

# GROUP STAYS AND RETREATS AT CASTARA RETREATS INFORMATION PACK FOR LEADERS FOR STAYS IN 2025

Castara Retreats collaborates with group leaders from around the globe, to help plan, organise and promote customised group holidays, from yoga and mindfulness to writing and other workshops, indeed any form of retreat or group stay. We have a genuine love of all things nature, sustainable, restorative and the outdoors, and are able to partner with a range of teachers and group leaders to create a unique and inspiring stay.

# ABOUT CASTARA RETREATS

Castara Retreats is a boutique eco-resort located in a quiet fishing village on the Caribbean island of Tobago. Nestled on the hillside with the oldest rainforest in the world as a backdrop, and the ocean below, it is a very special location for hosting a group stay. We offer a 'living in the landscape' experience, with natural eco-lodges built-in synthesis with the lush surrounding environment and angled to absorb the glorious views of the Caribbean Sea. For more please visit <u>www.CastaraRetreats.com</u>.

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## OUR ETHOS

We have strived to create a worthwhile exemplar for sustainable tourism in the Caribbean and are committed to evolving as an eco-resort that takes a responsible approach to the development of our enterprise, to the surrounding environment and to the local culture. You can read more about our ethos <u>here</u>.



LIVING IN NATURE

North-eastern Tobago, including Castara, has been declared a world natural biosphere reserve. Our lodges sit on the hillside in a rare Caribbean island ridge-to-ocean ecosystem, with the world's oldest tropical rainforest reserve and much marine life close by, including coral and mangroves. National Geographic highlights Tobago as the best Caribbean island for bird watching, and we couldn't agree more!

## ACCOMMODATION AND MEAL PACKAGE

Set in our tropical gardens, our cluster of apartments and lodges offer a total of 21 airconditioned bedrooms, each with en-suite shower room. We host our group stays between 1 May – 15 December when we can offer generous discounts for groups of 8+ participants generally staying for 3+ nights. For shorter stays or fewer participants please speak to us.

Our group packages offer discounted rates for groups, and our rates include accommodation + breakfasts + evening meals. The price is per person per night.

		SEASONAL PRICE PER PERSON, PER NIGHT (including all breakfasts and evening meals)		
GROUP PRICE BAND	NUMBER OF ROOMS AVAILABLE	For stays in May	Stays in July, August, October, November and up until 15 December	For stays in June and September
Group A Standard room for solo occupancy (+breakfast and evening meal)	9	£194	£178	£162
Group B Premier room for solo occupancy (+breakfast and evening meal)	5	£298	£270	<b>£2</b> 43
Group C Shared room (2 people) * (+breakfast and evening meal)	7	£I30	£122	£II2

\* Room can be configured either with twin beds or as a king-size bed



## MEALS AT CARIBBEAN KITCHEN

At <u>Caribbean Kitchen</u>, we embrace a simpler kind of luxury—one rooted in fresh, seasonal ingredients and the vibrant, diverse flavours of the Caribbean. Our dishes are thoughtfully crafted from locally sourced produce, bringing together the rich culinary traditions of Trinidad, Tobago, and beyond with a contemporary touch. Everything is made from scratch, reflecting our commitment to sustainability and the island's natural abundance.

It's more than just a meal—it's nourishment for the body and soul, served in a relaxed, open-air setting that invites you to unwind and savour the moment. Like the rhythms of Castara village, we offer something different: an inspired, eco-conscious dining experience brimming with the warmth of local hospitality.

## MEAL PACKAGE FOR GROUP STAYS

The package includes:

- Daily set breakfast
- Daily set two-course set evening meal
- A two-course set evening meal on arrival day
- A set breakfast on departure day
- A complimentary cocktail or mocktail on arrival day

The meals for our groups are served on the lower terrace of the restaurant with stunning views of the ocean. Breakfast is served at 9.15am. The table will be available from 9am. Dinner is served at 7pm. The table will be available from 6.30pm so your guests can arrive, order a drink and watch the sunset. The food will be served at 7pm

If you foresee a difficulty with these times please speak to us in the booking stage to explore whether a different time for your meals may be possible.

## CHOICE OF SET MENUS

The restaurant offers the following options for group catering. We ask that the group leader selects <u>one</u> menu of the options below for the whole group. The chosen menu must be confirmed to us no later than two months before arrival.



Omnivorous	This menu includes some meat-based, some fish-based and some vegetarian dishes
Pescatarian	This menu includes some fish-based and some vegetarian dishes
Vegetarian	This menu includes only vegetarian meals
Vegan	This menu includes plant-based meals only. No animal product will be used, including honey.

Sample menus for the above options can be provided (please note that these are sample menus, and dishes will vary according to the season and what is available at the time).

## DIETARY REQUIREMENTS

With advance notice, we can cater for the following individual dietary needs:

- Gluten free
- Vegetarian
- Vegan

No other dietary requirements can be catered for individually. For example, dairy and egg free guests will eat from the vegan menu for the stay.

## **GUESTS WITH ALLERGIES**

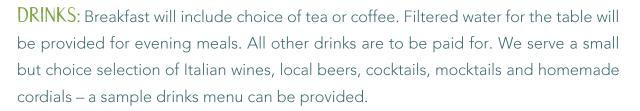
Those guests with an allergy should be aware that our kitchen handles all of the major food allergens on a regular basis, including dairy, wheat, soy, sesame, pineapple and shellfish. Whilst we take all possible steps to minimise the risk of cross contamination, due to limitations of space and time, we cannot remove this risk entirely. As such, we cannot guarantee that any of our dishes are safe to consume for people with specific allergies.

Guests with severe allergies or intolerances are advised to assess their own level of risk before booking a place on the retreat. We kindly ask that anyone required to carry an epi pen does so if dining at Caribbean Kitchen.

We request that the group leader collects all dietary requirements and sends them to us two months before arrival. For any participants who book onto the retreat less than two months before arrival, we require dietary requirements to be sent to us immediately.

## FOOD AND DRINK OUTSIDE OF SET MEAL PACKAGE

LUNCH: Caribbean Kitchen is open for lunch every day from 12pm to 3pm – and a sample menu can be provided. Whilst lunch is not included in the meal package guests are welcome to come and eat with us on an ad hoc basis anytime during their stay. If groups larger than 8 guests wish to eat lunch together we ask that they pre book a table for a designated time. Otherwise lunch is a walk in service and guests can come as they please



Group stay guests are welcome to pay for any extras as they go throughout their stay and settle individually at the end of each meal. The restaurant can accept US dollars, Trinidad & Tobago dollars, and most major debit or credit cards, except Amex.

### GROUP LEADER ACCOMMODATION AND MEALS

We have two group leader rooms, which each consist of a double bed and air conditioning. They share a shower room. These two rooms are reserved for group leaders and, though perfectly nice, do not have the same quality of space and views as the guest accommodations at Castara Retreats. Group leader accommodation and meals are charged on the following basis:

Groups of up to 10 paying participants for the duration of the stay plus one night before	Complimentary accommodation in teacher room for xl teacher A second teacher may stay in the second teacher room for £50 per night
Groups of II+ paying participants for the duration of the stay plus one night before	Complimentary meal plan for xl group leader Complimentary accommodation in teacher room for x2 teachers Complimentary meal plan for x2 group leaders
Any size of group for stays outside of the group booking dates and the night before	£100 per night – use of both bedrooms

On arrival day, if there is remaining guest accommodation available at Castara Retreats, we are happy to upgrade the group leader(s) into the available





accommodation. Of course, no guarantees can be made on this and the decision is left to the discretion of Castara Retreats.

# THE OPEN-AIR PAVILION

Located in our tropical gardens, our <u>open-air pavilion</u> has a generous floor area measuring 12 x 8 meters, and has views to the Caribbean Sea. It is the perfect setting for groups to base themselves, be that for yoga, writing, dance, or other group workshops.

The Pavilion is used each day for our in-house drop-in yoga class from 9am – 10am for Castara Retreats guests. Ideally, we ask that any leader schedules their programme to accommodate this daily session. If sticking to this time may be an issue, we invite you to speak with us soon, to explore what is possible.

Yoga equipment: We can provide up to 40 quality yoga mats, along with 10 blankets, 25 blocks, 25 bolsters on a complimentary basis.





# MASSAGE AND WELLNESS THERAPIES

Why not enhance your stay with some additional well-being for your guests. Wellness at Castara Retreats is focused solely on providing a space and an experience of immersed healing and relaxation. Our massage therapies curated by our wellness team (Judha and Leah) leave guests feeling restored and refreshed.

#### TREATMENTS AVAILABLE

#### "Dread Head" Massage: 30mins

A head massage which includes attention to the neck and shoulders; creating stimulation and flow to and from the brain. Great for relaxation and de-stressing. £35 in advance, \$300TTD on the day.

#### "Local Love" Massage: 40mins

This session focuses on a problem area/s (back, legs, neck & shoulders, etc) with pointed attention to specifically release muscle tension in those areas. £45 in advance, \$400TTD on the day.

#### "Full Body Blessing" Massage: 60 mins

A full body relaxation experience; with the option of a more therapeutic / deep tissue experience. Both therapists use a combination of techniques (Swedish, Deep Tissue, Thai, Sport, etc) to provide the best session for each unique body. £65 in advance, \$550TTD on the day

#### Yoga

Our sessions are slow and rooted in breath. Focused on harnessing the power of attention and intention. Daily walk-in classes are available. Between 9and 10am. Your guests just head for the pavilion to take part in this. \$80TTD payable on the day. Or if you prefer to book a private session for your group, please discuss this with us.

#### BOOKING AND PAYMENTS

If the leader wishes to include a wellness treatment for everyone in the group as part of the stay this should be booked at least one month ahead. We offer the Group leader a complimentary Full Body Blessing massage if they book a Dread Head Massage in advance for 10 or more guests. At least one month ahead of the stay the Leader will provide Judha with all relevant details of the guests so that appointments can be made. Payment will also be made at that time.

Alternatively, if the Leader prefers, wellness can be offered as an optional extra to the guests. In order to best accommodate guests wishes, they will be invited by the Group Leader to contact our wellness team in advance of the stay to make their appointment. Payment will be in cash on the day by the guest.

Full details of payments and cancellations will be provided before the Leader or guests book any wellness with us.

# GETTING TO TOBAGO AND AIRPORT TRANSFERS

Castara is 45 minutes from A.N.R Robinson Airport, Crown Point, Tobago. The package will include an airport transfer service (£70 per person for the return journey).

Please note, if any guests fly into Trinidad, there is a shuttle flight to Tobago which runs 6-8 times per day, is inexpensive and takes just 25 minutes. We strongly recommend all participants book their flight from Trinidad to Tobago as soon as they decide to book onto the trip, as those flights regularly become full.

# **OPTIONAL ACTIVITIES AND EXCURSIONS**

There are a range of optional activities and excursions, designed to give you a taste of Tobago and the local culture, without it feeling like an organised tour.

#### ALL-DAY BOAT TRIP AND BBQ WITH SUN ARISE TOURS

Sun Arise Tours is a venture created by local manager Porridge. It is a fantastic day out, much enjoyed by many of our groups and individual guests. The full day trip includes a beach BBQ, visiting bays which can only be reached by boat, snorkeling offshore, and – if fortune finds you – spotting dolphins frolicking in the waters. This trip should be booked with us 1 month ahead. The price is £90 per person.



## ALL OTHER EXCURSIONS

For other excursions we can put you in touch with recommended local operators to offer private full day and half day outings to fabulous destinations. These trips and activities include:

- Rainforest hike with experienced guide (half day trip)
- Stand up paddle boarding with bioluminescence night time tour
- Visit to Argyle Falls with swimming in the falls or a boat trip and snorkelling trip to Little Tobago
- Paddle boards and kayaks are available for hire on Castara Beach

Please <u>Click here</u> for information on Castara village.

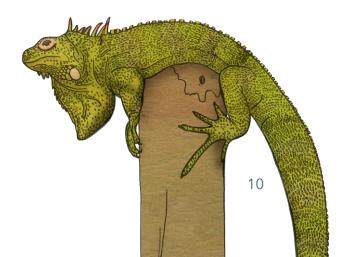
Please <u>Click here</u> for our Tobago Activities page. These activities would be arranged independently by the group leader and are the responsibility of the tour operator.

Castara Retreats can assist in providing transport if needed and a quote can be provided.

# EXTRA NIGHTS OUTSIDE OF YOUR RETREAT DATES

Should any guest from the group wish to extend their time in Castara beyond the group stay and add a holiday before or after we are happy to offer a reduction on the accommodation. Our rates for additional nights on a room only basis are below and are per person per night in £GBP. Meals for stays outside of the retreat can be eaten at our restaurant with payment on a pay-as-you-go basis.

Additional holiday nights for group guests	l <sup>st</sup> – 30 <sup>th</sup> May	July, Aug, Oct, Nov and to 15 Dec	June and Sept
Group A - Standard room for solo occupancy (room only)	£144	£128	£II2
Group B- Premier room for solo occupancy (room only)	£248	£220	£193
Group C – Shared room ( 2 people) (room only)	£80	£72	£62



# GROUP STAY PAYMENT AND BOOKING TERMS

The cost of the stay per person per night will be the package price above, plus the transfers (£70). Plus any optional boat trip (£90) and/or wellness treatment selected.

In addition, there is a reservation fee of:

- £350 for up to 10 paying guests
- £600 for 11 + plus paying guests
- Payable at the time the reservation is confirmed, which secures the accommodation for you.

For groups with up to 16 guests the payment schedule is:

- one third of the total cost 4 months before the stay
- balance of cost 2 months before the stay
- Any boat trip, wellness treatments or transport for excursions to be paid 1 month in advance

For groups of 17+ guests the payment schedule is

- one third of the total cost 6 months before the stay
  - balance of cost 3 months before the stay
  - Any boat trip, wellness treatments or transport for excursions to be paid
    1 month in advance

All payments are non refundable and non transferable from the date of payment. We strongly advise group leaders and their guests take out appropriate cancellation insurance. Group leaders may like to consider mirroring our payment and cancellation terms in their contract with their guests.

We ask that the leader does not accept any new bookings 2 months before the stay without first checking with Castara Retreats that they can be accommodated. We will of course do all that we can to help maximise your bookings at that time.

To enable our teams to resource and to offer the best stay for your group we are unable to accommodate additional guests less than 1 month before the stay.



# BOOKING A GROUP STAY

For more information or to explore possibilities and dates, please get in touch with us at <u>relax@castararetreats.com</u>.

