

TERMS AND CONDITIONS

For wedding / event organizers at Baan Rattana Thep

1. Any event company must be pre-approved by Luxury Villas and Homes before any deposits are accepted by the event organizers.
2. Maximum number of guest for the event = 150 persons including all guests staying at the villa.
3. For any wedding and/or private party with attendance larger than 1.5 times the bedding capacity of the villas, the following is 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 up to 150 guests
4. 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.
5. 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 – this has to be the complete responsibility of the event company.
6. All equipment must be provided by the event company to fully cater for the event including all crockery, cutlery, chairs, tables, glassware, cooking implements and gas and storage facilities. Under no circumstances can anything be taken or used from the villa.
7. The villa or its rooms are not to be used for storage of any equipment. The villa is also not to be used for the event or dinner without prior agreement of Luxury Villas and Homes. Only the outside spaces are permitted to be used and in the event of bad weather, the event company must provide marquees or covers.
8. The deck area is not to be used for the event, dinner or dancing.
9. The planner must be onsite from the beginning of the event and remain until the last guest leaves and clean up finished.
10. The premises must be fully cleaned and returned to the standard prior to the event and all rubbish removed on the same night of the event. No items are to be left at the villa after the event.
11. No wooden dance floors are permitted to be placed on lawn areas.

- 12. No staging to be placed in the pool or any physical changes to be made to a villa without discussing with the management company and obtaining permission where necessary.
- 13. The event company must provide to the management company , 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 finish time.
- 14. 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.
- 15. Fireworks must only be provided by a Thai company with the official license and the time regulations for release for each location must be adhered to.
- 16. Anything involving fire or flame to include, fireworks, Thai lanterns, Thai dancers etc must only take place with the correct weather and wind conditions. Should any damage be caused, the client must take responsibility for this. Only a licensed firework company are permitted. Fire dancers are only permitted on the beach area.
- 17. 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.
- 18. A damage deposit of 100,000 THB where guest’s numbers exceed 1.5 times occupancy will be collected 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. This 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 and also the event company and any external contractors.

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.

NAME OF RENTER:

EVENT PLANNER/COMPANY

Signature:		Signature:	
Date signed:		Date signed:	