

GROUP BOOKING INFORMATION SHAMBALA RETREAT CENTER



Dear Seminar Leader

Thank you very much for your inquiry into leading a group at our SHAMBALA OCEANSIDE RETREAT IN BALI <https://www.Bali-Shambala.com>

**Please send your group inquiries to our email address to SRI:
booking@baliseminars.com**

ACCOMMODATION

- We can receive Maximally 34 guests in our YOGA HALL and RESTAURANT.
- We have 16 HOUSES/ ROOMS at Shambala for a total of 30 guests.
- After filling all rooms at Shambala you can add rooms from our neighbor Thomas. He has 1 two-story house and 1 Bungalow for a total of 4 guests.

Each room/house has 2 beds: 1 KING bed and 1 SINGLE bed.

Except:

- KIRHNA UPPER (1 KING BED)
- RADHA UPPER (1 QUEEN BED)
- The GARDEN HOUSE (2 SINGLE BEDS)

MEETING HALL – YOGA SHALA

We offer an octagon meeting hall with beautiful, super high-vaulted ceilings (about 36 feet, 12 meters) where you can seat up to 34 people in comfortable *Back Jack chairs*, or 21 – 24 *Yoga Mats*.

- This hall offers AC on request for extra charge per hour 50.000 RP

COST for ACCOMMODATION:

This per person price is inclusive of the following

- 3 very tasty vegetarian meals per day, served BUFFET style, (*Raw or Vegan or Gluten/free option*)
 - Herbal teas
 - Purified water in all rooms/houses and restaurant
 - Fruit 24 hrs. per day
 - The use of the TEMPLE (*with minimally 12 guest*)
- **950.000 RP for SHARED ACCOMMODATION per person**
 - **1.250.000 RP for SINGLE ACCOMMODATION per person**
 - EXTRA GUEST pays 450.000 RP per person for 3 meals/per day if they stay outside.
 - We do **not** allow 3 people per room, except in rare occasions if it is a child of a family.
 - GOVERNMENT TAX of 11% is already included in the price.
 - Our GOOD- BYE MANTRA SINGING CEREMONY at the end of the stay at Shambala is a very memorable experience for all groups. We offer it free of charge as our final goodbye gift to the group.
 - SHARING the TIPS: At the GOOD BY CEREMONY, you can offer that your participants can collect their tips of about 3.50 USD per day. That is 50.000 RP per person.

RESTAURANT & FOOD: The RESTAURANT is located right by the ocean with beautiful views.

- VEGETARIAN FOOD is served BUFFET STYLE = 3 x per day.
- We offer VEGETARIAN food with EGGS, some milk products and with many VEGAN dishes.
- TOTALLY VEGAN DISHES are available on request
- RAW FOOD is available at an additional cost.
- FRUIT & HERBAL TEAS are available 24 hrs in the Restaurant as well.

TEMPLE – MEDITATION - YOGA HALL:

- The LARGE GROUP HALL is FREE if you bring *a minimum* of 13 SINGLE paying guests
- The LARGE GROUP HALL is FREE if 20 SHARED paying guests or a daily income of 17.000.000 RP.
- If you bring less guests than the above number of participants, then we charge 2 million Rp per day for the Yoga Hall, or the % thereof.

EQUIPMENT in the LARGE YOGA HALL:

- AUDIO SOUND SYSTEM with AUDIO-MIXER
- PA SYSTEM, with REMOTE or WIRED MICS
- CD & DVD & MP3 CDs PLAYER
- MP3 PLAYER CONNECTION please bring your own MP3 player)

- **BEAMER: COMPUTER PORJEKTOR (BEAMER) and Screen**
- **FLIP CHART or Dry Board on request**
- **Black Board**
- **WALL FANS**
- **YOGA MATS**
- **20 washable YOGA MAT PROTECTION TOWELS**
- **40 YOGA BLOCKS**
- **20 STRAPS**
- **18 BOLSTERS for YOGA NIDRA**
- **16 SPONGE MATS**
- **34 BACK JACK CHAIRS with 25 ROUND BIG PILLOWS and 25 SQUARE THIN PILLOWS**
- **HARMONIUM (150.000 Rp per day) In case of damage, the Harmonium will be repaired or replaced at your cost**
- **GUITAR (100.000 Rp per day)**
- **In case of damage, the Harmonium or guitar will be repaired or replaced at your cost**

DEPOSIT:

You pay a deposit of **400.000 RP** per room / per day.

- **EXAMPLE: 7 nights X 10 rooms/ houses X 400.000 RP = 28.000.000 RP**
- **We will credit your account with us with the actual amount that we receive.**
- **2nd DEPOSIT: 50% of the total payment is due at 3 months prior**
- **3rd DEPOSTI: The FULL REMAINDER of the payment is due 4 week prior to arrival.**

ARRIVAL:

- **We absolutely need to know the ARRIVAL TIME from each guest 20 minutes prior to arrival. Please text EDY at +62 813-3867-4895**
- If the guests do not do that, we will not be able to pick the guest up from the street side to help them get into Shambala and will not be able to help them with their luggage.
- Please note that our gates are locked.
- Also, we will not be able to give the new arrivals the *Flower Shower* nor the *Welcome Drink* properly, nor complete the Check/In process if the guest do not let us know 20 minutes prior their estimated arrival time.

SHAMBALA OCEANSIDE RETREAT



SEMINAR - BOOKING – AGREEMENT

For your group booking questions please contact SRI at: booking@baliseminars.com

Name of the Seminar Organizer:

Email address of Group Organizer:

Phone WA number:

Contact phone-number in case of emergency:

Name of the Group Leader (if different):

Phone WA Number:

Check-In Date (by 2pm):

Check-Out Date (by 11 am):

If you need to check out later, you be charged a ½ day charge.

SHARED ACCOMMODATION FULL FARE: 900.000 PR per day, per person

- NUMBER OF SHARED ROOMS TO BE BOOKED: _____

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SINGLE ACCOMMODATION FULL FARE: 1.150.000 RP per day, per person

- NUMBER OF SINGLE ROOMS TO BE BOOKED: _____

BOOKING THE WHOLE RETREAT CENTER:

____ YES, I want to block all 16 rooms for my group. I understand that if we occupy less than 16 rooms, we pay 900.000 RP for the empty room per night.

- This arrangement of booking the WHOLE RETREAT CENTER is **non-changeable 9 months prior to your retreat.**

BONUS:

- With 13 SINGE ROOMS BOOKING you receive 1 FREE SINGLE ROOM accommodation.
- With 20 SHARED BOOKINGS you receive 2 FREE SHARED accommodation.

NO MIND-ALTERING SUBSTANCES:

- We want to alert you to the fact that Bali is part of Indonesia, which has a death penalty on using *or* importing of any kind of narcotics. Even the smallest of amounts are punished with strong verdicts of incarceration and even death.

We also want you to be alert to the fact that psychedelic mushrooms are equally illegal in Bali.

We require you to cooperate with Indonesian laws and honor our Shambala Retreat Center as a drug-free zone, including any form of grandmother medicines.

- I agree to the above conditions for booking arrangements with *Shambala Oceanside Retreat*

➤ Signed:

➤ Date:

➤ SHAMBALA SIGNATURE:

➤ Date:

WHATS-APP GROUP:

- We will be setting up a WhatsApp or Telegram group at first between you to make answering questions before and during the seminar much easier. Please send us a WhatsApp or Telegram Message to +6287862483062

STEP 1: SEND YOUR DEPOSIT:

- **REGULAR DEPOSIT:**
 - 400.000 RP X number of ROOM X the number of days
- **WHOLE RETREAT DEPOSIT:**
 - 16 rooms X 400.000 Rp X number of days of your event
 - No adjustment to the number of rooms can be made 9 months prior to your retreat.

PAYMENTS: BANK TRANSFER, PayPal or TRANSFER-WISE:

- We accept payments via Bank wire.
- We accept payments via TRANSFER-WISE. This is usually the cheapest and fastest way to pay. Not all countries are eligible.
- And we also accept payments via PayPal. **We surcharge the PayPal fee, which is 4.5%**
- Our *Shambala PayPal* email address is: info@baliseminars.com

STEP 2: SEND YOUR SIGNED GROUP BOOKING AGREEMENT

- Please sign this AGREEMENT through our E-portal SIGN NOW. We will archive your contract once you have E-signed the agreement. We will also send it to you via PDF after you have signed it. **We will only accept bookings with a signed agreement.**

STEP 3: BLOCKING YOUR ROOMS

- **ONLY AFTER** we receive your DEPOSIT **as well as** your SIGNED AGREEMENT, we will confirm your booking and block the requested rooms for you. Until then your dates are not promised.
- **Until we receive your DEPOSIT your bookings are subject to change.**
- Please block only as many rooms as you feel you can realistically expect to fill.

STEP 4: ROOM ARRANGEMENT GOOGLE LINK

We will send you a LINK via GOOGLE EXCEL that you and our staff can access online anytime. **This GOOGLE EXCEL LINK will serve you for:**

- As your ROOM ARRANGEMENT
- LEDGER for all your **payments received and payments still due.**

- Ledger for the NAMES of your participants, their passport numbers, and the Visa Number.
- Overview of your DEPOSTIS and to let you know your ROOM ARRANGEMENT.

PASSPORT INFORMATION:

- We require to have a pdf of a jpg from all participant's passport, as well as the number of the passport entered in the ROOM ARRANGEMENT Google Link.

STEP 5: FINAL PAYMENT is due 4 weeks prior to your seminar.

- Due to frequent bank delays, we require payment 4 weeks in advance of your seminar.
- The final details and extra charges will be settled at the time of check out.
- Massages or extra purchases can be settled at the end of the stay by each guest, using a Credit Card or PayPal.

CANCELATION:

- Up to 9 months prior to seminar 50% of deposit can be refunded unless we can fill your spot with another seminar.
- **Cancelation within the 9 months period is nonrefundable.**

YOUR RESPONSIBILITY

- ALL ROOMS that you booked WILL BE CHARGED to your account, unless we are able to rent them to other guest, regardless of the reason why they could not be filled.
- Please only block as many rooms as you realistically can fill. You can always up your room numbers as you get closer to your event.
- This allows us to receive another smaller group to help fill the center, if you are not booking the whole retreat center.

WORKING HOURS and MEALTIMES at Shambala Retreat Center:

Our staff comes to work at 8 AM to prepare breakfast and leaves at 9 PM.

No exceptions can be made, expect for our Night Security.

- BREAKFAST: starting 9 AM
- LUNCH: 1 PM (is adjustable)
- DINNER: 6:30 PM (is adjustable)
- Should any of our staff have to come extra early or stay extra late **we charge 50,000 RP per person / per hour.**

ADDITIONAL OPTIONS AT SHAMBALA:

MASSAGES: Per one-hour Massage: 266.200 Rp (incl. 21% tax and tip)

DOLPHIN EXCURSIONS: 350.000 Rp per boat / two person/

EXCURSIONS & Car Rental:

We reserve the right to increase the prices depending on the actual gas costs.

- Pick-Up from Denpasar/Airport per van & driver is 750.000 Rp (*for up to 4 passengers with luggage*) plus tip.
- Pick-Up from UBUD per van & driver is 600.000 Rp (*for up to 4 passengers with luggage*) plus tip.
- Day-Excursion per van and driver is: 800.000 Rp (for up to 6 passengers) plus tip.
- **TAXIs & PICK UPS & TIPS:** We work with freelance drivers and you, or your guests need to pay them directly including their tip.

Wi-Fi at Shambala: One FREE WI-FI High Speed Modem is given to the teacher.

- FREE WI-FI at the Restaurant for all guests, however this is just for WhatsApp, Messenger & Email checking.
- **HIGH SPEED MODULS** offering portable Wi-Fi for 50,000 IDR per day is available for rent.
- The second person in the room pays 25,000 IDR extra for sharing the Wi-Fi modem.

A GOODBYE CELEBRAITON:



As we mentioned earlier, our staff will bless your group with a beautiful **MANTRA SINGING CEREMONY**. It is a very moving and beautiful ending ceremony. This is the perfect time to share your group's tips with the staff as mentioned above.

VISA REQUIREMENTS for your GUESTS:

PLEASE MAKE SURE that the PASSPORT is VALID for LONGER THAN 6 MONTHS AFTER ARRIVAL IN BALI.

- VISA INFORMATION <https://bali.com/bali/bali-visa-indonesia-entry-regulations/>

VISA AGENT: HIGHWAY VISA
WhatsApp: +62 813-3852-0871

Mr WAYAN email@baliconsultant.com
OFFICE +62 361 972107

VISA FOR GROUP LEADER:

Up until now we were told by Immigration, that if the group leader comes to Bali and leaves Bali and collects the funds for the trips outside of the country, and does not advertise in Bali, nor take bookings in Bali, they can arrive on the TOURIST VISA.

Another option is to get a BUSINESS VISA. This is the safest bet.

WORKING IN INDONESIA:

If you hire a Yoga Teacher or anyone else who lives in Bali, they will need to have a **WORK PERMIT / WORK KITAS**. You may want to hire SRI from Shambala as your **Certified Yoga Alliance Teacher**

A WORD OF ADVICE ABOUT CANCELATIONS:

Since you already know that we do not refund your deposit, we **urgently suggest** that you **request** and **require INSURANCE** from **your participants**. **This type of insurance is also available for you as a group leader.**

Unforeseen events can happen that get in the way of **you being able to lead a seminar**, or **your participants are unable to participate.**

We suggest that you require your participants to get the **Cancel for Any Reason** insurance.

This kind of insurance gives YOU and YOUR participants a FULL REFUND, such as: airline fees, ticket, as well as seminar fees and Travel / Health insurance.

This way your seminar fees will be paid, even if your client must **suddenly cancel**. It saves on embarrassment and makes everything **truly clear from the start.**

WE SUGGEST

Please tell your participants to get *CANCEL FOR ANY REASON INSURANCE*.

Or, alternatively, tell your participants, that they book at their own risk.

Please CLARIFY your conditions from the start.

Please take our advice seriously.

CANCEL FOR ANY REASON travel insurance is different from other normal travel Insurances. PLEASE INFORM YOUR PARTICIPANTS that **they need to make this type of arrangement AT THE TIME of their airline booking, not later.**

Here is a sample company that offers this service: TRAVEL GARD:

<http://www.travelguard.com/cancel-for-any-reason/>

Or if your country is not listed have a look at this link:

<https://www.travelguard.com/aboutus/contactus/>

YOUR NEXT STEP

Please sign this agreement, estimate the approximate number of rooms that you wish to block, and send in your deposit for your approximation of rooms that you wish for us to block. Next send us the deposit that we calculate for you.

Finally, when time comes closer, give us the name list and room assignments, so we can receive your group with a beautiful welcome *Flower Shower* and *Welcome Drink*.

We are looking forward to working with you and helping you make your stay with us at *Shambala* in Bali a *Dream Come True!*

Yours Ilona Selke & our entire Shambala Team



FACE BOOK: <https://www.facebook.com/ShambalaRetreatCenter>

WEBISTE: www.bali-shambala.com

WhastApp: +62 813-3867-4895

RATES & AVAILABILITY: <https://baliseminars.com/rates-availabilities.html>

ROOM-VIDEOS CLICK HERE: <https://baliseminars.com/rooms.html>

GROUP LIASON: SRI booking@baliseminars.com