

1. We have seven guest bedrooms. Each one has its own bathroom. There are different combinations of beds, and currently here is what we can accommodate as far as number of people and how they are situated:

Room	Bed	No Sharing of Room	Sharing Room / No sharing of bed	Sharing Rooms / Beds
Charity	1 Queen Bed	1	1	2
Faith	1 King Bed	1	1	2
Grace	2 Queen Beds	1	2	4
Hope	2 Queen Beds + 1 Twin	1	3	5
Joy	1 King Bed + 1 daybed	1	2	3
Peace	2 Queen Beds + day bed + trundle	1	3	5
Mercy	3 twin beds + 1 lower twin bunk+1 double upper bunk	1	5	6
TOTALS		7	15	23

2. There are vintage hotels and local motels about three miles away if you need more space.
3. This is a NO children/NO pet facility for many reasons. Our goal to create a safe and sacred space for all. In the interest of maintaining a quiet, contemplative atmosphere, we cannot allow children or pets to disturb the peace of other retreatants.

Please note: we have a cat who does not mix well with other pets. He earns his living by keeping the facility free of pests. We are concerned about maintaining an allergy-free environment so all guests will be comfortable (to the extent we can, while having a cat), so we never allow animals into the guest rooms, including our cat. We are actively searching for a new home for the cat in order to make the facility truly allergy free.

We may make an exception for children *only when the entire facility is rented by a single group* for a family reunion or other event. It is solely and completely the responsibility of the parents to guard the safety of their children.

4. This is a nonsmoking facility.
5. The use of marijuana at the facility – inside or out -- is prohibited. This is to maintain the sacred atmosphere and not disturb the peace of other guests.
6. There is always a facility manager onsite to assist you as needed.
7. The gates are locked by 8:00 pm for your own safety, at which time the facility manager goes off duty. There are no exceptions to this policy, so please plan your agenda accordingly and advise your guests. We generally recommend an arrival time *no later than 5:00 pm* as it takes guests time to settle in, and we generally are open to – and recommend that -- guests arrive even earlier than 5:00 on the day of your event.

8. There is no linen service. If guests want fresh linens, they may launder their own sheets and towels.
9. Please see the Facility Description flyer for many more details about the facility, the property, transportation, and “what to bring.”
10. If you are a retreat leader, please bring all your own materials (your agenda and other handouts). Our 24-year-old copier is on its last gasp and not up to heavy use.
11. We will help you promote your event through our social media channels, but we are under no obligation to do so. When you supply your promotional materials to us please provide artwork (flyers and photos) in both a .pdf and a web compatible .jpg or .png. We want you and your event to be a smashing success!

Retreat Costs/Fees and Suggestions

Our current standard rates for overnights are as follows:

1. \$80 per person per night. This does not include any meals.
2. We “comp” the retreat leader’s room, so “five paying guests” means a total of 6 people.
3. There is a 50% deposit (based on your expected registration) upon making the reservation (signing the contract), with the minimum charge based on five paying guests. (This means that if you expect six plus the retreat leader, and two cancel, you will only have four paying guests and we still charge for five.)
4. The balance is due 15 days prior to the start of the event, with the understanding that more guests may sign up and you may owe more on arrival.
5. If you do not have a minimum of five paying guests per night in your party, you do not have exclusive use of the facility and we may rent the other rooms to other guests.
6. For exclusive use, you need five people @ \$80/night for each night of your stay.
7. Cancellation policy: See the contract for details. Please understand that if you reserve space, you preclude us from renting it to another revenue-generating group.
8. Please note that our costs per person are \$101.00 per night as established by the Board of Directors of the Villa Jubilee Foundation, so please do not ask for discounts as this is already a steeply discounted rate, subsidized by donations.

Retreat Packages:

We can create a package deal specifically for your group that includes exclusive use of the facility, catering, and possible second night discounts depending on how many people you are planning for, how they share space, and how many nights. Please give us the details of what you need and we will work with you. It is impossible to quote rates here for all the variety of things that people ask us for.

1. We ask for a 50% deposit at the time of booking (based on your expected registration), or a minimum of \$200; portions of the deposit are refundable up until 31 days before the event (the specific dates and amounts will be in your contract), after which it is nonrefundable. We will provide you with other contract-related dates in the contract as well.
2. We may help you promote your retreat on our FB page or website, but we are under no obligation to do so. The success of your marketing and attendance is solely in your hands. We do everything possible to make your retreat a success once guests arrive.
3. “No shows” are unfortunate, but if we have booked the room, they do not get a refund after 15 days before the retreat start date.

4. If this is your first stay with us, please do not request reduced rates or “scholarships” for any of your guests. If you want someone to come at a reduced cost, it is up to you figure out how to cover that cost. Once we have developed a working relationship with you and if your groups have a history of making donations to the Villa Jubilee Foundation, it may be possible for your guests to make a formal application to the foundation for a need-based scholarship. We do not offer this option to our first-time contracts, and we currently are under-resourced and do not have any scholarships available. All our current funds go to subsidizing the rate we’ve already quoted you.
5. Payment methods: You can pay by check or by PayPal.

Concert Costs/Fees

1. If you want to book a house concert at Villa Jubilee, please contact Stan for details.
2. Normal concert bookings are based on door donations with a 50-50 split between the house and the group. It may be possible to make other arrangements, such as ticket sales, as long as you are responsible for sales.