



Villa Sumaya

Lake Atitlan

Group Leader Welcome Kit



Thank you for choosing Villa Sumaya as your retreat venue! We've hosted retreats since 2000 and have designed this kit to support you as a group leader. We welcome your feedback as an integral part of our growth. Feel free to contact us with questions and comments. We're here to support you!

Villa Sumaya is nestled on the shores of Lake Atitlan near Santa Cruz La Laguna.

We encourage our guests to arrange private transport from Guatemala City or Antigua. We work closely with Kan Tours to arrange safe, reliable, direct shuttles and boats. Contact Alberto via booking@kan-tours.com





Room Assignments

At least two weeks prior to arrival, submit your **final** room assignments via your group leader dashboard (shared google spreadsheet). Check your contract to confirm which rooms are confirmed for your group. See VillaSumaya.com for room photos and details.

Bed Configurations

Maya Rose 2, 3: Two twins

Maya Rose 4-7: Two twins or one queen

Skyline Bungalow 9, 10, 20: One queen

Lotus House

11, 12, 15: One king & one twin

13, 14, 16: Three twins

Lotus Suite 8: One queen & one twin

Lotus Suite 18: One queen

Ginger Suite 17: One queen & one twin

Ginger Suite 19: King OR two twins

Ginger Suite 21: Queen & two twins

Ginger Suite 22: King OR two twins

Ginger Suite 23: King

Please note: room changes after check-in incur a \$15 fee.

Outside Housing

Please refer to the non-residential rate in your agreement for the fees for guests staying off-site. We require at least one group leader to stay on-site at Sumaya.



Planning Your Retreat

Meals and Drinks

We serve abundant, buffet-style vegetarian meals with vegan and gluten-free options. Meal times are 8:30 for breakfast, 1:00 for lunch and 6:30 for dinner. We set out the buffets for one hour.

As we sell beer, wine and cocktails, we ask that you not bring your own alcohol.

Sharing Space

If there are two groups on retreat, you will have your own designated studio space for the week. The dining area, courtyard and common areas are shared spaces.

Tips to Keep in Mind

- When pricing your retreat, decide which activities to include on your group bill and which optional ceremonies and excursions go on individual guest bills.
- Most groups include 1-2 activities in their package but do not include the cost of transport to our center.
- Most tours require a minimum of 6 people and a 48-hour cancellation policy.
- We are happy to share our press kit with you to help your guests get a feel for Villa Sumaya. You are welcome to use our extensive online photo album for your promotional materials.
- Our quiet hours are from 9:00pm to 9:00am.
- Spa session prices:

One hour:	\$75
1.5 hours:	\$100
Two hours:	\$130
- Be sure to leave adequate free time in your schedule for folks to relax and indulge in spa treatments.



Schedule Suggestions

Find a balance between being and doing. Guests appreciate free time to relax in our nature sanctuary, enjoy the hot tubs, swim and receive spa treatments

See details in our Tours & Activities and Practice & Ceremonies kits.

Saturday/Arrival Day

3:00-8:00 Check-in

Sunday

10:00 Villa Sumaya orientation

Monday

11:00-2:00 Tour & lunch at Amigos de Santa Cruz /CECAP

Tuesday

7:30 Early breakfast buffet

8:15 Mayan fire ceremony

Wednesday

9:30-2:00: Kayak/hike and/or spa day

Thursday

9:30-2:00: San Juan tour

Friday

11:00-5:00 Guest bill payment

2:00-4:00 Closing sound healing, cacao or sweat lodge ceremony

Saturday/Departure Day

11:00 Check-out time



Giving Back to the Local Mayan Community

Villa Sumaya collects donations to support Mayan mothers in our local village of Santa Cruz La Laguna. 100% of the proceeds go toward providing families with fresh fruits and veggies from the market.

Providing this kind of help gives groups a sense of connection with the indigenous Mayan community and a deeper retreat experience. \$15 buys a Mayan family a week's worth of veggies and fruit that they choose themselves.

