



SERVICES INCLUDED IN THE RATE

Our daily basic rate includes:

- Shower towels per person and handmade soap with natural oils.
- Service to carry luggage when required.
- Daily cleaning room service.
- Potable water in common areas.
- Free herbal tea and coffee (if wanted) at any time.
- Palo Santo in the Workspace (Yoga Shala / Maloca space)
- Exclusive access to common areas in the lodge when the minimum number of participants is reached.
- Logistics planning and support for the activities scheduled.

RESERVATION AND PAYMENTS

- To book the lodge for your event/reatreat, we ask a minimum time of **3 months in advance**.
- The booking is done when 20% of the total amount of the budget sent by Chirapa Manta is transferred to Chirapa Manta S.A.C bank account and it is **not refundable**. We can only save the deposit for another event planned during one year ahead.
- The budget will be done based on the minimum capacity we ask to host an event which is 8 participants. This minimum is required to hold the space exclusively for the event/retreat and to keep all considerations for organizers listed below.
- We ask for continuous communication to be informed of how the retreat sales are going and together estimate whether the ecolodge space can be maintained in complete exclusivity for the group, considering the minimum of 8 participants. **This is necessary to minimize the risk of losing sold nights**. It is an option to pay the amount corresponding to the minimum number of participants (8) to guarantee the exclusivity of the entire space. Or, if the event sales are not going well and the the organizer wants to continue, it will be agreed that Chirapa Manta can open some rooms so that they are available for reservations outside the event. The rooms with priority to be released for reservations are the Inti Manta Suite and Yacu Manta Rooms. This decision has to be made one month in advance.

- If the event does not attract the minimum number of participants, the rates must be reviewed to confirm if, depending on the number of bookings, the rates can be maintained or need to be readjusted.
- The total cancellation should be made preferably before the start of the event or, failing that, during the days of the event. To do this, Chirapa Manta will provide an updated budget based on the final number of those registered for the retreat.
- All bank and transfer fees are out of the budget and responsibility of the organizer.

CANCELATIONS AND PENALTIES

- If the reservation is canceled, the 20% amount will be withheld as a penalty.
- If a participant cancels her/his participation days before the event, the charge will be evaluated according to the organizer's cancellation policies and depending that doesn't affect the terms of the minimum number of participants. If the organizer does not make a refund, they must pay the amount corresponding to the full service.

PAYMENT OPTIONS ACCEPTED:

For any of the payments, the following payment methods will be accepted:

- Money Cash in the national currency (New Peruvian sol - S. /), or in its default in US dollars at the exchange rate prevailing at the time of payment.
- Credit or debit cards, with an additional fee of 4% for transaction.
- Bank transfer:

CHIRAPA MANTA S.A.C.

RUC: 20600065115

Bank: **Scotiabank**

Account Type: corriente moneda nacional SOLES

Account Number: 0002698951

Interbank account number: 009 323 000002698951 77

Swift Code: BSUDPELP

Bank Address for International Transfers:

Dionisio Derteano 102, Lima - Perú

- Paypal Account: chirapamanta@gmail.com
Additional fee: 4% of total or minimum rate of 10 USD depending on the total

IMPORTANT: All bank and transfer fees must be considered out of the total amount to be paid.

CONSIDERATIONS TO FACILITATORS / ORGANIZERS

- **One room** will be released free of charge for the exclusive use of the organizer and his or her facilitators.
- Only one person from the organizing or facilitating team will have free food services. This benefit can ONLY be maintained as long as the minimum number of participants is reached for exclusive use of the space.
- The total amount for food and other services required will be charged to additional facilitators and/or part of the organizing team.
- Organizers and facilitators will be able to count on 1 day before and 1 day after the dates of the event, free of charge for accommodation (not including breakfast), in the same room assigned for the retreat or event. Any additional service must be canceled according to the current rate.
- Organizers and facilitators who stay outside of the program's charge-free dates must consider the current rates.

CONSIDERATIONS ON THE ADVERTISING AND PROMOTION OF THE EVENT/RETREAT:

- Advertising, graphic art and promotion of the event will be at the organizer's expense.
- Chirapa Manta can help with advertising actions according to the agreements reached with each organizer.
- Chirapa Manta will communicate the event as part of the calendar of activities that will take place in the space.
- Chirapa Manta must be tagged in the publications as the space where the retreat will take place and mentioned as a facilitator of the corresponding activities.