



Hotel Finca El Cabrito
Information for Managers of Seminars and Groups

Dear Seminar Manager,

we thank you for your enquiry about offering and running a seminar at El Cabrito. For everything to run smoothly we have compiled for you the most important information concerning booking, prices and transfer, amongst other things.

Booking Option

You have the option of a certain number of accommodation. After the expiry of this option the rooms which have not been booked are returned to us. Please contact us should you need more accommodation. As long as we have rooms available we offer more bookings to the participants of your seminar.

Day of Arrival and Departure: Saturday

Please note: We offer only weekly bookings. Day of arrival and departure is always and exclusively the Saturday.

Preferences of Accommodation

According to availability we gladly take into account preferences of accommodation by the participants of the seminars - if impossible we offer an alternative.

Prices for Groups

Our price list for groups is attached.

Course of Booking

There are two possibilities:

1.) As the group's representative you receive from us a complete booking confirmation.

You act as our contact for your group and organiser for the distribution of the various categories of accommodation.

In order to confirm the booking we need from you a list with names, contact data and preferences of accommodation of the participants of your seminar approximately 4 months prior to your arrival. We then receive from you a 50% deposit of the entire charge for your group's visit at the latest 3 months prior to arrival.

2.) The participants book their accommodation directly with us.

In each case they receive a separate booking confirmation. In this case we need the contact data (name, address, telephone and email) either from you or from the group participant directly. Each participant then transfers the deposit of 50% of the complete charge for sojourn directly to us at the latest 3 months prior to arrival. The participants deal directly with us concerning their preferred accommodation.

Our Bank Details for Deposits

Bank: La Caixa

Account Holder: LILIGOMERA S.A.

BIC: CAIXESBBXXX

IBAN: ES09 2100 6753 2302 0003 3665

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Telephone from Tenerife and La Gomera 922 14 5005

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Page 2

Seminar Room

You can book one of our seminar rooms - all of them with sea view. Please let us know which furnishings are required. The furnishings include a music centre (amplifier with boxes, connection for stereo plug), yoga mats, blankets, meditation stools. Please inform us if you need any further material.

Schedule of Activities

We are happy to publish your seminar in a few lines on our website und the Schedule of Activities. For this we would need a link to the programme of your seminar on your website (or a short description) as well as 1-2 photos (only in horizontal format, please).

Transfer Tenerife – La Gomera – Tenerife

For the transfer from Tenerife to La Gomera - arrival as well as departure - we recommend the services of **Autobuses MESA**. The service of MESA includes collection from Tenerife airport, transfer to the ferry at Los Cristianos and transfer by ferry to San Sebastián (and vice versa). The application has to made at the latest **5 days prior to arrival** and can be done directly via the Autobuses MESA website (<https://www.autobusesmesa.es/Index.asp?Lang=GB>).

Information on Your Seminar Schedule

We would ask you to inform us of your planned daily seminar schedule 1 week before your arrival. This helps us with our planning e.g. having the rooms cleaned. If you have planned a **free day** for your group to experience something different we are happy to organise hiking tours, snorkeling excursions, boat trips, etc.

Important for your planning are our meal times: breakfast 08:30 - 11:00, lunch 13:00 - 13:30, coffee and cake from 16:00, dinner 19:00 - 19:30.

Info Session

Every **Sunday at 11:00** all new guests are invited to an info session in front of reception when they can learn about boat schedules and applications, mealtime hours and programmes for the evening.

Final Settlement

The final settlement of the bill for hotel and additional costs takes place on Friday morning at the office. You will receive information on this a few day before.

We hope you will have a successful seminar including a wonderful sojourn with us at Hotel Finca El Cabrito. I you have any questions please don't hesitate to contact us!

Your El Cabrito Team