

## ***Terms and Conditions for Weddings and Events at Property AYE***

For weddings and events, the lessee will be required to pay an event fee. All events and weddings must be organized by a professional planner for more than 16 guests. Property staffs are not able to assist with planning. A plan for the event must be submitted to the Guest Experience Specialist for approval at least 1 month prior to the date of the wedding or event.

**Event Definition:** An 'event' is defined as a gathering where the total number of people in attendance exceeds 16 people. 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 3rd Party suppliers being brought into the villa. The determination of what constitutes an event is solely at the discretion of Villa Aye. Merely renting the villa does not entitle guests to hold events, permission for such being at the discretion of Villa Aye. All events require outside catering.

### **1/ Event fee & Minimum Stay**

There is an event fee per event

Total Guests	Event Fee	Minimum Stay
Up to 50 Guests	USD 1,600 + Vat per day	3 nights
51 to 80 Guests	USD 2,600 + Vat per day	3 nights
81 to 100 Guests	USD 3,100 + Vat per day	3 nights
101 to 120 Guests	USD 3,600 + Vat per day	3 nights
121 to 150 Guests	USD 4,100 + Vat per day	3 nights

For Peak Seasons (Christmas & New Year), the minimum stay is 10 nights. For holidays such as Easter, Chinese New Year and Summer, the minimum stay is 5 nights.

We understand that many overseas guests fly in for your special day, so you may wish to hold a follow on event. If the lessee wishes to hold a second, smaller event please do let us know and we will advise of the second small event fee, which will be discounted. All villa events must be coordinated by an approved professional planner with outside catering.

### **2/ Villa Rules**

- All wooden floors must be protected including the hallway and downstairs toilets.
- No shoes are permitted in the areas where there are wooden floors as the floors mark very easily.
- If there are any tables and chairs inside with guests upstairs, the floor must be completely covered.

Date:

Name :

Signature :

- The bar inside the villa must NOT be used during any event (wedding planners must set up a bar outside, on the sand wash and not the grass, with all guests remaining outside for any party and if inside, only for sitting at the dinner tables, with the floors protected).
- If the weather is poor, the outside concrete area which is covered can be used for dancing and reception tables, but NOT the inside bar area where the pool table is.
- At no time should any of the garden furniture or sunbeds be used during the event. If the guests would like these to be moved, they must ask the Property Manager well in advance prior to the event.
- Villa speakers cannot be used for events
- Events cannot use electricity from the villa. Event planner has to provide a generator for the event.
- The Property Manager MUST advise guests about shoes in the bedrooms; especially when the Bride and Bridesmaids are getting ready, to please be careful and NOT scratch the floors.
- Outside catering and chefs are NOT permitted to use the kitchen facilities; all outside catering should be set up outside the back entrance.
- NO fireworks should be set off unless it's off the property ,and authorised in writing, in advance by the Guest Experience Specialist.
- No komloys, fire fountains, sparklers
- No more than 150 guests at any event.

### **3/ Noise**

Outside noise will be tolerated from 8 am to 12 am. The standard curfew is 12 midnight for DJ / Live Bands / amplified music outdoors. An extension may be granted with the express permission of the Property management. Guests are welcome to continue post-12 midnight with music in the Entertainment Room/Games room, until the early hours.

### **4/ Rundown**

The professional planner must submit 4 (four) weeks prior to the event a rundown of the proposed schedule for the event, this should include full details of the expected number of guests, the proposed wedding ceremony, dinner, entertainment, DJ, live band and any other activities that the client or clients have requested , this should be submitted to the management company for their perusal, after the management company's considerations this will then be passed to the lessor for his consideration, the rundown may be changed if the lessor is not in agreement.

### **5/ Equipment**

Equipment like tables and chairs, china, cutlery, glasses, serving dishes, kitchen equipment etc. have to be supplied by the outside caterer. The outside caterer is expected to clean up and dispose of all rubbish the same night at the end of the event.

At no time is it acceptable to ask Property staff to provide any inventory from the Property Kitchen equipment or to assist with the preparation of food or serve for the wedding or event.

Date:

Name :

Signature :

## **6/ Furniture**

All Property furniture must stay in place or can be moved only with the authorization of the Property lessor representative or Property management.

## **7/ Staging**

Staging/walkways over the pool areas. Staging walkways are acceptable as a setup prop, however, these structures cannot be erected in the pool, the supports must be outside of the pool area. These structures need to be correctly built and installed to ensure safety and to avoid damage to pool finishes.

Staging/walkways can only be used for the ceremony and first dance but not a staging/walkways for the guests to dance on.

## **8/ Fireworks, Lanterns & Fire shows**

For fireworks and fire shows, the planner must advise the Property management. The planner must ensure all fireworks displays are organized by a professional company and shoot from a barge on the ocean, all necessary precautions taken to ensure the roofs of the Property, neighboring Properties and landscapes are in no way endangered by fire. Depending on wind direction, placement of fireworks and fire shows must be downwind of the Properties. Fireworks and fire shows will be forbidden during the dry season. Fireworks and fire shows must be done before 10 pm.

The lessee or planners are required to have both liability and comprehensive insurance that provides coverage, including, but not limited to damage to the Property and neighboring Properties and landscapes. The Lessor shall not be held liable to you and your party for any and all claims, including any accidents related to the use of fireworks and fire show.

***Lanterns are forbidden by Thai Law***

## **9/ Property Staffs**

The role of the Property staff is to look after the lessees that are resident at the Property, it is not their role to help in the preparation and service of food and drinks during the event.

Of course, Property staffs are expected to be helpful to event guests, but they must not be asked to perform duties by the planner, or the planner's staff or outside catering company.

Date:

Name :

Signature :

## **10/ Cleaning**

The Property must be cleaned up and rubbish removed the same night as the event to the appropriate place within the Estate, the Property Manager can advise where this is. If further cleaning is required by Property staff, an additional cost will be charged to the professional planner, as per below;

Total Guests	Cleaning Fee
Up to 50 Guests	USD 100 + VAT
51 to 80 Guests	USD 150 + VAT
81 to 100 Guests	USD 200 + VAT
101 to 120 Guests	USD 250 + VAT
121 to 150 Guests	USD 300 + VAT

## **11/ Non-residents guests**

All services terminate at midnights and all non-resident guests must vacate the premises no later than midnight if they remain at the Property later than this it may incur additional fees, which we will deduct from the deposit.

## **12/ Security Deposit**

A security deposit of USD 6,000 is required by the Lessor prior to the arrival date.

The security deposit will be taken on credit card 48 hours before arrival or can be paid by bank transfer 10 days before arrival. The security deposit will be released or returned to the Lessee within 48 hours after check out.

In the event that the Property incurred damages or any breakages during the stay of the lessee and event, the costs will be deducted from the security deposit.

The condition of the property will be judged at the sole discretion of the lessor or the representative of the property. If the value of damages or breakages exceeds the amount of security deposit, the Lessee will be held liable to pay the outstanding amount to the Lessor as soon as possible.

Date:

Name :

Signature :

### **13/ Some specific rules for professional planner**

- Owing to the amount of liquids that tend to wind up in the trash, all rubbish has to be double bagged to prevent spillage.
- If any circumstance arises that needs the swimming pool to be drained and refilled, the cost to do so will be notified by the Property management, plus any loss of follow up bookings during the three days that the pool is being refilled.
- Smoking only in designated areas outside. No smoking inside.
- A cleaning fee per incident is to apply if any room smells of smoke or there is any evidence of smoking in rooms. Property management will advise of this fee.
- Any candles must have a base to prevent any spillage of wax.
- No cable trenches to be dug into lawns or gardens. Cables should follow edges of concrete or lawns wherever possible.
- No nails or other fixtures to be placed into the trees or building structure without specific approval from the Property management.
- Rose petal pathways for ceremony etc. need to be cleaned up immediately after the ceremony.

### **14/ Jurisdiction**

Any contract that is made will be with the acceptance by both parties of these terms and conditions, which are governed by Thai law, and both parties will submit to the exclusive jurisdiction of the Thai courts.

Date:

Name :

Signature :