

# BLUEFIELDS BAY VILLAS

ESCAPE. INDULGE. EXPERIENCE.

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Travel Agent Fact Sheet & Commission Reference

## **Our Reservations Team**

Debbie Moncure — Owner & Architect

Houston Moncure — Managing Director

Kate Moncure — Senior Villa Specialist

[reservations@bluefieldsvillas.com](mailto:reservations@bluefieldsvillas.com)

## Property Overview

### Location

**Parish:** Westmoreland, Jamaica  
**Coast:** Southwest (leeward side)  
**Airport:** Montego Bay (MBJ) — approx. 1 hr 15 min  
**Nearest Town:** Savanna-la-Mar (15 min)  
**Negril:** 55 minutes west

### Accommodation Types

**Villas:** Private, multi-bedroom with dedicated staff  
**Suites:** Boutique hotel-style rooms, shared amenities

### What Makes BBV Unique

- Off-the-beaten-path — not Negril, not Montego Bay
- 40+ years of family ownership — genuine hospitality
- All-inclusive villa format with private Chef, Butler & Housekeeper
- Two coral reefs, calm leeward waters for water sports
- Jamaican Fusion Cuisine by Consulting Executive Chef Joe Cotton
- Jacana CBD spa partnership — Jamaican medical-grade CBD
- Bluefields Mountain hiking & birdwatching (home of Philip Gosse)
- Eco-conscious operations throughout
- Club MoBay VIP airport lounge — arrivals & departures included for 4+ night stays

## Villa Experience — Key Inclusions

The following are included in the all-inclusive villa rate. Communicate these clearly — many are unavailable at standard all-inclusive resorts and represent significant added value.

### Dining & Beverage

- All meals — breakfast, lunch & dinner
- Jamaican Fusion Cuisine, tailored daily
- House wines, spirits, soft drinks, beer
- Twice-daily villa provisioning
- Wednesday Jerk Chicken Lunch
- Monday Owner's Cocktail Party

### Dedicated Staff

- Butler, private Chef, Housekeeper
- Night Caretaker (overnight coverage)
- Nannies: 1 per every 2 children, max 2 per villa (8 hrs/day)

### Water Sports & Recreation

- Sea kayaking, stand-up paddleboarding
- Hydrobikes, Hobie Wave sailing
- Snorkeling gear, beach service 8:30am–5pm

### Facilities & Amenities

- Competition tennis court & 2 pickleball courts
- Fiber Wi-Fi, 3,500-channel TV, Netflix
- Unlimited US/Canada calls from villa phones
- Personal laundry service (villa guests)
- Club MoBay VIP lounge — arrivals & departures (4+ night stays)
- Guided mountain hiking with staff escort
- Local Farmers' Market Tour (Savanna-la-Mar)

### Villas vs. Suites — Key Differences

Villas include private Chef, Butler, Housekeeper, personal laundry, customised daily menus, pre-stocked in-villa bar (selections chosen via portal), full meal-time flexibility, and outside visitor hosting. Suites offer a hotel-style experience with shared Treehouse dining, a curated 3-option menu per meal, a TV app, and access to the Treehouse bar. Laundry is \$20/load add-on. Outside visitors not permitted for Suites guests. Club MoBay (arrivals & departures) is included for stays of 4+ nights only.

## Commission Structure & Policy

### Standard Travel Agent Commission: 10% on pre-service charge base rate

Calculated on the base accommodation rate before the 15% service charge is applied. Contact [reservations@bluefieldsvillas.com](mailto:reservations@bluefieldsvillas.com) for current rack rates and net pricing.

### How the Service Charge Works

A 15% service charge is collected prior to arrival: 13% is shared among all villa staff, and 2% goes to a local charity. This is not a resort fee — it goes entirely to the people serving your clients. Additional gratuities are welcome and channelled through Guest Services for fair distribution.

### Commission Calculation

Component	Notes
Base accommodation rate	10% agent commission applied here
15% service charge	Not commissionable — paid by guest, distributed to staff
À la carte extras	Not commissionable — spa, wine, excursions, etc.

Commission is processed after guest departure. Submit agency name, IATA/CLIA number and booking reference to the reservations team. Net rates available on request.

## Booking Logistics & Pre-Arrival Timeline

Timeline	Action Required
6+ weeks before	Enter all guest names & flight details in guest portal; submit dietary restrictions
6 weeks before	Club MoBay request processed automatically once reservation marked complete (4+ nights) — covers both arrival & departure
4 weeks before	Club MoBay hard deadline — must be finalised at least 4 weeks prior to arrival
Pre-arrival	Villa guests: pre-stock bar selections submitted via Trip Details portal. Suites guests: standard bar offering available at the Treehouse
5 days before	Arrival instructions sent with Club MoBay confirmation letter
Arrival day	Check-in 3pm · Check-out 11am · Flexibility available — advise clients to communicate early

### Arrival Experience

Clients fly into Montego Bay (MBJ) and are driven approximately 1 hr 15 min southwest by a BBV driver. Upon request, the journey can include a stop at Border Jerk — a popular roadside jerk restaurant. Suites guests check in at reception; Villa guests are met at the villa and introduced to their Butler, Chef, and Housekeeper.

## Airport Transfers

All transfers depart from Montego Bay Sangster (MBJ). Kingston transfers can be arranged but involve 4+ hrs and are not recommended. \$50 fee if cumulative stop time exceeds 45 min per transfer.

Vehicle	Capacity	Luggage	Rate
BMW Transfer	2 adults max	2 large bags + 1 carry-on	\$220 each way
Standard Vehicle	1–4 passengers	4 medium bags + 2–3 carry-ons; 1 car seat	\$175 each way
Small Van	Up to 7 passengers	7 large bags + 7 carry-ons; 6 car seats	\$200 each way
Medium Van	Up to 15 passengers	15 large bags + 3 carry-ons; 8 car seats	\$300 each way
Large Bus	Up to 20 passengers	20 large bags + 5 carry-ons; 10 car seats	\$375 each way

## On-Property Activities

### Included

- Sea kayaking · Stand-up paddleboarding
- Hydrobikes · Hobie Wave sailing
- Snorkeling gear · Tennis · Pickleball (2 courts)
- Guided mountain hiking
- Wednesday Jerk Chicken Lunch
- Monday Owner's Cocktail Party
- Farmers' Market Tour (Savanna-la-Mar)

### À La Carte

- Reef Snorkeling by Boat — from \$80/hr
- Coastal Cruise — from \$80/hr
- Sunset Cruise — from \$80/hr (Butler + appetizers)
- Deep-Sea Fishing — \$75/hr (max 4 guests)
- Scuba Diving — from \$170/person
- Kate's Photography Session — \$300
- Birding Tour — price on request

### Spa Menu — Highlights

Treatment	Duration	Price
Swedish Massage	60 / 90 min	\$140 / \$200
Deep-Tissue Massage	60 / 90 min	\$160 / \$220
Hot Stone Massage	60 / 90 min	\$180 / \$240
Tropical Bliss Combo	90 min	\$220 (Swedish + deep tissue + reflexology)
Couples Delight	60 min	\$300 for two
Jacana CBD Relaxation Massage	60 min	\$180
Jacana CBD Therapeutic Massage	60 min	\$220 (incl. CBD balm to keep)
Body Scrubs (5 varieties)	45 min	\$125 (incl. mini-massage)
Hummingbird Facial	30 min	\$80
Mani / Pedi	45 min	\$40 each · Gel manicure \$65

## Off-Property Excursions — Transportation Pricing

Transport costs only. Admission fees are additional. If combining 2–3 destinations in one outing: total = most expensive + 50% of next + 25% of least. Payment before departure; all rates per vehicle.

Excursion	2–4 pax	5–8 pax	9–15 pax	Notes
YS Falls (highest falls in Jamaica)	\$150	\$180	\$210	\$25 adult / \$15 child entry
Black River Safari	\$100	\$125	\$170	\$20 adult / \$10 child; crocs, mangrove
Appleton Estate Rum Tour	\$170	\$200	\$240	~1.25 hrs from Bluefields
Pelican Bar	\$140	\$160	\$200	Bar built over the sea
Treasure Beach	\$200	\$250	\$300	Authentic fishing village
Negril Day (incl. JamWest)	\$150	\$180	\$210	7-mile beach, ATV, canopy
Negril by Night	\$160	\$210	\$270	Jamaican dancehall
Montego Bay / Rose Hall	\$190	\$220	\$330	Golf, Dolphin Cove, Chukka
Rasta Safari	\$140/adult · \$70/child	—	—	ATV + authentic Ital meal
Golf — Negril Hills GC	Inquire	—	—	~35 min; 18-hole par-72

## Guest Management — Key Policies

### Dietary & Food

Dietary restrictions 6+ weeks in advance (especially halal). Lobster unavailable April 1–June 30 (Jamaica law). Villas: fully customised daily menus. Suites: 3 options per meal (meat, seafood, vegan/vegetarian).

### Families with Young Children

- Nannies: 1 per every 2 children, max 2 per villa, 8 hrs/day (7am–8pm)
- Sleepover Nanny: \$15/hr add-on via portal
- Cribs, high chairs, car seats (confirm in advance)
- Children's menus customisable with Guest Services

### Visitor Policy

Villa guests may host outside friends. Half-day: \$100/person. Full day: \$160/person. Advance notice required. Suites guests cannot host outside visitors.

### Tipping

15% service charge collected pre-arrival: 13% to staff, 2% to charity. Advise clients not to tip directly — give to Guest Services with allocation preferences.

### Security Deposit

Credit card required on file for all guests. Villa guests: add via My Profile portal. Suite guests: present physical card with photo ID at check-in.

### Trip Insurance

Strongly recommended. Not all health insurance covers international travel or repatriation. On-site doctor access available for non-emergency needs.

### Check-in / Check-out

Check-in: 3:00 PM · Check-out: 11:00 AM Flexibility available — advise clients to communicate flight times in advance.

### Quick-Sell Talking Points

"Bluefields Bay is the Jamaica most travellers never find — which is exactly why guests come back year after year."

- Private, fully-staffed villa with your own Chef, Butler & Housekeeper
- Two coral reefs, calm leeward waters — perfect snorkelling, kayaking & paddleboarding
- Jamaican Fusion Cuisine — every meal a custom experience
- 40+ years of family ownership — authentic, deeply personal hospitality
- Club MoBay VIP airport lounge — arrivals & departures — makes travel seamless (4+ nights)
- Adults-only serenity or family paradise — the property adapts to your group

## CONTACT & BOOKING

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**Kate Moncure — Senior Villa Specialist**

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Bluefields, Westmoreland, Jamaica

Airport: Montego Bay Sangster (MBJ) — approx. 1 hr 15 min

**Travel Agent Commission: 10% on pre-service charge base rate**