

# TERMS AND CONDITIONS SHEET

This Terms and Conditions Sheet is issued on the same date and forms an integral part of the Event Venue Booking Agreement (the "Agreement"). The Customer is required to comply with all terms and conditions specified herein and is responsible for informing and supervising its guests, and other parties involved in the Event.

## **1. Event Organizers (EOs):**

Event Organizers (EOs) are professional individuals or companies contracted to plan, manage, and execute events at ANDAAMAN Beach Villas. EOs are responsible for coordinating all aspects of the event, including logistics, vendor management, and adherence to the guidelines set forth by Luxury Beach Event Creation Co., Ltd.

## **2. Maximum Guests:**

- Main Event: Up to 200 guests
- Second Function: 50 guests

## **3. Minimum Stay:**

- 3 nights during Prime, Mid, and High seasons
- 5 nights during Summer season and Chinese New Year & Easter week
- 7 nights for Christmas only
- 10 nights for New Year's only (if Christmas is booked)
- 14 nights if spanning Christmas and New Year's

## **4. Event Fees:**

Event fees vary based on the number of guests and are subject to a 7% VAT. The fees will be confirmed through a written quotation, which will be issued periodically as needed.

## **5. Security Deposit:**

The security deposit amount will depend on the Event Fees and specific conditions of the event. The exact amount of the Security Deposit will be communicated for each event as needed. The collection and return of the Security Deposit will be handled in accordance with the terms specified in the Agreement.

## **6. Curfews:**

- Outdoor entertainment is permitted until midnight, with reduced volume after 10 PM.

- Post-midnight gatherings with up to 30 non-villa guests are allowed in the living room until 2 A.M. with a maximum volume of 70 decibels.
- Daytime music volume must not exceed 70 decibels.

**7. Event Plan Submission:**

An Event Plan must be submitted via the appointed EO at least 4 weeks prior to the event date, including details such as the event summary, run sheet, agenda, layout plan, entertainment, and any other activities.

**8. Event Space Usage:**

The villas offer various outdoor and indoor venues for events. Specific areas like the beach, the beachfront lawn, terrace, and pool areas are available, but setups like staging over the pool must adhere to strict safety guidelines.

**9. Pool and Beach Area Use:**

- Staging over the pool is only allowed for the ceremony, first dance, or cake cutting, and the pool tiles must be protected.
- Beach setups are limited to ANDAAMAN's property boundaries, with any use beyond requiring prior authorization.

**10. Furniture and Infrastructure:**

Interior furnishings should not be moved or removed, with specific guidelines for sofas and the living room area. No additional infrastructure is allowed without prior approval.

**11. Floor and Carpet Protection:**

All interior floors, including the first-floor toilets, must be protected with carpets, and specific tape must be used that does not leave marks. The second floor is restricted to villa guests only.

**12. Kitchen, Bar, and Cleanup:**

The villa's kitchen and dining facilities are not for event use. EOs/Caterers must set up their own facilities, protect floors and walls, and ensure complete cleanup, including prompt petal removal after ceremonies.

**13. Guest Washrooms and Bedroom Access:**

Guest washrooms are limited to the powder room in the living area, with private bathrooms in guest bedrooms being off-limits unless prior arrangements are made.

**14. Guest Policy:**

After midnight, up to 30 event guests are allowed in the living room area for gatherings but cannot stay overnight in bedrooms reserved for villa guests.

**15. Marquees and outdoors setup:**

Marquees and other weather protection structures are recommended during the monsoon period and must be free-standing. The responsibility for ensuring the effectiveness and sturdiness of the setup in providing weather protection lies solely with the Customer, Customer, and Event Organizer (EO).

**16. Smoking:**

Smoking is prohibited inside the Villa and is only allowed in designated outdoor areas. Any violation will result in a fine of THB 20,000. Additionally, any damages or extra cleaning required due to smoking will incur additional fees.

**17. Emergency Plan:**

EO must have an emergency plan, including medical emergency procedures and contact information for local emergency services.

**18. Electricity:**

Villa electricity is not available for events; the Customer and/or Event Organizer (EO) must provide generators or an alternative power source sufficient to cover the entire Event's needs.

**19. EO Presence and Suppliers Policy:**

EO must be on-site at all times during the event, including preparation and dismantling periods. Suppliers are not allowed on-site without an EO present.

**20. Drone Usage:**

Drones are permitted within the Villa area, provided that the necessary registration, permits, or licenses are obtained in accordance with Thai law. The Customer is solely responsible for any violations or

damages resulting from drone usage. Additionally, if a drone is flown beyond the Villa area, the Customer will bear full responsibility for any consequences.

**21. Parking:**

Parking is limited to 2 cars in each Villa carport, with additional vehicles allowed for loading / unloading only, and must be off-site at least one hour before the event.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Terms and Conditions Sheet as part of the Event Venue Booking Agreement.

**Luxury Beach:**

**Witness:**

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Luxury Beach Event Creation Co., Ltd.

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**Customer:**

**Witness:**

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Name:

(\_\_\_\_\_)

Date: