



TERMS & CONDITIONS for events at Ban Sairee, Koh Samui

1.0 Conditions of Stay

A minimum of six (6) main villa bedrooms is required. Sairee Suite, Small Barn and Big Barn may be rented in addition to the main villa. There is a minimum stay of three (3) nights, with the exception of high season where a five (5) nights minimum is required and peak periods where seven (7) nights minimum booking is required, or unless otherwise specified in the confirmation of availability.

Please see guests general Terms & Conditions for inclusions, exclusions and cancellation policy for in-house guests.

1.1 Event Fee and Capacity

An event fee is per event and is applicable for all events with more than twenty (25) guests and/or requires event planner. Events are only available to in-house guests. An additional event fee may be applicable for subsequent parties, subject to confirmation.

Number of Total Guests	US\$
25 - 60 Guests	\$1,200
61 - 120 Guests	\$1,500

Where an event fee is charged, then an event organiser must be employed to oversee the full running of the event.

Any event organisers must be pre-approved by Ban Sairee owner 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 once the event has ended.

The event must be fully staffed by the event company which include set up and cleaning staff, complete F&B team and supervisory team 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 Ban Sairee owner, at a minimum four weeks prior to the event, the 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.

1.2 Damage Deposits

The event fee does not cover damages to property, lawn or surrounds.

A damage deposit of THB 100,000 will be collected by Ban Sairee owner from the event client.

Deposits are payable by bank transfer 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 contracts 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.

In the event of any damage to the property or surrounds or in the event of a deep cleaning being required, Ban Sairee villa manageress will assess and report any damages to Ban Sairee owner. These are to be put-right and/or paid for their fixing before check out. This will either be in Thai Bht or bank transfer depending on extent of damage and costs.

The event planner must assume all responsibility for any damages caused, this being irrespective of whether caused by villa guests, event guests, event company staff or external vendors/contractors.

1.3 Role of the Villa Staff

The role of the villa staff is to look after the guests who are residing/staying in the villa, it is not their role to set up, clean, serve drinks or food during the event. These duties remain the complete responsibility of the event company. 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 any emergencies.

Any villa equipment needing to be moved for the setup of the event will be done by and/or under the supervision of the villa staff. Any equipment that is moved must be put back in place after the event.

1.4 General Conditions

1.4.1 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.

1.4.2 Glass & Plastics

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

As Ban Sairee operates a minimal plastic waste policy, it is requested that single-use plastics are replaced with water dispensers, acrylics, plant based or paper products.

1.4.3 Structure

Any physical changes to be made to a villa must be discussed with the owners of Ban Sairee prior to the event.

1.4.4. 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 is requested. Ban Sairee allows guests to continue to play music inside until 02.00am unless guests in the neighbouring houses complain.

1.4.5. Access and Location

All parties to take place on the lawns only. Access to the decking or inside villa, with exception of in-house guests, is strictly forbidden. This includes event vendors, suppliers and outside guests.

1.4.6 Fire & Flames

For safety reason, fireworks is not allowed at Ban Sairee

Fire lanterns are no longer allowed on Koh Samui.

Fire show is allowed on the beach. All fire entertainers must be licensed.

Anything involving fire or flame must only take place with the correct weather and wind conditions. The client will take all responsibility for any damage.

1.4.7 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 and our event can take place only if all the above are adhered to by the event or wedding client/renter and the planner, the rundown schedule of events **must** be submitted 4 weeks prior to arrival.

Signatures

Name of Renter: _____ Signature: _____

Date signed: _____

Event Planner: _____ Signature: _____

Date signed: _____

Event Company Stamp/Name: _____