

LUXURY VILLAS AND HOMES

Terms and conditions for events booking at Chai Talay Estate

Length of Stay

- There is a minimum of 5 nights stay for all weddings and events in Baan Kilee, but 3 nights at Baan Ora Chon and Baan Puri (this can be waived in the case of back to back bookings).
- Season minimum nights override the events minimum stay i.e. Christmas and New year min of 7 nights applied for all villas.

Capacity of the Event

- Each of Chai Talay Estate villas host events for up to 1.5x the occupancy of the house without an additional event fee.
- Event Fees are charged if more than 1.5x the paid occupancy of any single villa in the Chai Talay Estate.
 - **Baan Kilee over 25 guests**
 - **Baan Ora Chon over 18 guests**
 - **Baan Puri over 18 guests**
- For weddings of 80+ we require booking of two villas and for 120 to 150 we recommend using all 3 villas so the wedding guests can dine on the uninterrupted lawns adjacent to one of Koh Samu-i's best beaches, which makes it almost unique as a villa venue.
- Baan Kilee allow the use of their breakfast/dining rooms for late night lock in dancing post curfew and also the use of the Movie/projector room.
- Baan Ora Chon offers an indoor dining room with capacity for 80 (no marquee required) in case of foul weather and an outdoor undercover dance floor.
- Baan Puri allow use of their dining room for late night lock in dancing post curfew.

Event Planner / Event Company

- Where an event fee is charged then an event organizer must be employed to oversee the full running of the event.
- Any event organizers must be pre-approved by Luxury Villas and Homes or Chai Talay Estate before any deposits are accepted.
- The event planner must be onsite from the beginning of the event and remain until the last guest leaves and clean up finished.

LUXURY VILLAS AND HOMES

Terms and conditions for events booking at Chai Talay Estate

- The event must be fully staffed by the event company to include set up and clean staff, full F&B team and supervisory including the planner.
- All equipment must be provided by the event company to fully cater for the event including all crockery, cutlery, chairs, tables, linens, glassware, cooking implements and gas. Under no circumstances can anything of these items be used from the villa.
- The event company must provide to the management company, at a minimum four weeks prior to the event, full details of the event including full details of number of guests, wedding ceremony, reception, dinner, entertainment, DJ, live band to be agreed by the management company and may be requested to be changed. All timings should also be provided including the finishing time.

Event Charges

- Chai Talay weddings and event fee is reduced to 50% when 2 or more villas are booked for 5 nights.
- For any wedding and/or private parties with an attendance larger than 1.5 times the bedding capacity of the individual villas as set out above, the following charges are applicable:
 - **Premium of US\$1,200 (subject to 7% tax) for up to 80 guests**
 - **Premium of US\$1,500 (subject to 7% tax) for more than 80 guests and up to 150 guests.**
 - **Pre and Post events are charged with an additional USD300-600 + VAT depending on the size of the event and upon approval by Chai Talay or Luxury Villas and Homes.**
- THB 2000 will be provided to the Villa Manager, payable by the event company for the indirect support she has to provide onsite – this is not considered as a tip.

Damage Deposits

- Where guest's numbers exceed 1.5 times occupancy a damage deposit of THB 100,000 will be collected by a representative from Luxury Villas and Homes from the event client.
- For an event where numbers are less than 1.5 times occupancy a THB 50,000 damage deposit will be collected.
- Deposits are payable in cash of any currency or by credit card authorisations and will be refunded post event provided no damage or deep cleaning is required.
- The event client must assume all responsibility for any damage caused by themselves, their guests the event company and any external contractors.
- The event planner contract with the client must ensure full responsibility for any damage done by the planner and or external contractors is assumed by them on behalf of the client.

LUXURY VILLAS AND HOMES

Terms and conditions for events booking at Chai Talay Estate

Role of the Villa Staff

- The role of the villa staff is to look after the guests that are resident at the villa, it is not their role to set up, clean, serve drinks or food during the event – this has to be the complete responsibility of the event company. Therefore once the event begins all services are provided by the events team.
- A member of villa staff will be onsite to provide assistance to the guests staying in the villa and in case of emergencies.
- If any villa equipment needs to be moved for the set up of the event then this should only be moved by or under the supervision of the villa staff. Any equipment that is moved needs to be put back in place after the event.

General Conditions

Cleaning Policy

The premises must be fully cleaned and returned to the standard prior to the event

All rubbish **MUST** removed on the same night of the event.

No items are to be left at the villa after the event. Unless a second event is booked then equipment may be left in the garage storage of the villa.

Glass & Plastics

Glass is NOT permitted around or in the pool area - this includes floating pool decorations.

As Chai Talay Estate operatives a minimal plastic waste policy it is requested the single use plastics are replaced with water dispensers, acrylics, plant based or paper products.

Structure

The deck area may be used for the event, dinner or dancing.

Wooden dance floors and staging are permitted to be placed on lawn areas.

Pool Platforms maybe arranged although a higher damage deposit of THB 300,000 may be taken to offset the risk of damage than renders the pool unusable.

Any physical changes to be made to a villa must be discussed with the management company prior to the event.

LUXURY VILLAS AND HOMES

Terms and conditions for events booking at Chai Talay Estate

Music

All music must be turned down by 12 midnight and should there be guests in surrounding villas, the event company must be respectful of this and turn down noise if and when requested.

Chai Talay Estate allows guests to continue to play music inside until 02.00am unless guests in the neighbouring houses complain.

Fire & Flames

Fireworks must only be provided by a Thai company with the official license up to date and the time regulations of between 11pm and 1am only must be adhered too - the planner must provide a copy of the fireworks approved application documents to the villa manager and LVH before the day of the event.

Fire shows must only take place on the beach area.

Fire lanterns are no longer allowed on Koh Samui.

Anything involving fire or flame must only take place with the correct weather and wind conditions. Should any damage be caused, the client must take responsibility for this.

Drones

Under Thai law all drones must be licensed and insured a copy of the license and insurance documents must be available on the day of the event.

Agreement and acceptance

We are in acceptance of all the Terms and Conditions above, our event can take place only if all the above are adhered to by the renter and the planner, the rundown schedule of events **MUST** be submitted 4 weeks prior to arrival.

We are also in acceptance that each Luxury Villa & Homes Villas has a specific set of Villa Guidelines that should be followed in conjunction with these general guidelines.

Signatures

Name of Renter: _____

Date signed: _____

Event Planner: _____

Event Company Stamp/Name: _____

Date signed: _____