EOs or suppliers. Vehicles are permitted for 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 Ylang Ylang.

Curfew

Please note that the curfew for Ylang ylang is 11pm and this is not negotiable. There is no live music permitted at Ylang Ylang – guests may play from an Ipod only with the sound level to be approved by the Villa manager at all times.

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 Ylang Ylang.

Name : _____

Position : _____

Date : _____

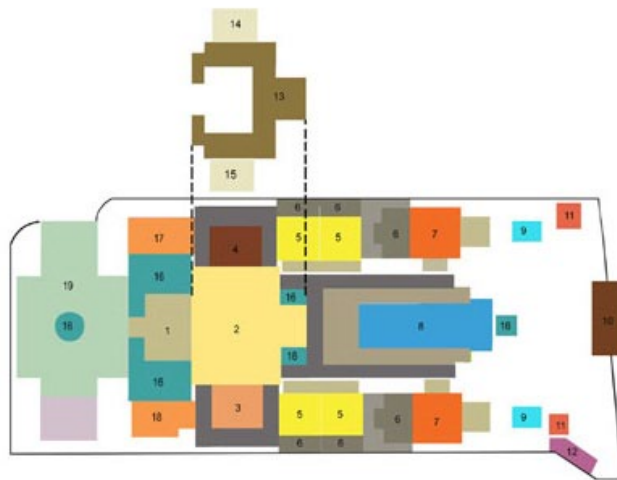
Signature : _____

Company name : _____

Company stamp: _____



Site Plan



KEY PLAN

1. Entrance
2. Living & Dining Pavilion
3. Kitchen
4. The Studio
5. Guest Room
6. Ensuite Bathroom
7. Master Bedroom
8. Swimming Pool
9. Plunge Pool
10. Beach Deck
11. Bale Pavilion
12. Gym & Sauna
13. Timber Gallery
14. Meditation Hall
15. Massage Desk
16. Water Feature
17. Store Room
18. Staff & Services Area
19. Parking

Floor Size Area : 839.8 m²
 Land Size Area : 2.100 m²
 Grass Lawn Area : 295.9m²



Event Plan Option



1. Ceremony
2. Cocktails
3. Dinning tables
4. Violin / Acapella singers