



OJAI RETREAT & INN

a hilltop getaway with panoramic views

The perfect place for your wedding!



Chris

and Jenn Photos

*Ojai Retreat & Inn features beautiful mountain views
with outdoor and indoor venues perfect for
wedding ceremonies, cocktail receptions, and dinners*

805-646-2536 www.ojairetreat.org info@ojairetreat.org

Full Property Wedding

What it Includes:

Use of the full 5-acre property with *The Waterfall Garden*, the *Pink Moment Terrace*, the *Mountain View Patio* and the *Event Room*.

If you wish, you may choose one venue for the ceremony, one venue for the cocktail reception, and one venue for the dinner and music.

All twelve guestrooms with breathtaking views must be rented.



Ceremony in the Waterfall Garden
Burgundy Photos



Ceremony on the Pink Moment Terrace
Chris and Jenn Photos

Fees

Wedding Site Fee & Room Rates for Full Property Wedding

The site fee is for the use of the entire 5-acre property. Guestrooms are charged separately based on the season. Please see our website for seasonal rates for each room.

Site fee: \$5,000

100 people is the maximum permitted on site.

We can provide a list of preferred wedding coordinators, caterers, and florists.



Dinner on the Mountain View Patio
Chris and Jenn Photo

Contract and Rules

1. **Contract and Retainer:** A contract will be drawn up by Ojai Retreat & Inn and signed by both parties. 50% of the total cost is due upon signing of the contract, which includes a non-refundable **\$1,000 retainer**. The remaining 50% is due 30 days before scheduled arrival date. Contract and payment transactions are between one person representing the wedding party and The Ojai Retreat & Inn.

2. Cancellation Policy:

100% refund, minus the \$1,000 retainer, if cancelled **60 days** or more before the wedding date.
50% refund, minus the \$1,000 retainer, if cancelled between **20 and 59 days** before the wedding date.
No refund if cancelled less than **20 days** before the wedding date.

3. **Refundable damage/cleaning deposit:** A damage/cleaning deposit of \$750 will be added to the cost of the event. It will be refunded no later than 1 week after the wedding. Any damages caused by the wedding party and any cleaning costs that are not part of our regular cleaning service will be deducted from the deposit. If these costs exceed \$750, the wedding party will be responsible for the additional amount.

4. **Insurance:** The wedding party needs to have insurance to cover Ojai Retreat & Inn for general liability aggregate of \$2,000,000/\$1,000,000 including liquor liability. Ojai Retreat & Inn needs to be named as additional insured for the entire time the wedding party is renting the facility. All parts of the event need to be covered such as: rehearsal, dinner, wedding, reception, dancing, etc. **The wedding party is required to provide proof of insurance to Ojai Retreat & Inn 70 days prior to the event.** All vendors must have their own insurance and the wedding party needs to be responsible for this. Ojai Retreat & Inn is not responsible for any loss or damage to merchandise that these businesses bring to the property.

5. **Meals:** Breakfast for overnight guests is included. If the wedding party wishes to have other meals here, we can recommend local licensed caterers, but **all arrangements are to be made directly between the wedding party and the caterer, including responsibility of clean-up by the caterer to leave everything clean and tidy as it was found on arrival.** Please note that the caterer must use an off-site commercial kitchen. **There can be no use of the retreat's kitchen for food preparation.**

6. **Check-in and Check-out:** Check in is at 3pm, checkout is at 11am. It may be necessary to organize staggered check-outs beginning at 9:30am, to ensure that the entire facility can be thoroughly cleaned following the event.

7. **Wedding Coordinator:** You may hire your own wedding coordinator, or we can recommend one. If you prefer not to hire a wedding coordinator, all work needs to be done by the wedding party. If you wish to hire our staff, we are happy to provide that service at \$20 per hour per person. This will need to be arranged a month prior to your arrival date.

8. **Vendor responsibilities:** All vendors are required to pick-up their materials and/or equipment in a timely manner at the end of the wedding party or at the latest by 11am on the day of departure. If this is not adhered to, an additional fee of \$250 will incur.

Additional Comments:

- There is a 2-night minimum stay on Saturdays, and a 3-night minimum stay on holiday weekends.
- Additional guests (above 2 per room with sofa bed or rollaway): price per person per night: \$40
 - **Smoking/vaping anywhere else on the property, and/or in the rooms, is strictly forbidden.**
Fees of \$500 will be applied if this is not respected.
- Amplified music outdoors must be off by 10 pm per County regulations. Low volume music can be played inside the Event Room after 10 pm if windows and doors remain closed.
- Our folding chairs and tables can be used free of charge. However, our chairs may not be used in the Waterfall Garden. Any chairs used in the Waterfall Garden must be approved in advance so there is no damage to the lawn.
 - Technical equipment must be provided by the wedding party; however, you may use what we do have.
 - Please inform us about anything that will be brought onto the property prior to the arrival date.
 - It is the wedding party's responsibility to set up and return chairs, tables, and technical equipment on departure day, and leave everything on the property as it was found on arrival day in all indoor and outdoor venues. Extra fees will incur to clean up at \$20 per hour per staff member needed.
- All trash and recycling must be deposited in our large outdoor steel trash/recycling bins at the end of property.

Smaller Weddings

If you wish to have only your wedding ceremony, and/or cocktail reception and/or dinner on site (without accommodating your guests on the property), you may rent the Waterfall Garden and/or the Mountain View Terrace limited to a total of 65 people maximum.

Use of other areas will not be possible.

Parking will be accommodated in the Overflow Parking area.

It is the wedding party's responsibility to organize shuttle service if needed.

Fee for Waterfall Garden: \$1,000

Fee for Pink Moment Terrace: \$1,500*

Fee for both Pink Moment Terrace & Waterfall Garden: \$2,000*

*If the Pink Moment Terrace is to be used, the Ojai Suite guestroom must be booked, depending on the time of day, due to its proximity to the venue area. Please look on our website for seasonal pricing for the Ojai Suite or contact us directly. There is a 2-night minimum if Saturday is included.

- A non-refundable retainer of \$500 for the Waterfall Garden, \$750 for the Pink Moment Terrace, and \$1,000 for both venues will apply.
- The maximum duration of such an event is limited to 4 hours (with 1 hour allocated for set up and 1 hour allocated for take down, separate from the 4 hours). Available times of use: between 11am-7pm.
- Equipment rentals are arranged between the wedding party and the rental/catering company.
- No loud music or other loud activities are permitted for small wedding ceremonies.
- Instrumental accompaniment is possible. Please discuss with office beforehand.
- For all other details, please refer to "Contract and Rules."

There will be a walk-through at the beginning and at the end of your stay.

We would appreciate it if the wedding party would share their photographs with us.
If so, we would give credit to the photographer.

Thank you for considering Ojai Retreat & Inn for your wedding venue!