

GROUP BOOKING PROCEDURE

EXG.168/VB2024

Dear our Valuable Customers,

Here are the details for our Standard Group Booking Procedure. All processes of the Booking Procedure shall be written via E-Mail to villaboreh@gmail.com to get official confirmations with the steps below:

1. Check the availability and make your inquiry ([CLICK HERE](#)).
2. Inquire the Dates with details, including: Fix Date, Days of Stay, Number of Attendance.
3. Request Property Information (i.e., Group Packages, Excursions and Transport Information, Room Details, Site Plan)
4. Select the Group Package(s) (e.g. Exclusive Group Booking, Small Exclusive Groups, Lite / Basic Group Booking)
5. Secure the Booking with a 20% Deposit based on the Group Invoice, which will have to be made 6 months in advance (Please read our Terms and Conditions)
6. Confirm the Payment by sending proof of Bank Transfer or other Payment Methods.
7. Receive the Group Booking confirmation.
8. Provide Group Activities and Daily Program.
9. Request Extra Service (if necessary): Transport arrangement, additional activities, requesting Extra Menu, etc.
10. Allocate the Rooms: request the Rooming List base on the Booking Package(s).
11. Set up your Retreat Menu (Full Meal Set, Gluten-Free program, Vegetarian, Pescatarian, Vegan, etc.)
12. Final Invoice receival and payment (will have to be made 31 days before arrival)
13. ALL IS SET

Please inform us for any Special Requests that are not remarked on the list above, so that we are able to prepare if necessary. And we will process all Special Requests on an individualized case by case basis.

Your attention will be highly appreciated.

Sincerely yours,



(ANDIKA PUTRA N)

HR. Manager