



THE OJAI RETREAT

a hilltop getaway with panoramic views

Conference Room Rental Rates

Fee Description:

Weekdays:
Monday-Thursday, 11 am - 9 pm

Weekend:
Sun 11 am - 9 pm latest

Rate per hour for the first two hours:	\$ 75.00	\$ 95.00
Hourly rate thereafter:	\$ 60.00	\$ 70.00
Maximum rental time per day = 8 hours:	\$ 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): same policies apply for 'MOUNTAIN VIEW TERRACE' use – see separate rates below please.**
- **IF HOLDING AN EVENT AFTER 3 PM, the Green Room guestroom needs to be booked same day in addition to the Conference Room due to its proximity.**
- A deposit of \$100 is required at booking, full payment in due 5 days BEFORE the day of your event.
- 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.**
- NO SMOKING, no children under the age of 12, no pets please.
- **The above prices are for small groups (up to 50 people).**
- **Large groups (50-100 people): Rates listed above increase by 50%.**
- Client is responsible and makes own provisions for any sound equipment.
- *Projection screen and white board: no charge (client sets up and takes down).*
- **AGREEMENT FORM HAS TO BE SIGNED WITH DEPOSIT SUBMITTED on the day your future res. is made.**

Additional Information:

- **Departure times for evening events: THE EVENT HAS TO END BY 9 PM.** Participants and organizers need to leave the property quietly and have everything left clean and in the same order as you found it, otherwise additional fees will be incurred.
- **Sundays: the Conference Room can only be rented for quiet events bet 11 am – 9 pm due to on-site private guests OR booked in conjunction with the whole property, as a package.**
- **Maximum capacity** for events: up to 100 people.
- Due to our retreat setting (with bedrooms on site), **only groups with quiet activities are accepted.**
- **Special Events** (i.e. concerts, special dinners, etc...): **an additional fee of \$200-\$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: The reservation becomes final only after receipt of the separate signed Rental Agreement, and payment of the deposit. Full payment is due in full 5 days before the day of the event.

Mountain View Terrace Rental Rates

Fee Description:

Weekdays:
Monday-Thursday, 11 am - 9 pm

Weekend:
Sun 11 am - 9 pm

Rate per hour:	\$ 80.00	\$ 100.00
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- The 'Mountain View Terrace' can only be rented on times agreed upon with the office (in order not to disturb private guests in nearby rooms).
- The same policies apply as above (see Conference Room Rental Rates).