



## Sisters of the Holy Names

Villa Maria del Mar

21918 East Cliff Drive

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831-475-1236

[villamaria@snjmuson.org](mailto:villamaria@snjmuson.org)

[www.villamariadelmar.org](http://www.villamariadelmar.org)

Office Hours: 9AM-5:30PM Mon-Fri  
Overnight Use: Mon-Sat; closed Sun at 2PM

## Villa Policies

### **\* Each guest should receive this information \***

1. The Organization/Group designates a Coordinator to communicate with the Villa staff. He/she informs the group participants of the Villa policies & assists with the event while on-site. The Group Coordinator should meet with the Villa Hostess assigned to the group before the opening session. The Group Coordinator is responsible for gathering payment from the individual retreatants & providing the Villa one deposit payment & one payment for the balance.
2. A non-refundable deposit is required to hold any reservation. Payment of the balance is due upon arrival unless prior arrangements have been approved by the Director. Tom Weston retreatants are required to pay their balance one month prior to the retreat or a late penalty fee will be incurred. No credits are given for late arrivals, early departures, rooms not used, or meals not taken. The Villa does not accept credit cards—cash or checks only please.
3. Check-in time to bedrooms is 4PM on the day of arrival. If you intend to arrive later, please call the Villa before 4PM. The Group Coordinator has responsibility for guests arriving after 9PM. Please have \$5 refundable deposit for each room key. On the departure day, bedrooms must be vacated & keys turned in by 11AM or the time stipulated by your Villa Hostess. The Villa reserves the right to reassign rooms as needed.
4. A minimum of 20 guests is required to book Seaview meeting room as a general rule. Exceptions are made if no larger group is in need of Seaview. No food or drink is allowed in Seaview & please do not move or place anything on the piano. Josephine House accommodates 18-20 guests & food/drinks are allowed.
5. Candles & incense are prohibited except for when liturgical celebrations are held in the main gathering area. Do not leave candles burning when not in the meeting room.
6. Groups must arrange for A/V equipment with the Reservations Coordinator. The Villa has a TV/VCR/DVD, a CD/tape recorder, microphone/podium, chalkboard, & easel for your use. Please bring your own easel paper & marking pens. There is a projection screen in the Seaview room, but you must bring your own projector. In Josephine House the wall can be used as a "screen".
7. Free wifi is available throughout the main house & meeting spaces. Guest computer/printer is available in room 117.
8. Photocopying & faxing are available for a nominal charge. Please consult your Villa Hostess for any on-site needs.
9. Please check with your Villa Hostess if your group is planning to use craft/art materials. These items may be used in the Dining Room where the tables must be covered. Tape may not be used to affix items to the painted or treated wall surfaces. Consult with your Villa Hostess.
10. If beach activities are planned, your group is to supply the firewood, towels & blankets. Fires may only be started in legally designated fire circles. Lawn chairs should be returned to the back of the Main House.
11. We do not accommodate special diets. A full salad bar is available every lunch & dinner, with fruit, yogurt, bread & peanut butter available throughout the day. If anyone in your group has food allergies or special dietary needs, please ask him/her to bring their own food. A microwave & refrigerator are available for their use in the Dining Room. Mealtimes: 8:30AM breakfast; 12:30PM lunch; 6:00PM dinner (Fri 6:30PM). Refer to Villa Fee Schedule for more info.
12. On Saturday there is a 4PM Roman Catholic liturgy in the Villa Chapel.
13. Guests must be 21 years of age or older. No pets allowed—certified service animals allowed with prior authorization.