



Conference Room Rental Rates (effective August 1, 2015)

<u>Fee Description:</u>	<u>Weekdays:</u> <u>Monday-Thursday, 11 am - 9 pm</u> <u>Friday, 11 am - 3 pm</u>	<u>Weekends:</u> <u>Sunday 11 am - 9 pm</u>
Rate per hour for the first two hours:	\$ 75.00	\$ 95.00
Hourly rate thereafter:	\$ 60.00	\$ 70.00
Minimum rental time per day= 4 hours:	\$ 270.00	\$ 320.00
Maximum rental time per day = 8 hours: (6-8 hours is the same price)	\$ 510.00	\$ 610.00

- **Meeting Room space rental only. The exterior areas (patios, etc...) outside the main house cannot be used. This is in order to guarantee quietness for our guests in residence (exceptions for a limited time may apply).**
- A deposit of \$100 is required at booking.
- No use of kitchen (except for food storage) due to strict Ventura County Regulations.
- The lessee is responsible for set-up, removal and re-arrangement of furniture and clean-up.
- No charge for 1/2 hour prep before event and 1/2 hour take down after event.
- If The Ojai Retreat staff is needed for set up and clean up: \$20 per hour.
- **The above prices are for small groups (up to 50 people).**
- **Large groups (50-100 people): Rates increase by 50%.**
- Client is responsible and makes own provisions for any sound equipment if needed, or rent for \$25 from The Ojai Retreat.
Projection screen and white board: no charge (client sets up and takes down).

Additional Information:

- **Departure times for use of Conference Room for evening events:**
The event has to end at the latest by **9 pm**, and participants need to leave the property quietly. Organizers have to clean up and leave the property quietly, at the latest by **9:30 pm**.
- **Weekends:** the Conference Room can only be rented if all the bedrooms are rented in conjunction with the Conference Room OR if the rental time is limited to 2-3 hours (between 11 am – 9 pm). Also, the event has to be relatively quiet in order not to disturb the on-site guests..
- **Maximum capacity** for events: up to 100 people.
- Due to our retreat setting (with bedrooms on site), **only groups with (more or less) quiet activities are accepted.**
- **Special Events** (i.e. wedding receptions, concerts, special dinners, etc...): **an additional fee of \$250-\$2000 applies (depending on the nature and duration of the event).**
- **Square footage**

Conference Room: 27' x 26':	=	702 sq. ft.
Square footage of adjacent dining-area: 16' x 13':	=	208 sq. ft.
Total square footage:	=	910 sq. ft.

Rental Agreement: see separate sheet please. **The reservation becomes final only after receipt of the signed Rental Agreement, and payment of the deposit. Full payment is due in full 5 days before the event.**

A non-profit public corporation