



# THE OJAI RETREAT

*a hilltop getaway with panoramic views*

## Reading Room / Quiet Room Rental Rates

<u>Fee Description:</u>	<u>Weekdays:</u> Monday-Thursday 1 pm -7 pm	<u>Weekends:</u> 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
Max rental time per event 4 hours:	\$170.00	\$ 210.00

- The Rental Party is responsible for set-up, removal and replacement of furniture and clean-up.
- No charge for ½ hour prep before event and 1/2 hour break down after event.  
If the Ojai Retreat staff is needed for set up and clean up: \$20 per staff member per hour pre-arranged.
- **If The Quiet Room is reserved the two guestrooms on the same floor, the Cozy and the Topa must also be reserved to avoid disturbing on-site guests.**
- **EXCEPTIONS APPLY FOR SMALL AND QUIET GROUPS AND ONLY BETWEEN 11 AM AND 5 PM.**
- 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 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.
- Please: no food *or* beverages are allowed in the Quiet Room.
- Please use the restroom downstairs on the ground floor, accessible from the outside patio of the Main House.  
Restroom next to the Reading/Quiet room may be if the upstairs guestrooms are rented by Rental Party.
- Square footage of Quiet Room: 30' x 10' (300 square feet)

Rental party is responsible and makes own provisions for sound equipment. The Ojai Retreat's Projection screen and white board may be used at no charge (rental party sets up and takes down).

### Rental Agreement:

**The reservation becomes final only after receipt of the signed Rental Agreement and full payment.**