



OJAI RETREAT & INN

a hilltop getaway with panoramic views

Group Rate Sheet & Rules

Ojai Retreat & Inn is an ideal location for group programs.

We offer 12 guest rooms and the exclusive use of 2 indoor spaces (Great Room and Quiet Room/Library) and 3 outdoor spaces (Waterfall Garden, Shangri-La Garden and Main House Patio) on a secluded 5-acre hilltop property.

1. FEES FOR 12 GUESTROOMS

Prices vary from season to season, please see www.ojairetreat.org for exact prices.

2. FEES FOR MEETING SPACES

Includes the 2 indoor spaces and the 3 outdoor spaces.

On weekdays (Monday-Thursday) for 8 hours: **\$480**

On weekends and holidays (Friday-Sunday) for 8 hours: **\$560**

If more than 50 people attend, a surcharge of \$240 on weekdays, and \$280 on weekends and holidays will apply.

3. DISCOUNTS

Stay for 4-7 nights and receive a 10% discount on guestrooms and meeting spaces

Stay for 8-14 nights and receive a 15% discount on guestrooms and meeting spaces

4. ADDITIONAL FEES

Additional guests (above 2 per room with sofa bed or rollaway), price per person per night: \$50

Refundable damage/cleaning deposit (refunded 1 week after stay) for groups under 50 people: \$500

Refundable damage/cleaning deposit (refunded as above) for groups over 50 people: \$1,000

Any damages caused by the rental party and any cleaning costs that are not part of our regular cleaning service will be deducted from the deposit.

160 Besant Road, Ojai, California 93023

Tel. No: (805) 646-2536 // Website: www.ojairetreat.org // E-Mail: info@ojairetreat.org



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5. CONTRACT AND RETAINER

After you receive the contract, please sign and return it along with a payment of 50% of the total costs within 10 days of receipt from our office. This includes a non-refundable retainer of \$500.00. **If the signed contract is not returned to our office within that 10 day timeframe, your booking will be cancelled and considered null and void.** The remaining 50% is due 60 days before your scheduled arrival date. Contract and payment transactions are between one person representing the group and Ojai Retreat & Inn.

6. CANCELLATION POLICY

100% refund if cancelled **60 days** or more before event (no refund of retainer)

50% refund if cancelled **20 to 59 days** before event (no refund of retainer)

No refund if cancelled less than **20 days** before event

7. PERMITS AND INSURANCE

We have all permits and appropriate insurances in place for our guests. However, if you bring your own staff members (caterers, massage therapists, etc.), they need to have their own insurance for their work. Ojai Retreat & Inn is not responsible for any loss or damage to merchandise, signage, etc. that these businesses bring to the property.

8. MEALS

Breakfast for overnight guests is included in the price and prepared by us. If you wish to have lunch and/or dinner here, we can recommend local licensed caterers or restaurants to you. All arrangements are to be handled directly between you and the caterer you have chosen, including clean-up by the caterer. **Please note that the caterer must use an off-site commercial kitchen. There can be no use of the retreat's kitchen.**

9. ADDITIONAL NOTES

- There is a 2-night minimum stay on Saturdays, and a 3-night minimum stay on holidays.
- Due to Ventura County regulations, 100 people is the maximum permitted on site.

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- Ojai Retreat & Inn declines all responsibility if all 12 guestrooms are not occupied, or if your attendees cancel.
- We are a **smoke-free, TV-free** and **pet-free** facility.
- Check in is at 3pm, checkout is at 11am. It may be necessary to organize staggered check-outs on your departure date beginning at 9:30am, to ensure that the entire facility can be properly cleaned following the event.
- Breakfast is only provided for overnight guests.
- Amplified music outdoors must be off by 10pm as per Ventura County regulations. Low-volume music can be played inside the Great Room after 10pm as long as windows and doors remain closed.

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