

The Aquila Event Guidelines

Guidelines

These guidelines outline the general conditions which apply to all events held at The Aquila (www.aquilaphuket.com). They are designed to ensure that the event runs as seamlessly as possible, whilst protecting the property together with the interests of the owner, guests, neighbours and the local community.

Event Definition

An 'event' is defined as a gathering where the total number of people in attendance exceeds 25 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 The Aquila. Merely renting the villa does not entitle guests to hold events, permission for such being at the discretion of the Aquila. All events require outside catering.



Second Event

Many of the events held are 'Destination Weddings' or functions where many overseas guests fly in for the special occasion, understandably guests may wish to hold another, smaller, gathering after the main event. The function fee includes the villa's permission to hold a second smaller event with the following conditions:

- Not exceeding the total number of guests attending the main event
- Daytime event, finishing by 6pm
- Coordinated by an approved Event Coordinator
- Outside catering

Maximum Guests **80 Pax** for seated and **100 Pax** for standing events.

Main Function Fee 45 – 80 guest total US\$2250*
25 – 45 guests total US\$1550*

**event fees are subject to an additional 10% Service Charge and thereafter a 7% tax (total 17.7%)*

**event fees cover one main event and a second smaller event (as outlined)*

**for events with 45-80 guests, the event fee covers the clean-up fee and Drive master / Parking Attendant fee for the main event.*

For the second event, the Clean-up fee and Drive Master / Parking Attendant fee are borne by the guest.

**for events with 25-45 guests, the Clean-up fee and Drive Master / Parking Attendant fee for the main event and second event, where applicable, are borne by the guest.*

- Clean up fee THB6000 / event
- Drive Master / Parking Attendant THB3000 / event

Main Event Curfew The curfew is 11pm for DJ / Live Bands / amplified music outdoors. Guests are welcome to continue past 11pm with music in the Entertainment Room (downstairs level), with private bar, until the early hours.

Villa Rates www.aquilaphuket.com/rates

Minimum Stay 3 nights Low season / 3 nights High season / 7 nights Peak season

Event Organisers

Whenever the Aquila is booked for an event, an approved professional Event Organiser (EO) needs to be engaged. Events that do not have a professional organiser are likely to be poorly controlled. Lack of experienced control of the event and the suppliers can lead to a poor guest experience and/or damages for the villa, neither of which is in anyone's interest.

The Aquila will carefully review the suggestion of any EO not worked with previously but maintains full discretion for approval of the EO and their event management concepts. The Aquila has details of several locally based Event Organisers who are familiar with the villa (and most importantly has experience working with) local suppliers and can make recommendations if required. The client is responsible to have their EO approved by the Aquila and should advise of their appointed EO no later than 3 months prior to the event date.

The Event Organiser responsibilities are to:

- Submit their General Concept Plan and Detailed Run Sheet for the event(s) by the due dates specified (see approval procedure below).
- Ensure that the function is managed according the conditions and restrictions set out in these guidelines.
- Be represented onsite by a senior manager and be contactable for the full duration of the main and second (where applicable) event, including setup and clean up.
- Ensure that 3rd party vendors and catering staff remain in designated areas and the guidelines are adhered to. Unless specifically approved by the Aquila, guest areas may not be utilised.
- Provide all vendors, drivers and event attendees with a Villa map and detailed directions.

Event Charge

A fee in addition to the Villa nightly rate, an Event Fee is charged for the day of the event and will be invoiced together with the main booking fee.

Damage Deposit

A damage deposit of US\$3000 is required for events. These monies are due to The Aquila 2 weeks prior to the event date and will be refunded (less the cost of any documented damages if they occur) within 3 days of check out. Damage deposit monies are processed via PayPal. In the event of extraordinary damages, a bill will be presented on top of funds already held.



Approval Procedure

The appointed EO is required to submit a General Concept plan (including plans for any equipment / staging etc.) and detailed Run sheet. The General Concept plan is to be submitted at least 8 week prior to the event, the detailed Run Sheet at least 3 weeks prior, and should be emailed to aquila@kmm-services.com and concierge@kmm-services.com. Both plans will be reviewed by the Aquila who will make any comments or suggestions for change. All aspects of the event plan must be pre-approved by the Aquila. If the event plan is not received by the due date and/or there is no agreement on the event plan (which must include a wet-weather plan) the Aquila reserves the right to cancel the event.

Villa Event Facilities and Event setup

The villa spaces typically used for events are the grassed garden area, poolside space, and the downstairs lounge room referred to as the Entertainment Room. The living room on the pool level is the most often used as a spill over area and as a contingency for inclement weather.

There are 4 large public entertaining rooms within the villa – the downstairs Recreation Room, the Living room on the pool level, and the formal Reception Room and the Library on the floor above.

Use of the Reception room and the Library are discouraged owing to their wood floors and the tendency of event guests to wear heels in most circumstances (attempting to enforce a 'no shoe' policy rarely succeeds). If either of these two rooms are to be used, carpeting must be put down to protect the floors.



The Garden and Poolside areas are not covered and therefore it is recommended that events be held in the dry season (from December to May) with the consideration that the weather is unpredictable at all times of the year and a wet weather plan is formulated as a backup plan in writing (submitted at the same time as the event plan) as part of the event plan for every event by the Event Organiser.

Garden

The grassed garden area may not be used if wet, under any circumstances. Marquees may be considered on a case by case basis and must be approved in advance. Where approved, an additional charge will apply owing to the difficult access and increased likelihood of damage.

Poolside Areas

The pool terrace is extensive and has two salas (Thai-style gazebos, roofed structures without walls) at each end of the pool. It is well related to the two kitchens.

Living Room (Pool Level)

This room is adjacent to the pool and its surrounding deck. The furniture in this room can be moved as necessary and EO's are welcome to make use of this area.

Recreation Room (downstairs from Pool Level)

This space with its built-in bar is one of the best locations for after party and dance floor and sound can be kept reasonably insulated from the outside.

Reception Room (upstairs from Pool Level)

If this upstairs room is used, the wooden floor must be carpeted with felt secured with quality 3M tape (this specific tape is needed as other brands tend to leave a residue behind which is not acceptable).

Library (upstairs from Pool Level)

If this room is used, the wooden floor must be carpeted with felt secured with quality 3M tape.

Guest bathrooms

The villa has 5 washrooms available for use during the event. One on the upper level, next to the reception area, 3 on the pool level, and 1 in the Entertainment area. The Aquila staff will ensure the washrooms are kept clean and well stocked during the event.

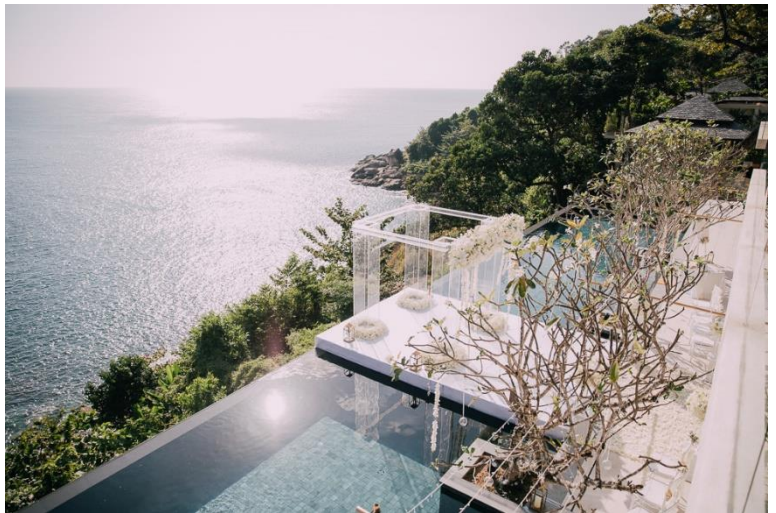
Kitchen

The Aquila has 2 kitchens available, a Western-style 'show' kitchen and a well outfitted commercial-grade 'wet' kitchen. Both are available for use by the catering staff however, the show kitchen is only to be used for the bench space (plating, serving, bar service etc) and not for cooking. Use of the wet kitchen is limited to the cooking appliances only, not use of the Aquila's utensils or cookware. All cooking equipment and utensils must be provided by the caterer. The caterer is also responsible for the clean-up of these areas after the event.

Parking

Owing to the very limited parking space at the Villa, Parking is not available at the villa during the event. For event Guests a shuttle service (offsite gathering points and transfers) must be arranged by the EO (the limited amount of car parking space can be carefully allocated to vendors servicing the event).

The villa will provide a 'Drivemaster' for each event. The responsibility of the Drivemaster will be to coordinate all vehicles (suppliers, clients, and chauffeured vehicles) entering and leaving the villa and using the drive area.

**Staging**

Purpose built staging can be built over the swimming pool for events. It needs to be correctly built and installed to ensure safety and to avoid damage to pool finishes. Kindly note that staging cannot be braced inside the pool as that can cause damage.

For safety reasons and to prevent damage, staging must be roped off after the final official event use (e.g. cake cutting; speech and so forth).

Fireworks

No fireworks, or fire lanterns permitted. If fireworks are very much desired arrangements can be made to present them safely from a barge in the cove. Pyrotechnics, otherwise known as 'cold fireworks' are permitted.

Staff

The Aquila Staff involvement during the event is limited to attending to the washrooms, villa area and grounds and they do the clean up after the event. All other staff for the event need to be brought in by the Event Organiser. This includes caterers, bartenders and waiting staff as The Aquila does not cater inhouse for events.

Power

The Aquila does not have a back-up electrical generator. As local area power failures can occur, and events typically require supplementary power beyond the villa capacity, portable generator hire is mandated for all events. The generator should be arranged by the Event Organiser as part of their services at guest cost.

Some specific rules for Event Organisers to note

- Owing to the amount of liquids that tend to wind up in the trash, all rubbish has to be double bagged to prevent spillage.
- Use of glassware can be at the discretion of the EO (glassware for guests at table, Plastic only in /casually around pool.
- If any circumstance arises that needs the swimming pool to be drained and refilled, the cost to do so is THB50,000 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 THB 30,000 cleaning fee per incident is to apply if any room smells of smoke or there is any evidence of smoking in rooms.
- 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 Villa Management.
- Rose petal pathways for ceremony etc. need to be cleaned up immediately after the ceremony.
- Drop sheets must be used wherever any painting of external structure is done onsite.
- In any instance where furniture of the villa does need to be moved, the labour or remuneration for professional movers, needs to be provided by the client. This is both for the initial relocation of furniture and also for its return (done to the approval of the Aquila's onsite team).
- While not recommended, the pool table in the Recreation Room can be moved but incurs a relocation cost by the pool table company to reset the levels in the table, currently this is 8,000THB.



The Aquila is proud to offer its clients one of the finest venues in Phuket. The villa's unparalleled privacy and seclusion make it unique in one of the most sought after areas on the island.

Its 165 meters of direct ocean frontage, its expansive living areas and facilities make it one of the most special locations for which to enjoy a private event to celebrate with friends and family.

Come and see where the Eagles rest...