



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 for
wedding ceremonies, cocktail receptions, and dinners*

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

FULL PROPERTY WEDDING

Information

The Full Property wedding includes the use of the entire 5-acre property with *The Waterfall Garden*, the *Pink Moment Terrace*, the *Mountain View Patio*, and the *Living Room*. You may choose one venue for the ceremony, one for the cocktail reception, one for dinner, and music and dancing. All twelve guestrooms need to be rented.



Ceremony in the Waterfall Garden
Burgundy Photos



Ceremony on the Pink Moment Terrace
Chris and Jenn Photos

Fees

Wedding Site Fee

The site fee is for the use of the entire 5-acre property which includes 5 venues (3 outdoor and 2 indoor).

Site fee: \$7,500 (up to 60 people, including overnight guests).

\$9,500 (up to 100 people, including overnight guests).

Room Rates

In addition to the site fee, all 12 rooms must be rented.

Please see our website for seasonal room rates for each room.



Mountain View Patio dinner set up



Waterfall Garden ceremony or reception venue

INTIMATE WEDDINGS

Information

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 Pink Moment Terrace limited to a total of 80 people maximum (including 20 overnight guests).

Use of other areas will not be possible.

Parking will be accommodated in the Event Parking area.

The maximum duration of such an event is limited to 4 hours if one venue is used, and 6 hours if 2 venues are used. An hour before for set up and an hour after for cleanup is allowed in addition to the 4–6-hour rental period. Available times of use: between 11am-7pm only. The venues must be clean by 8 pm at the latest.

*If the Pink Moment Terrace is to be used, the Ojai Suite guestroom must be booked, due to its proximity to the venue area (unless the wedding is between 11am and 3 pm).

Please look on our website for seasonal pricing for the Ojai Suite or contact us directly.

No loud music or other loud activities are permitted for intimate wedding ceremonies. All outdoor sound, activities, & music must end at 10 pm per county regulation.

Equipment rentals and dining services are arranged directly between the wedding party & the vendors.

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

Fees

Fee for The Waterfall Garden: \$1,500 for 40 people,
\$2,000 for up to 80 people,

Fee for The Pink Moment Terrace: \$1,500* for 40 people,
\$2000 for up to 80 people,

Fee for both The Pink Moment Terrace & The Waterfall Garden: \$2,500* up to 40 people,
\$3500 up to 80 people.

A non-refundable retainer of \$250 will apply.



Intimate dinner setting on The Mountain View Patio

SPECIFICS AND CONTRACT

For full property weddings and intimate weddings

Contract: A contract will be drawn up by Ojai Retreat & Inn and signed by both parties. See page 6 & 7. 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. The contract includes a non-refundable \$500 retainer for full property weddings and a \$250 retainer for intimate weddings. Contract and payment transactions are between one person representing the renting party and The Ojai Retreat & Inn.

Payment Schedule:

50% of total is due upon signing of contract.

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

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

Cancellation Policy:

100% refund of the first payment, minus the retainer, if cancelled 30 days before the event date.

50% refund, minus the retainer, if cancelled between 20 and 29 days before the event date.

No refund if cancelled less than 20 days before the event date.

Refundable damage/cleaning deposit: A damage/cleaning deposit of \$750 for full property weddings and \$500 for smaller weddings, will be added to the cost of the event. It will be refunded no later than 1 week after the event. Any damages caused by the renting party and any cleaning costs that are not part of our regular cleaning service will be deducted from the deposit. If these costs exceed the deposit amount the renting party will be responsible for the additional amount.

At 10:00 PM: All amplified or loud outdoor sound, activities, & music must end at 10 pm per county regulation. You may move inside the Living Room, keeping doors and windows closed until 11 pm when the event is over. Failure to abide by this could result in the loss of our license.

Insurance: The renting party needs to have insurance to cover The Ojai Retreat & Inn for general liability aggregate of \$2,000,000/\$1,000,000 including liquor liability. The Ojai Retreat & Inn needs to be named as additional insured for the entire time the renting party is renting the facility. All parts of the event need to be covered such as: rehearsal, dinner, wedding, reception, dancing, yoga classes, etc.

The renting party is required to provide proof of insurance to Ojai Retreat & Inn 15 days prior to the event. This is easily purchased through your own insurance company, our insurance company (Doug Crawford) or through an Event Insurer such as Event Helper.com.

All vendors must have their own insurance and the renting party needs to be responsible for this. The Ojai Retreat & Inn is not responsible for any loss or damage to merchandise that these businesses bring to the property.

Meals: Breakfast for overnight guests is included. If the renting party wishes to have other meals here, we can recommend local licensed caterers, but all arrangements are to be made directly between the renting 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.

Wedding Coordinator: For weddings, you may hire your own wedding coordinator, or we can recommend one. If you prefer not to hire a wedding coordinator, all responsibility for the event rests with the wedding party.

Assistance by Ojai Retreat Staff: We would be glad to assist with providing staff, if available, to help for an hourly rate. This will need to be arranged well in advance of your event and is between you and the staff member with an hourly rate starting at \$25. We will have a night manager available by phone and a staff member present throughout the event.

Vendor's responsibilities: All vendors are required to pick-up their materials and/or equipment in a timely manner at the end of the wedding or at the latest by 11am on the day of departure. If the rental company cannot pick up after the event, all rental items need to be consolidated and stored in the event parking lot so that the property is ready for our new arrivals.

SMOKING/VAPING ANYWHERE ON THE PROPERTY, AND/OR IN THE ROOMS, IS NOT ALLOWED.

Charis and tables available: All our folding chairs, tables, and existing furniture may be used free of charge. The wedding party is responsible for moving them and repositioning them after the event. You may hire ahead of time, our staff, if available to do this. The Ojai Retreat has no storage facility. Anything else will need to be rented.

Days for weddings: Saturdays and Sundays only.

Technical equipment: must be provided by the renting party; however, you may use what we do have.

Deliveries: Please inform us about anything that will be brought onto the property prior to the arrival date.

Set up and clean up: It is the renting party's responsibility to set up for the event and break down after. Chairs, tables, and technical equipment must be returned to their places before 11 am the next morning and everything on the property must be left as it was found on arrival day in all indoor and outdoor venues. If any of our staff is available, you may arrange ahead of time to hire them separately to do or assist with clean up.

All trash and recycling: must be deposited in our marked cans behind the fireplace on the Mountain View Patio. Food waste may be left in the food waste/compost bin behind the fireplace on the Mountain View Patio.

Fines up to \$500: will apply if our rules are not respected.

Shuttle service: It is the wedding party's responsibility to organize shuttle service if needed for offsite parking and transportation.

Guest Room Information

There is a 2-night minimum if Friday and Saturday are included, 3 nights if it is a holiday weekend.

Check-in and Check-out: Check-in is at 3pm, check-out is at 11am. If your rooms become available sooner, we are happy to have you check in earlier. We request that you arrange staggered check outs starting at 9 am so housekeeping may begin cleaning.

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

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

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

Wedding Rental Contract

Today's Date: _____

Event: _____

Date of Event: _____

Wedding party name: _____

Cell phone: _____

Address of Bride and/or Groom:

Name of financially responsible party:

Email for wedding correspondence:

1. Site fee _____

2. Refundable damage/cleaning deposit _____
\$500 for intimate weddings and \$750 for full property weddings

3. Fees for _____ guestrooms for _____ nights @ _____ weekend rate _____
8% tax on guestrooms _____
additional guests x \$50 if sofa or day bed is used _____

Total (includes non-refundable retainers) _____
\$250 for intimate weddings and \$500 for full property weddings

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 as specified in the "Wedding Fees, Information and Specifics" document included here.

Rental party print and sign

Ojai Retreat and Inn print and sign

Date

Date

