

TERMS AND CONDITIONS

Overview

An event is a gathering where the total number of guests is more than 1.5 times of the standard occupancy of the villa, or when any pre-planning is required, or when additional infrastructure/equipment (such as an external sound system) is brought onto a villa's premises. These guidelines were developed by the Management Company and owners to ensure:

- The event is appropriate for the venue.
- Written rules are clear for clients, agents, guests, event organizers, and staff using the premises.
- To minimize the risks to and impact on the villa as well as residents within the immediate area.
- That the event does not exceed the capacity of each managed property.
- Events can be categorized as Private Parties (such as Birthdays), Weddings, Corporate Events, Filming and Promotional Events.
- Public events with ticket sales are not allowed at any time.

Please be sure to follow these along with the general guidelines to help make your event truly memorable!

Event Organizer

An Event Organizer (EO) approved by the Luxe Nomad must be appointed in order to apply for an event at any of the available villas. Any event must be pre-approved by The Luxe Nomad before any deposits are accepted by the EO.

The Event Organizer will be the point of contact for The Luxe Nomad and will take full responsibility of the event. The Event Organizer must:

- Be present on-site for the entire duration of the event, including set-up and post-event cleaning.
- Be present onsite at key times (contractor/vendors arrivals, clean up, etc.) for the second small gathering, if applicable.
- Guarantee the villa to be cleaned professionally. All rubbish needs to be removed from the property after the event at the latest by 02:00 am. No items are to be left at the villa after the event.
- Safeguard that the event must be fully staffed by the Event Organizer to include set up and cleaning staff, full F&B team, and supervisory team. The role of the villa staff is to look after the guests that are residents of the villa; it is not their role to set up, clean, or serve drinks or food—this has to be the complete responsibility of the Event Organizer.
- Guarantee that all equipment must be provided by the Event Organizer 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. If any villa equipment needs to be moved for the set up of the event, then it should only be done under the supervision of the villa staff. Any equipment that is moved needs to be put back in place after the event.
- Ensure that suppliers do not park their vehicles in front of the property so that guest and public access remains clear.

- The event company must provide to the management company, at a minimum four weeks prior to the event, the finalized details of the event including number of guests, wedding ceremony, reception, dinner, entertainment, DJ, live band etc. to be agreed by the management company and may be requested to be changed. All timings should also be provided including the finishing time.
- The event company is NOT eligible to bring in their own services without explicit consent, and anything sold in the villa needs prior approval. In the case of competing “complimentary” services, i.e. massage and chefs, the event company cannot bring in their own third-party providers without permission, which may be rejected as the issue on risk, security, insurance all have to be considered.

Event Fees and Security Deposits

A fee is charged by the villa for an event, based on the number of event guests. This event fee will be invoiced as part of the villa booking and is subject to VAT. The fee covers the main event as defined above. Should a pre- or post-event function be held on the day before or after the main event, a second event fee will apply as outlined in the conditions below.

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 Puri over 18 guests

For weddings of more than 80 guests, we require booking of two villas so the wedding guests can dine on the uninterrupted lawns adjacent to one of Koh Samui's best beaches, which makes it almost unique as a villa venue. Baan Kilee allows 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 Puri allows use of their dining room for late-night lock-in dancing post-curfew.

External Events (run by an appointed event planner)

Chai Talay wedding and event fees are reduced to 50% when two 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, including pre/post event days:

- Premium of USD 1,200 (subject to 7% tax) for up to 80 guests
- Premium of USD 1,500 (subject to 7% tax) for more than 80 guests and up to 150 guests
- A THB 10,000 (subject to 7% tax) coordination fee is required for smaller group events (under 25 people) in Baan Kilee, using the villa's own facilities and staff.
 - If using an external planner and there are under 25 people, the standard event fee is still USD 1,200 or 1,500 (subject to 7% tax).

Note: THB 5000 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.

Internal Events (run by inhouse villa teams)

For pre/post events with an attendance larger than 1.5 times the bedding capacity of the individual villas as set out above, the following charges are applicable:

- USD 600 (subject to 7% tax) for casual setting (up to 50 guests) and upon approval by Chai Talay or The Luxe Nomad. Event fee is further reduced by 50% for a 2nd event thereafter.

Note: For smaller group events (under 25 people) using the villa's own facilities and staff, a coordination fee of THB 10,000 (subject to 7% tax) is required.

Damage Deposits

A security deposit is to be paid prior to or upon arrival at the villa. The security deposit will be used to cover part of the service or replacement costs in case damages to the property prior, during, and/or after the event takes place on top of any cancellation fees incurred (if any) as set out hereunder. 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. This amount is 100% refundable to the Guest or EO if no damages to the villa and its equipment have been found, no deep cleaning is needed, and no cancellation fees have been incurred. If the amount is paid via credit card, it will be released within 3 weeks, depending on the guest's or EO's bank billing cycle. If the amount is paid by bank transfer, it will be released within 3-5 days; if paid through cash, it will be returned during checkout, which avoids an unnecessary administrative burden for both parties.

For security deposits, the fees are as follows:

- A security deposit of THB 100,000 will be collected if the number of guests exceeds 1.5 times of the occupancy of the villa.
- A security deposit of THB 50,000 will be collected if the number of guests is less than 1.5 times of the occupancy of the villa for small group events.
- An additional THB 300,000 security deposit (if pool platforms are used).

Payment & Cancellation Policy

The total event fee is payable no later than 30 days before the scheduled arrival date and is non-refundable.

A scanned copy of bank transfer or payment confirmation slip is required. All bank charges, administration fees and payment processing fees to be borne by Guest.

In circumstances of Force Majeure, The Luxe Nomad will not issue refunds outside of its normal cancellation policy, but may, subject to its discretion, reschedule bookings to within 12 months of the original date. Accordingly, we strongly advise that all events have appropriate event insurance.

Event Requirements

- It is required for the guest to book at least two to three villas, depending on the maximum capacity of the guests, in order to use the property's beachfront lawn (i.e. it is required to book two villas in the Chai Talay Estate to use the beachfront lawn of Baan Puri if there are more than 80 guests for any events/weddings).
- The bedrooms and en-suite bathrooms cannot be used by anyone other than the guests themselves. It is not allowed for the wedding organizer or one of their suppliers to use villa facilities.

- The villa or its rooms are not to be used for storage of any equipment for the event.
- The kitchen is not to be used for the event. A separate kitchen can be set up in a screened area or in the backside of the property.
- Minimum Length of Stay should follow the season minimum nights:
 - Baan Kilee
 - Low and shoulder seasons: 3 nights
 - High season: 4 nights
 - Peak, Christmas and New Year season: 7-10 nights
 - Baan Puri
 - Low, shoulder and high seasons: 3 nights
 - Chinese New Year & Easter season: 5 nights
 - Peak season: 7 nights
 - Christmas and New Year season: 10 nights

Note: The above requirement can be waived in the case of back to back bookings

- *Cleaning Policy:* The premises must be fully cleaned and returned to the standard prior to the event. All rubbish MUST be 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 operates a minimal plastic waste policy, it is requested that the single-use plastics be replaced with water dispensers, acrylics, or plant-based or paper products.
- Music Curfew for sound systems, live bands, and DJs is only until 12.00 midnight. Music capacity: max 2000 watts.
 - Chai Talay Estate allows guests to continue to play music inside until 02.00am unless guests in the neighboring houses complain.
- Fireworks must only be provided by a Thai company with the official license up to date, and the time regulations of between 11:00 PM and 12 Midnight only must be adhered to—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 in the beach area.
- Sky Lanterns are prohibited by the local government in 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.
- We are an advocate for the prevention of cruelty and ethical care of elephants and wildlife. We do not allow nor condone the hiring and use of elephants and/or other wildlife for any events held in the villa and in the immediate surrounding areas of the villa (i.e. beach).
- 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.
- Any event of more than 20 external residents or 50 people must hire additional portable toilets. Event manager to arrange this service and locate out of sight, next to CTE gym toilets. (drop off and pick up can be anytime before/after wedding in arrangement with the Villa Manager)

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 may be arranged and should be approved by the villa management. If allowed, it must have proper protection between tiles and aluminum. However, a higher damage deposit of THB 300,000 may be taken to offset the risk of damage that renders the pool unusable.
- Any physical changes to be made to a villa must be discussed with the management company prior to the event.
- Freestanding marquees are allowed in the garden with the advance approval of the location by The Luxe Nomad. Marquees must be promptly removed after the event, and care should be taken not to damage the grass. No wooden decks or dance floors are permitted to be placed on lawn areas unless approval from The Luxe Nomad is granted. The Event Organizer should clearly indicate the location of marquees, service bars, dance floors, DJ stations, and any other structures on the event site plan.

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 additional power is to be drawn from the villa supply.
- A generator with a minimum of 40 KVA should be supplied with sufficient cabling.
- 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.
- Heavy lighting must be attached by metal braces and not by hooks and nails.
- All candles should have candle bases to prevent wax spillage.
- At least two fire extinguishers must be provided, and staff must be trained to use them.
- No nails, screws, or other fixing methods that create a lasting mark on the property may be used.

Approval Process

We look forward to hosting selected events at our villas. For an event to be approved, we request that the following information be provided by the event organizer along with any required supporting documents a minimum of four weeks prior to the event. All timings should also be provided, including finish time. The Luxe Nomad is not able to approve an event if this information is not provided. If there are any changes at a later stage, please contact us. In addition, as part of the application, we need to receive:

- Event plan, run sheet, and theme
- Event infrastructure list
- Proposed event layout/site plan

This specific Villa Guidelines should be reviewed in conjunction with the standard Event Guidelines.

EVENT INFORMATION

Event Organizer / Company Name:

Contact Person:

Guests Name:

Nationality:

Period of Stay:

Number of Guests:

Will there be a sit-down dinner or buffet?

Will there be a DJ or live band?

What kind of Entertainment will be used?

Is there any special request, please specify:

Based on the information above The Luxe Nomad Thailand agreed on the following costs:

Event fee :

Security deposit :

Signature The Luxe Nomad:

ALL EVENTS NEED TO BE APPROVED BY COMPLETING AND SIGNING OUR APPLICATION FORM FOR EVENTS BEFORE THE EVENT CAN BE APPROVED.

READ AND AGREED

Signature :

Date :

Name :

Title :

Company :
