



TERMS & CONDITIONS FOR GROUPS – TRAVEL AGENCY

RESERVATIONS	A reservation of 5 villas and up is considered a group. Maximum of 8 villas per group is acceptable. Please send all reservation requests and any changes in writing. Please follow our Terms & Conditions for initial payment in full. This is important to guarantee your reservation.								
PAYMENT TERMS	Full payment due 90 days prior to arrival. For reservations made within 90 days of arrival, payment is due within one week. Agencies with company credit have to send the voucher in the same period. If we do not receive the necessary payments, the space reserved will be released.								
HOLIDAY SEASON	Groups are not acceptable (December 24 th to January 02 nd)								
CANCELLATIONS	<p>Cancellations must be sent to our Reservations Department in writing. Should the reservation be canceled 90 days or less prior to arrival, Xandari Resort & Spa will charge a cancellation fee according to the table below.</p> <table><tr><td><u>Days Prior to Arrival</u></td><td><u>Cancellation Fee</u></td></tr><tr><td>90 - 60 days</td><td>25% of all nights reserved</td></tr><tr><td>59 - 30 days</td><td>50% of all nights.</td></tr><tr><td>Fewer than 29 days</td><td>100% of all nights.</td></tr></table> <p>A fee will not be charged for cancellations received prior to the 90-day time period.</p>	<u>Days Prior to Arrival</u>	<u>Cancellation Fee</u>	90 - 60 days	25% of all nights reserved	59 - 30 days	50% of all nights.	Fewer than 29 days	100% of all nights.
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ROOMING LIST	Final rooming list and any special requirements must be received by the hotel 45 days before the group's arrival.								
GRATUITY	Maids: \$2 per night. Portages: \$2 per room in and \$2 per room out								
METHOD OF PAYMENT	<p>Please make all checks and money orders payable to: Empresas Brody Ltda in US Dollars: mail to Xandari Resort & Spa, P.O Box 1485- 4050, Alajuela Costa Rica.</p> <p>Accounting information: Empresas Brody, Ltda, deposit in dollars in the Banco Nacional Acct. # 100-02-002-601002-9 or BAC San Jose # 905046033.</p> <p>Please fax us a copy of the deposit slip noting the name of the guests and the date of arrival to the fax number (506) 2 442 4847.</p>								
CHILDREN & ADDITIONAL PERSONAL	we consider as children, those infants from 0 to 3 years of age. From the age of 3 years on they are considered as adults. Children from 0 to 3 years have no additional charge. We consider as children, those infants from 0 to 3 years of age. The additional person pays \$25.00 plus taxes per night. Continental Breakfast is included.								