



Sanctuary Retreat is an
accredited
Eco-lodge set in the heart of
Lush tropical rainforest
at Mission Beach
N. Queensland

The information provided here is a general guide, each retreat may be organised uniquely to suit your needs. If you email us through with your hosting enquiry we can assist you further in bringing it all together so may hold a retreat here at Sanctuary.

Bookings

Sanctuary has designed a flexible deposit's policy, below, to enable you to suit and control the bookings from your clients. Whilst the policy at first glance may look a bit complex, it allows you the freedom to keep tailoring your accommodation selection to your participants bookings and makes sure that you only pay for what accommodation you actually use.

You can estimate the accommodation you think you will need for your retreat participants eg. 3x Deluxe Canopy Cabins, 3x twin Rainforest Huts and 4x double Rainforest Huts.

You are then free to take bookings to fill this selection. One month prior to your retreat we will ask you to let us know what confirmed bookings you have and confirm for you the rooms booked. This means that you will only pay for the rooms actually booked by your participants. At any time you can add extra rooms to your reservation, subject of course to availability at Sanctuary.

Deposit Policy

Sanctuary's booking deposits policy for retreats as follows.

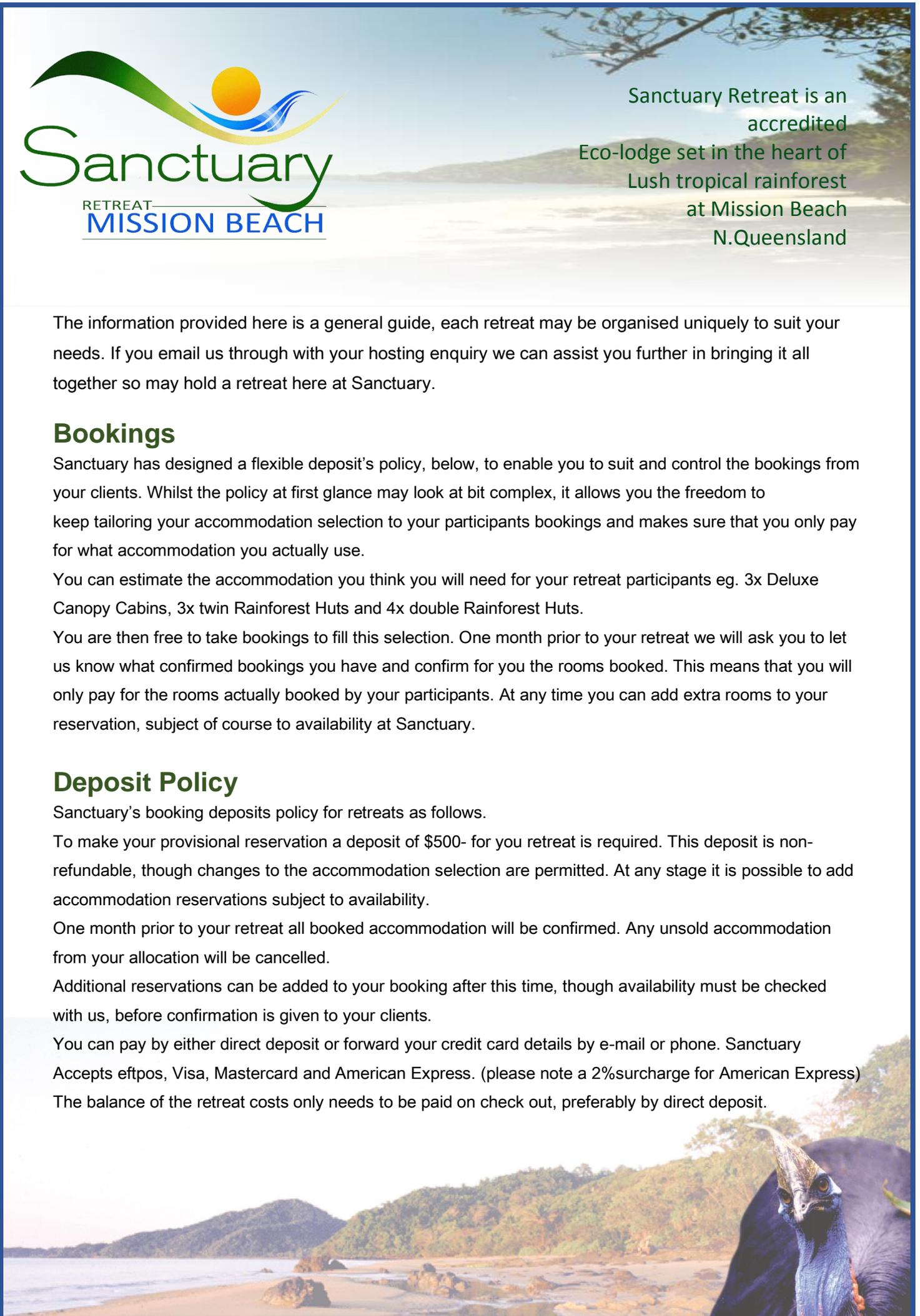
To make your provisional reservation a deposit of \$500- for you retreat is required. This deposit is non-refundable, though changes to the accommodation selection are permitted. At any stage it is possible to add accommodation reservations subject to availability.

One month prior to your retreat all booked accommodation will be confirmed. Any unsold accommodation from your allocation will be cancelled.

Additional reservations can be added to your booking after this time, though availability must be checked with us, before confirmation is given to your clients.

You can pay by either direct deposit or forward your credit card details by e-mail or phone. Sanctuary Accepts eftpos, Visa, Mastercard and American Express. (please note a 2% surcharge for American Express)

The balance of the retreat costs only needs to be paid on check out, preferably by direct deposit.





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Administration of Bookings

Sanctuary's booking we can appreciate that for many yoga schools there is limited time to manage the complexities of organising a Retreat. For a small fee (generally around 5% of the booking price) Sanctuary can field enquiries on our free-call 1800 telephone number, take bookings or secure web bookings and credit card payments, advice on travel arrangements, what to wear, what to bring, what to expect etc. It's what we do, so you can be assured that your students will receive prompt and courteous attention. At the end of the retreat we will credit you for the tuition component of the retreat less your own personal expenses. It's that simple, all we require, once you book your retreat, is the daily programme.

The Sanctuary retreat information sheet will give your participants helpful information about Sanctuary Retreat and how to get here, we recommend giving each student a copy.

Discounts and Commission

Commission on Accommodation

The commission on group bookings we can offer on a two night minimum will change at different times of the year. All commissions would apply to all accommodation occupied by your participants during the retreat and put as a credit against your own expenses here (accommodation and food);

- **Feb-May *** - For a booking of over 10 rooms, 15% commission of the accommodation costs. For a booking 5-10 rooms this will be 10%.
- **Oct - Jan *** - For a booking of over 10 rooms, 20% commission of the accommodation costs. For a booking up to 10 rooms this will be 10%.
- **June – Sept. *** - For a booking of over 10 rooms, 15% commission of the accommodation costs. For a booking 5-10 rooms this will be 10%.

Yoga Room Hire

- 25% discount for groups of 15 or more participants
- 50% discount for groups of 20 or more participants
- 75% discount for groups of 30 or more participants

Free if all accommodation is booked with at least 75% of full occupancy.

For retreats over 4 nights there will be no charge for the yoga studio on the day of arrival and the day of departure.

Facilitator Discounts

As facilitators you will receive a 50% discount on your Accommodation. As well as 20% discount on food and beverage from the Sanctuary Restaurant and bar, (apart from included retreat catering).

