



SAMAHITA
INTERNATIONAL

Guest Teacher Program Agreement 2022-23

Teacher :

Dates:

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RETREAT RATES

Daily Rates (per person): Season:	High Season:	Standard
	(January - March)	(April - December)
Private Room(Single)	\$158	\$138
Private Room(Couple)	\$118	\$98
Semi Private Room	\$138	\$118
Shared Two-Bedroom Loft	\$118	\$98

Rates are inclusive of accommodation, all buffet meals, rental of a dedicated space, and full use of our facilities.

ADDITIONAL SERVICES

Additional Services to be considered in your booking:

Add Total Self-Care Therapies:

- 3 x 60-min Total-Self-Care therapies from our wellness center at a 30% discount: \$115 per person
- Guests can book and choose their therapies at our wellness center on arrival

Add Airport Transfers:

- Round-trip airport transfers:
 - Car / van up to 3 people: \$62 per person
 - Van with 4 + people: \$94 per person
- Otherwise students can book their own airport transfers directly online: <https://samahitaretrear.com/arrange-airport-transfer/>

Add Extra Days Pre / Post Retreat:

- Your guests are very welcome to stay extra days before or after the retreat and join our signature YogaCoreCycle program, subject to availability. They can book directly with our reservations team: info@centeredyoga.com

COMPLIMENTARY OFFERINGS

Complimentary for your guests:

- Guided walk to local temple: Tuesdays, 1-3pm (weather permitting)
- Herbal steam room: Every evening, 6-8pm
- Approaches to meditation class: Every evening, 7.30-8pm



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RETREAT DEPOSIT

There is a 25% non-refundable deposit to secure your booking and practice space at Samahita, based on the Shared Two-Bedroom Loft rate. Other room types can be requested after your deposit payment has been received, subject to availability.

The deposit amount is included in your overall contract rate, and will be deducted from your final bill.

Daily Deposit Rate (per person):

High Season: \$30 (\$210 per week)

Standard Season: \$25 (\$175 per week)

BOOKING POLICY

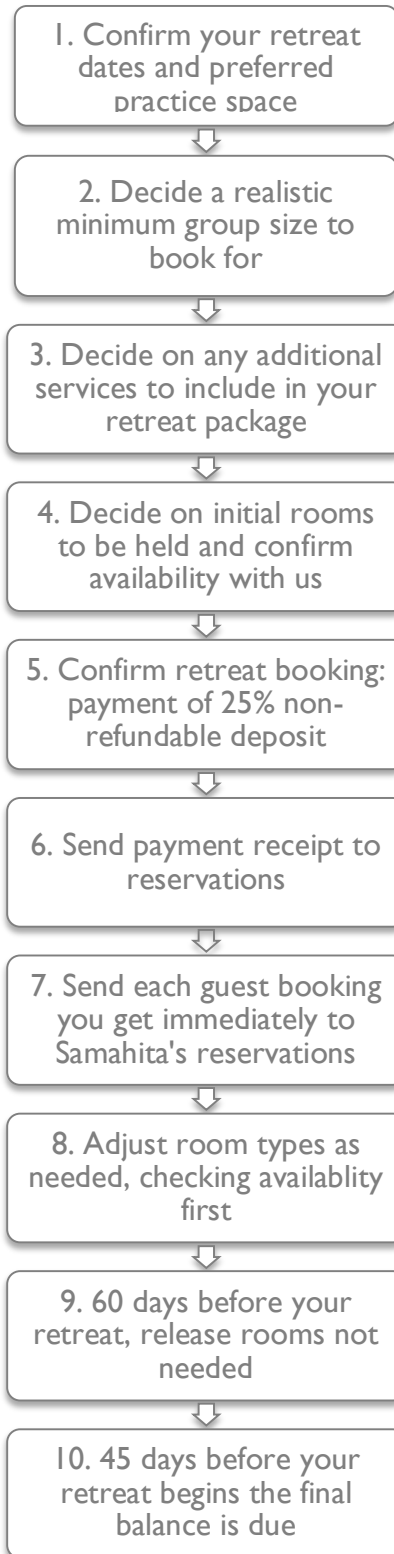
- 25% non-refundable deposit secures your retreat rooms and practice space
- Minimum booking is for 10 guests
- The group organizer confirms room types to be reserved initially. This may be altered at a later date subject to availability.
- The group organizer must provide Reservations (info@centeredyoga.com) with regular updates on bookings. The information legally required for our booking system is: guest full name, gender, nationality, *email address and room type.
- Additional rooms can only be allocated after email confirmation from our reservations team.
- 60 days before program start date any rooms not allocated or in the process of being booked will be released.
- Final balance and room confirmation is due 45 days before the program start date. All rooms held at this point will be charged. There will be no refunds for cancellations after this point.
- Last minute bookings will be accepted subject to availability.
- Samahita Retreat will send a confirmation with reservation details to the group teacher.
- Samahita Retreat will send a welcome email to the organizer before the event start date outlining center guidelines and facilities, you will need to distribute this to all your guests. This is company policy. Additional information from the teacher can be added if necessary.

*Email addresses are required for the reservation process but are not shared with any other third parties. The guest has the choice to elect to receive updated news and information from Samahita Retreat periodically via email newsletters.



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BOOKING PROCESS





TEACHER ACCOMMODATION & BENEFITS

Complimentary rooms for teachers and assistants are based on the size of the group:

- 10-19 guests: 1 private room or shared room (+ partner/assistant sharing)
- 20-39 guests: 1 additional private or shared room (1 assistant + partner / assistant)
- 40-59 guests: 1 additional private or shared room (1 assistant + partner / assistant)
- 60+ guests: 1 additional private or shared room (1 assistant + partner / assistant)

Teacher benefits are offered for groups of 10 or more guests:

- A private room or shared room is complimentary for guest teacher and partner or assistant sharing the same room
- Buffet meals are complimentary
- The teacher receives an allowance of 1,000 Thai baht per week at the Juice Bar, as well as a 10% discount for any food and beverage that exceeds this OC allowance
- 10% discount for Eco-Lifestyle Shop products
- 20% discount for Wellness services (excluding discounted packages)
- One complimentary Total Self-Care treatment at our Wellness Center
- A complimentary Samahita Retreat t-shirt from our Eco-Lifestyle Shop
- A complimentary round-trip airport transfer
- A complimentary extra night's stay before or after the retreat. Subject to availability
- 50% discount on 2 additional days either side of the retreat based on our YogaCoreCycle daily rate, with full access to our in-house yoga and fitness classes, or based on individual teacher agreements. Subject to availability
- Discounts and allowances only apply during the retreat and 1 extra complimentary day. Otherwise guest rates apply for Juice Bar, Eco-Lifestyle Shop and Wellness Center
- If group size is less than 10 no teacher benefits apply

Assistant Benefits:

- Buffet meals are complimentary
- 20% discount for Wellness Services
- 10% discount for Eco-Lifestyle Shop
- 10% discount on a la carte and Juice Bar items
- A complimentary round-trip airport transfer
- A complimentary extra night's stay before or after the retreat. Subject to availability
- 50% discount on 2 additional days either side of the retreat based on our YogaCoreCycle daily rate, with full access to our in-house yoga and fitness classes, or based on individual teacher agreements. Subject to availability
- Discounts and allowances only apply during the retreat and 1 extra complimentary day. Otherwise guest rates apply for Juice Bar, Eco-Lifestyle Shop and Wellness Center
- If group size is less than 10 no assistant benefits apply



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SAMPLE DAILY SCHEDULE

Class times are flexible according to the teacher's own program, except meal times which are fixed. Please note that we aim to keep a peaceful and calm environment in the mornings with silent time until 10am.

6.45am	Tea/Coffee/Bananas
7.00 – 10.00 am	Morning class
9:45 am – 1.00 pm	Brunch buffet
4.00 pm – 6.00 pm	Afternoon class
6.00 pm – 8.00 pm	Complimentary herbal steam room available
6.00 pm –8:00 pm	Dinner buffet
7.30 pm	Evening program or quiet time

RETREAT POLICY

- Check in time is 2pm on the first day of the retreat
- Check out time is 12pm on the last day of the retreat
- The guest teacher should arrive by 3pm, to be ready for a retreat welcome from 5-6pm on the first day of the retreat.
- The guest teacher is responsible for keeping the practice space tidy before and after class.
- The guest teacher is responsible for following the house rules of the retreat center

CANCELLATION & POSTPONEMENT POLICY

- Retreat cancellation results in loss of the 25% non-refundable deposit paid to secure the booking.
- Retreat postponement can be requested one time only, at least 6 months in advance of retreat start date and will be charged an administration fee of \$100.



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PAYMENT POLICY

- All payments for the retreat booking must be paid in advance and on time, and cannot be accepted onsite.
- Any bill accumulated during your stay needs to be settled at check out and paid by cash, Visa or Mastercard.
- Your retreat booking rate is in USD (US Dollar) and payments **must** be received in USD.

PAYMENT METHODS

1. WISE

- The preferred way to pay Samahita.
- Save on traditional bank and credit card fees. Link your bank account, debit, or credit card and send us payments the same day.
- First create your [WISE](#) account (formerly Transferwise)
- Then send your USD \$ payment to our WISE account:

Name: Samahita International Co Ltd

Email: samahitapayment@gmail.com

Bank Name: DBS Bank (Hong Kong) Limited

SWIFT / BIC code: DHBKHKHH

Bank Address: 16th Floor, The Center 99 Queen's Road Central, Central Hong Kong

Account Number: 000094026

Beneficiary Address: Unit 03, 8/F, Greenfield Tower, Concordia Plaza No 1, Science Museum Road, Kowloon, Hong Kong

- Email your WISE confirmation to guarantee your booking.

2. BANK TRANSFER:

- Please make sure that you send the full amount (without deduction of any local and/or overseas bank charges or currency fluctuations). It is important to instruct your bank to have payee (sender) pay all local and international fees.
- Please be advised that the **sender is responsible** for all fees imposed by the banks.
- Please include your full name & payment description in your wire instructions so that we may identify your transfer.



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Bank Details

Account name: Samahita International Co. Ltd

Account number: 000094026

DBS Bank (Hong Kong) Limited

DBS Bank Code: 016

Branch Code: 478

SWIFT Code: DHBKHKHH

Bank address: 16th Floor, The Center

99 Queen's Road Central

Central, Hong Kong

Bank phone: +852-3668-0808

Please use this as our business address *if* required:

C/O Samahita International Co Ltd, Unit 03, 8/F, Greenfield Tower, Concordia Plaza, No
1, Science Museum Road, Kowloon, Hong Kong

3. PAYPAL:

- If you choose to pay by PayPal you will need to cover the credit card processing fee on top of your total charges. This fee varies by country and is generally between 3-5%.
- To pay with a credit card on PayPal go to to: <https://samahitaretreast.com/how-to-pay/>, enter amount payable and click on the checkout button.