



Conference Room Rental Rates

Fee Description:

Weekdays:
Monday-Friday, 11 am - 5pm

Weekend:
Sat & Sun , 11 am - 5 pm

Rate per hour for the first two hours:	\$ 80.00	\$ 100.00
Hourly rate thereafter:	\$ 60.00	\$ 80.00
Maximum rental time per day =4 hours		

- **Meeting Room space rental only. This does not include the use of the MOUNTAIN VIEW PATIO. Please see separate rate sheet.**
- No use of kitchen (except for food storage) due to strict Ventura County Regulations.
- **The Rental Party is responsible for set-up, removal and replacement of furniture and clean-up.** Please ensure you remember the layout of the space to refer to for replacement of furniture. Please leave the space as you found it.
- No charge for 1/2 hour prep before event and 1/2 hour take down after event.
- If you would like to use Ojai Retreat staff for set up and clean up please prearrange at \$20 per hour per person.
- NO SMOKING, no children under the age of 12, no pets please.
- **The above prices are for groups of up to 50 people.**
- **For larger groups of 51-100 people, the rates listed above increase by 50%.**
- Client is responsible and makes own provisions for any sound equipment.
- Projection screen and white board available: no charge (client sets up and takes down).
- Departure times for evening events: THE EVENT HAS TO END BY 5 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 incur.
- **Maximum capacity** for events: up to 100 people.
- **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 with full payment.