



THE OJAI RETREAT

a hilltop getaway with panoramic views

Group Rate Sheet & Rules

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

This information is for a group renting the entire property and all rooms.

We offer 12 guestrooms and the exclusive use of 2 indoor spaces (Living/Conference Room and Quiet Room/Library) and 3 outdoor spaces (Waterfall Garden, Pink Moment Terrace and Mountain View Patio) on a secluded 5-acre hilltop property with breathtaking views.

1. FEES FOR 12 GUESTROOMS

Prices vary from season to season, please see Ojai Retreat and Inn website for exact prices.

2. FEES FOR MEETING SPACES

Includes the 2 indoor spaces and the 3 outdoor spaces.

On weekdays (Monday-Thursday) for one 8-hour period: **\$ 600**

On weekends and holidays (Friday-Sunday) for one 8-hour period: **\$ 800**

If more than 50 people attend, a surcharge of \$100 on weekdays, and \$150 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
The legal name of Ojai Retreat & Inn is 'The Ojai Retreat'

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 \$250. **If the signed contract is not returned to our office within that 10-day timeframe, we will need to cancel your booking so that other groups can book. Thanks for your understanding.**

6. PAYMENT SCHEDULE

50% of total is due upon signing of contract.

The remaining balance is due 30 days prior to the arrival date:_____.

A late fee of \$50 per day applies for all late payments made less than 30 days before your arrival date.

7. CANCELLATION POLICY

100% refund of initial deposit if cancelled 30 days or more before arrival date (no refund of retainer): _____.

50% refund of the paid amount if cancelled 20 to 29 days before arrival date (no refund of retainer).

No refund if cancelled less than 20 days before your arrival date.

8. PERMITS AND INSURANCE

We have all permits and appropriate insurances in place for our guests. However, when you host an event, all vendors need to have their own insurance for their work. The Ojai Retreat & Inn is not responsible for any loss or damage to merchandise, signage, etc. that these businesses bring to the property. All Groups such as weddings, retreats of any kind meetings or organized gatherings, must provide event insurance with The Ojai Retreat named as additional insured. This may be purchased through an Event insurer such as Event Helper, your own insurance company or ours, Doug Crawford Insurance. We need the insurance documentation two weeks prior to your arrival date

9. 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 Ojai Retreat's kitchen.**

10. 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.
- Ojai Retreat & Inn declines all responsibility if all 12 guestrooms are not occupied, or if your attendees cancel.
- We are a **smoke and vape free, TV-free** and **pet-free** facility (except for the strictest interpretation of the ADA laws). Fees of \$500 will be applied if this is not respected.
- 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.
- Please inform us about anything that will be brought onto the property prior to the arrival date.
- It is the renting party's responsibility to set up and clean up, returning all furniture and equipment to its place and restoring all indoor and outdoor spaces as they were found on arrival day. You may hire our staff and arrangements made between you and them in advance. Extra fees will incur to clean up as necessary, paid at an hourly rate to Ojai Retreat staff, if no arrangements for clean up have been made.
- All trash and recycling must be deposited in our trash/recycling bins on The Mountain View Patio, behind the fireplace gate.
- Food waste may be left in the food waste bin behind the fireplace on the Mountain View Patio.
- The Retreat's folding tables, chairs and sound system may be used at no additional cost.
- Please bring your own snacks, cups, plates, cutlery, napkins, serving utensils, platters and bowls. The Ojai Retreat does not provide them.

Group Rental Contract

Today's Date:

Date of Event:

Name of Group or Event:

Name of Organizer:

Name and Nature of Group:

Address:

Cell phone:

Email:

Arrival guestrooms:

Departure guestrooms:

1. Fees for _____ guest rooms for _____ nights @ _____ rate \$ _____

8% tax on guestrooms \$ _____

Additional guests x \$50 if sofa bed or day bed is used \$ _____

2. Fees for meeting spaces (which include 3 outdoor and 2 indoor spaces)

Arrival and departure days are each ½ day charge

_____ weekdays \$ _____

_____ weekend days \$ _____

3. Refundable cleaning/damage deposit \$ _____

4. Applicable discounts \$ _____

Total (includes nonrefundable retainer of \$250) \$ _____

Payment schedule

50% of total due upon signing of contract \$ _____

Balance of total due 30 days before arrival date \$ _____

Additional Comments:

The rental party has read & agrees with all rules specified in "Group Rate Sheet & Rules" included here.

Rental party print and sign

Ojai Retreat print and sign

Date

Date