



THE OJAI RETREAT

a hilltop getaway with panoramic views

Reading Room / Quiet Room Rental Rates

Fee Description :

Weekdays:
Monday-Thursday 1 pm -7 pm

Weekends:
Friday & Saturday 11am – 3pm
Sunday 11am – 7pm

Rate per hour for the first two hours:	\$ 50.00	\$ 60.00
Hourly rate thereafter:	\$ 35.00	\$ 45.00
Maximum rental time per event 4 hours: (due to on-site guests)	\$170.00	\$210.00

- 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 staff member per hour.
- **The Quiet Room use has to be reserved along with the two guestrooms on the same floor, the Cozy and the Topa Topa bedrooms, so as to avoid disturbance for on-site guests. Thank you.**

Additional Information:

- Departure time for use of Quiet Room: The room needs to be put back in order and cleaned within 30 minutes after the end of each use. Participants and organizers need to leave the facilities quietly.
- The Quiet Room has the capacity to hold 10-20 people.
- The **Quiet Room is only rented for quiet activities.**
- We are a **NO SMOKING**, NO CHILDREN UNDER 12 and NO PETS FACILITY. There will be charges incurred if these policies are not adhered to. Thank you.
- Please: no food or beverages are allowed in the Quiet Room.
- Restroom on same (second) floor cannot be used. Please use the restroom on the 1st floor, accessible from the outside patio of the Main House.
- Square footage of Quiet Room: 30' x 10' (300 square feet).

Rental Agreement :

Please obtain a Rental Agreement from the office. **Please review, sign and return the Rental Agreement to The Ojai Retreat office along with the \$50 deposit for weekdays or \$60 deposit for weekends. The reservation becomes final only after receipt of the signed Rental Agreement and payment of deposit received. Full payment is due five days BEFORE the event.** Thank you.