



VENUE RENTAL TERMS & CONDITIONS

Event Organizers:

All events are required to have a qualified Event Organiser (EO) onsite at all times who has been approved by Wonderland Uluwatu before a booking can be confirmed.

The EO should:

- **Submit a detailed Runsheet and Floor Plan at least 30 days prior to the function to our inhouse event team**, clearly marking all vendors involved as well as load-in and out times
- Be onsite for the entire period of the main event including set up, event and clean up.
Note that Wonderland Uluwatu has the right to refuse entry to vendors until the EO is onsite
- Be onsite at the key times (vendors' arrivals, clean up etc.)
- Provide at least 2 telephone contact numbers of the EO team for the duration of the event
- Provide all staff for function duties including supervising the setup, event management and supervising venue clean up
- Ensure vendors and outside catering staff don't smoke, eat or sleep around the premises
There is a designated area for these purposes at the entrance of the premises
- Vendors are not permitted into and/or to use any guests' areas for the purpose of the event without the permission of the Wonderland Uluwatu manager in charge.

Music:

- Live music (band and DJ permitted **until 11:30pm** with externally brought in sound system and generator)
- Reasonable usage of the same external stereo system and Ipod usage is permitted after 11:30pm midnight (Wonderland Uluwatu's manager has the only right to determine appropriate sound levels at all times)

Catering:

The venue has a designated caterer's station and a paved area located at the top of the car park with a washing up area. Caterers are encouraged to use this area for events. The caterer's station must be returned to its original state of cleanliness immediately following the end of service at the event. Wonderland Uluwatu's venue manager or a designated staff member must be present for the handover.

Free-standing bars may be set up in the venue area itself. If the bar is setup on grass, vendors must provide tarpaulin underneath the bar in order not to damage the grass.

The EO is responsible for ensuring all rubbish generated by the service of food and drinks at the venue is removed at the end of the food and beverage service period to the satisfaction of the Wonderland Uluwatu's venue manager or designated staff member.



Power, Cabling & Lighting:

Wonderland Uluwatu's electrical supplies are generally not sufficient to cater for events. In order not to damage the supply and to protect the property from fire hazards the guidelines below must be followed at all times:

- No power is to be drawn from the property's supply
- A generator with minimum 30KVA should be supplied by the EO
- 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 brace and not by hooks and nails
- Paper candle lanterns, balloon release, fireworks or Thai wishing lanterns are not permitted unless specifically allowed and stated otherwise
- All candles should have candle bases to prevent wax spillage and discoloration of the surface

Staging & Structures:

- Structures such as marquees, service bars, pool platforms, dance floors and DJ booths need to be included on the Site Plan for approval
- Marquees should be freestanding where possible
- Staging and platforms should have drop sheets put down before painting and must be approved prior to confirmation of the booking of the respective vendor by Wonderland
- All staging & structure vendors must follow the load-in and out times given as per venue hire time table

Parking:

The parking area is to be kept free for guests' arrival and departure (pick-up and drop-off). This means that there is no parking on site for EOs or suppliers. Vehicles are permitted for a one-hour period for loading but should be off-site at least 2 hours prior to the event starting time.

Usage of Fire / Fireworks / Pyrotechnics:

The client is not allowed to arrange their own fireworks, fire dancers and pyrotechnics unless previously agreed to by the management of Wonderland Uluwatu due to security and safety reasons. All charges occurring in the case of misconduct will be charged to the client and are the client's responsibility.