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GROUP GUIDELINES & CONDITIONS

Per September 1, 2019

CONCEPT OF CO-FACILITATING:

- ❖ It is our vision that every Retreat is a collaboration between NuLemurian Heart Center Sedona and the visiting facilitator, rather than just providing a facility. From that perspective it is of great importance to us to get to know each other and to know each other's motivation before entering into a contractual arrangement.
- ❖ Angel Valley gives a 2-part presentation at the beginning of all Group Events. Both components are designed to enhance the entire NuLemurian Heart Center Sedona Experience, supporting both the facilitator and the group participants in making their own unique contact with the sacredness of the land, and with the subtle energies and less visible presences.
- ❖ The first part, in addition to a welcoming with some practical details during the first dinner, is a familiarizing with the facility and the energy of NuLemurian Heart Center Sedona and the land. *Duration about 45 minutes.*
- ❖ The second part, usually presented by Michael, entails a sharing of NuLemurian consciousness & philosophy that form the foundation of all that NuLemurian Heart Center Sedona, Angel Valley and its staff stand for and live. *Duration about 60 minutes.*
- ❖ The facilitator determines when *on their first full day* these presentations best fit in their schedule.
- ❖ In case a facilitator desires a more extensive format of the aforementioned presentations or a more comprehensive participation in the facilitation of the overall program, this can be arranged at an additional charge.

SPECIFIC GROUP PRICING INFORMATION:

- ❖ The group rate is based on **groups of minimal 10 paying participants**. It includes accommodations, vegetarian/vegan meals, use of a group meeting facility, and 2 presentations by Angel Valley staff.
- ❖ All pricing is based upon **shared accommodations**: 2 persons per room or cottage in single beds. King size beds for couples are available in some rooms and cabins.
- ❖ The **maximum capacity** is 20 guests, including the option of using a 3rd bed in a few larger spaces.
- ❖ Each room or cabin has access to a bathroom. which is attached in the rooms and in one of the cabins. With the other cabins the baths are not attached.

- ❖ Although we do offer the option of a 4-day/3-night event, we highly recommend a minimum of 5 days/4 nights to have the best experience for all involved.

- ❖ **Group rates** are as follows for 10+ participants:
 - 4-day/3-night \$750.00 per person
 - 5-day/4-night \$850.00 per person
 - 6-day/5-night \$1,050.00 per person
 - 7-day/6-night \$1,250.00 per person
 - 8-day/7-night \$1,450.00 per person
- ❖ **With less than 10 participants**, there is an extra charge per person per day/night. We can email you a quote for the fees that apply for smaller groups.

With less than 6 participants group rates and conditions do not apply. In that case arrangements can be made based on what we provide for individual guests.
- ❖ For a **group of 10 paying participants, one facilitator is complementary.**

For **18 paying participants, two facilitators are complementary.** They will share one room or cabin. The **fee for a co-facilitator with 10-17 paying participants** is the participant's fee minus \$200. **Under 10 paying participants**, one facilitator pays the participant's fee minus \$200. A co-facilitator pays full fee.
- ❖ For **single occupancy** there is an additional charge of \$50.00 per night. Availability of a private space depends on the size of the group. Therefore, reservations for a private room or cottage cannot be guaranteed until the day of arrival.
- ❖ Group **participants who stay off-site** and who have all meals included, the fee is full participants fee minus \$75 per day.

For off-site group participants who only have lunch, the fee is participants fee minus \$125 per day.
- ❖ The facilitator(s) are **invited to spend one extra day/night** before or after the retreat as our guest with no meals provided.
- ❖ **Extra nights before or after the group retreat:**

Participants pay \$100.00 for a private room or cabin.
 Participants pay \$140.00 for a double occupancy room or cabin.
 Please, have the Participants make their extended stay reservations and payments directly with NuLemurian Heart Center's office.
 Meals are not provided, but in the case that meals happen to be available, the costs are as follows:

 - \$20.00 for breakfast
 - \$25.00 for lunch
 - \$30.00 for dinner.

GENERAL GROUP INFORMATION:

- ❖ **Group events start after 1:00 PM** on the arrival date and **end at 11:00 AM** on the departure date. Using the Angel Valley facilities for event purposes after 11:00 AM on the day of departure requires additional financial arrangements.
- ❖ For **images and descriptions** of Angel Valley's facilities and services for your marketing, please visit our website www.angelvalleysedona.com. We can provide high resolution images for a flyer.
- ❖ Facilitators are invited to **promote their event** via the Angel Valley website, including a reciprocal link exchange, after receipt of the signed contract and the first payment. Please, provide information on your event and photo material.
- ❖ We recommend to pass on relevant information from our **Group Guidelines** to your participants.
- ❖ **Participants register for the Retreat with the facilitator.** The facilitator receives the participant's payment. NuLemurian Heart Center Sedona receives payment and participants contact information from the facilitator.

SHARED USE of NuLemurian Heart Center Sedona:

- ❖ Group participants are **sharing the facilities** of NuLemurian Heart Center Sedona with other Individual Guests and/or Day Visitors, except for the designated meeting space, which is exclusively for use by the group, along with the assigned rooms, cabins and bathrooms.

MEETING FACILITY see www.angelvalleysedona.com/pages/meeting.html:

- ❖ The **Crystal Hall** will be used by a group as their meeting space. The room is 32 x 34 ft = 1100 sq. ft. (9.6 x 10.3 m = 99 square meters). It is a comfortable group workspace for 10-50. For larger groups, the room seats up to 120 auditorium style and provides space for maximum 40 in yoga, movement or dance. The room currently has a concrete floor with in-floor + air heating and is air-conditioned. There is sound equipment.
- ❖ **Furniture:** Chairs, back-jacks, meditation pillows, blankets, and tables are available for use. Yoga mats and cork yoga blocks can be made available per request.
- ❖ **Tea and water** is provided. **Snacks** between meals if desired are to be provided by the facilitator(s).

MEALS:

- ❖ **Vegetarian / Vegan / Raw Living meals** are served as follows:
 - *Dinner on day of arrival
 - *Each day during the retreat 3 meals are being served
 - *Breakfast on day of departure
- ❖ **All main dishes are vegan.** Non-vegan is offered on the side. The food is organic to the highest possible degree, and is non-GMO freshly made, and does not contain soy, refined sugar, spinach or other questionable ingredients. Our food choice is based on our focus to serve high vibrational food, that is most conducive for the work the group will be doing during their stay at NuLemuria Heart Center. Please visit www.angelvalleysedona.com/pages/dining/dining.html
- ❖ **Dietary needs** like gluten free or other specifics are honored. Please communicate these in advance on the Meal Questionnaire that we provide prior to your arrival.
- ❖ **Drinks** (water, teas and coffee) are available during meals.
- ❖ Meals are served **buffet style** in the Angel Lodge dining room.

- ❖ **Mealtimes** are as follows:

*Breakfast	7:30-8:30 AM
*Lunch	12:30-1:30 PM
*Dinner	5:30-6:30 PM

Mealtimes to be finalized in the contract. **Facilitators are expected to honor the pre-arranged times, so that the kitchen staff, who takes pride in serving the highest quality food, is not compromised. In case a group arrives in the dining room more than half an hour after the scheduled time, we charge an additional fee of \$200.00.**

- ❖ A **Meal Questionnaire** has to be returned to us no later than 2 weeks prior to the event, with the number of diners, the menu preferences and specifics on dietary needs.
- ❖ The meals are enjoyed in the **dining room** which holds 40 guests. Most of the year, the **terrace** can also be used.

MISCELLANEOUS:

- ❖ Facilitators are invited to **promote their event** via the Angel Valley website, including a reciprocal link exchange, after receipt of the signed Contract, signed last page of the Group Guidelines and Conditions (please keep copies) and the first payment.
Please provide information on your event and photo material.
- ❖ We highly encourage the facilitator to take advantage of our **invitation** to enjoy a complementary day and night's stay before their event, so as to get in tune with the energy of the land or to enjoy the integration of their work.
- ❖ The **Contract is signed** by the main facilitator, who is held responsible, even in case a different person is the actual organizer of the event.

ADDITIONAL OPTIONS FOR A GROUP ARE AVAILABLE FOR EXTRA CHARGE:

- ❖ **Fire Ceremony:** \$200.00 for each ceremony. With 11 or more participants the fee is \$20 per person. The fire is prepared and maintained during the ceremony and seating is arranged by Angel Valley staff. A scheduled fire ceremony has to be approved by management on NuLemurian Heart Center Sedona on the chosen day. If weather conditions do not allow a fire, an alternative water ceremony could be an option.
- ❖ **Other group sessions** by NuLemurian Heart Center Sedona practitioners:
6 persons or more \$50 per person. For all options please visit our Services page www.angelvalleysedona.com/pages/services/sessions.html
- ❖ **Practitioners from outside** organized by the facilitator pay 10% of the fee they receive to NuLemurian Heart Center Sedona, provided no additional space is required.

HOLISTIC HEALING SERVICES AT NuLemurian Heart Center Sedona:

Some facilitators schedule free time within their group program to allow for participants to integrate their experiences. In this free time our **Holistic Healing Services** can be made available. Scheduling of sessions is organized by our staff. All payments for services are made directly to NuLemurian Heart Center - Sedona.

Services for Individuals NuLemurian Heart Center – Sedona:

Individual sessions of 90 minutes are \$200.

Individual sessions of 60 minutes are \$150.

Individual sessions of 30 minutes are \$100.

Vortex Tours and Angel Walks for 2 hours for 1 or 2 people is \$200. Additional people charge is \$50 pp.

In several of the sessions offered, the practitioner combines a number of the modalities listed below.

<i>Affirmations</i>	<i>Channeled Writing</i>	<i>Massage</i>
<i>Angel Connection</i>	<i>Counseling</i>	<i>Mayan Signature</i>
<i>Angel Healing</i>	<i>Crystal Skulls</i>	<i>Reiki</i>
<i>Aura Healing</i>	<i>Grief Guidance</i>	<i>Sound Healing</i>
<i>Body/Energy Work</i>	<i>Intuitive Coaching</i>	<i>Vortex Experience</i>
<i>Breath Work</i>	<i>Labyrinth-Guided</i>	<i>Vortex Healing</i>

For the sessions offered, visit our website at www.angelvalleysedona.com/services.html

STEPS TO MAKE YOUR RESERVATION WITH NuLemurian Heart Center Sedona

- ❖ An **in-person meeting or a phone interview** between the main facilitator and our staff to hear the reasons why a facilitator wants to come to NuLemurian Heart Center Sedona, for the facilitator to know what we are about, and to determine whether there is a resonance.
- ❖ **Application form** - Fill out the form and submit this to NuLemurian Heart Center Sedona.

Contract Agreement:

1. **Group Guidelines** are subject to change until the contract has been signed and the first payment is received.
2. **Requested dates and quoted rates** are guaranteed upon receipt of signed contract and the first payment.
3. **Your reservation** is based on the number of expected participants, as listed on the Contract.
4. Initial estimates are subject to change as participant numbers and other conditions may evolve.
5. Facilitators receive an **Addendum to Contract** for review and signature, anytime changes to the contract have been reported. Any **updates that affect the reserved lodging spaces** should be passed on as soon as possible.

❖ Payments:

1. Payments for events are made in **installments** and are detailed in the contract.
2. **The 1st payment is 20%** of the total contract amount with a minimum of \$1,000 and is due upon signing of the contract.
3. For **Retreats being held within 45 days** from the signing of the contract the 1st payment amount is 50% of the total contract amount.
3. **The 2nd payment is 40%** of the total contract amount and is due 45 days prior to the arrival date.
4. **The 3rd and final payment** takes place on the day of arrival, based on the final number of participants.

❖ Cancellation Policy:

1. All payments are **non-refundable**. However, cancelled events can be **rescheduled** within one year.
2. Your payments up to then, minus the initial 20% fee, will be **applied to the new scheduled event**.
3. An **additional payment** will be required prior to establishing a new event date.
4. **Cancellations within 30 days** of the scheduled event are not eligible to be rescheduled.
5. In case of a cancellation by NuLemurian Heart Center Sedona there will be a 100% refund of any amounts paid.

❖ Required Paperwork by NuLemurian Heart Center Sedona

1. **Completed Application**
2. **Signed Contract and a signed copy of the last page of the Group Guidelines.**
3. **Completed Meal Questionnaire – no later than 2 weeks prior to the event.**
4. **Participant List to draft room assignments, including requests and/or recommendations like roommates, couples, private room requests, or bathroom needs.**

5. **Schedule of the group's program, so NuLemurian Heart Center Sedona can best schedule housekeeping and staff as needed.**
6. **Outline on how to set up the Crystal Hall, what seating the group prefers, and additional requests.**
7. **Signed Acceptance of Responsibility for each participant and facilitator – upon arrival**

CHECK-IN AND CHECK-OUT

Check-in:

- ❖ **Check-in is from 1:00 PM to 5:00 PM** on the group's day of arrival. For late arrivals, please notify the office and have a cell phone number available. Our gate closes at night, yet is not locked.
- ❖ Facilitators, together with NuLemurian Heart Center Sedona's staff will check in group participants.
- ❖ NuLemurian Heart Center Sedona's staff will assist guests with their luggage and guide them to their accommodations.

Check-out:

- ❖ **Check-out is at 11:00 AM** unless other arrangements have been made.
- ❖ Facilitators and participants are requested to evaluate their stay by filling out an **evaluation form**. We appreciate you sharing any comments, including constructive criticism, to improve our services.
- ❖ **Before leaving the premises, we require facilitators to contact the office.**

WHAT TO BRING:

- ❖ Flashlight - outdoor lighting is minimal, honoring our famous Arizona clear night sky.
- ❖ Water bottle.
- ❖ Clothing in layers – evenings/mornings can be cool, with wintertime temperatures in the 20's (November thru March).
- ❖ Comfortable hiking shoes and slippers/socks for inside the buildings.
- ❖ In the summer (April thru October) a bathing suit and bathing towel for swimming in the creek, and sun hat & sunglasses.

OTHER GENERAL GUIDELINES:

Important basics:

- ❖ Cell phone reception is intermittent at best. A telephone is available for use by guests in the Angel Lodge/Dining Room: (928) 634-4450.
- ❖ The office can be reached any time at (928) 634-1320. If the phone is not answered, messages can be left and will be passed on.
- ❖ Wi-Fi is available only in or near the office, not in the rooms or in the cabins, nor in the Crystal Hall. We request for facilitators and participants not to use our wi-fi for any downloading.
- ❖ For directions, map, or shuttle costs & schedule see: www.angelvalleysedona.com/contact.php

Respecting the Sacredness of NuLemurian Heart Center Sedona's Land, Intention, Energy and Environment:

- ❖ No smoking, alcohol, marijuana or other recreational drugs, or firearms are permitted on the premises at any time.

- ❖ No scented candles, incense, scented aerosol products, perfumes, aftershave, heavily scented lotions, oils and soaps, out of consideration for individuals with sensitivities.
- ❖ The bathrooms contain environmentally friendly shampoos and soaps, and a hairdryer.
- ❖ No fires without permission from our staff. Be extremely cognizant to prevent wildfires.
- ❖ Limited driving on the premises, only for loading purposes. Parking in designated areas only.
- ❖ **Facilitators must ensure that their participants are familiar with and comply with the house rules of NuLemurian Heart Center Sedona.**

Awareness of the Land, the Climate & the Environment:

- ❖ NuLemurian Heart Center Sedona is a close-to-nature facility. Prepare emotionally and practically. We share the environment with plant and animal life. Should you encounter a scorpion, tarantula, snake (which is not common, yet possible) or other native wild animals, we invite you to contemplate the message or gift it has to offer you.
In the rare case you are bitten or stung, please notify the office for First Aid procedures.
- ❖ Sedona is high desert country. Please, **Drink lots of water**. Guard against over-exposure to the sun.
- ❖ Inform yourself of dressing needs in desert climate in Arizona, both in summer and winter. The day and night temperatures are usually far apart. Dress in layers!
- ❖ The water from all the taps comes from our wells and is excellent for drinking.
- ❖ Recycle as much as possible, and please re-use water bottles and cups.

LIABILITY:

All Facilitators and Participants are required to sign an Acceptance of Responsibility prior to/ or upon arrival!

Angel Valley cannot be held liable for any direct or indirect claim, incident, loss, or damage to your person, your personal belongings, or your vehicle.

I have read, I understand, and I agree to these Group Guidelines, Terms & Conditions.

Please, return this document with your signature, together with the Signed Contract.
Keep a copy for yourself!

Dated: _____

Dated: _____

Name of Facilitator

General Manager for

Facilitator for

NuLemurian Heart Center Sedona