



THE OJAI RETREAT

a hilltop getaway with panoramic views

MOUNTAIN VIEW PATIO RENTAL

Fees and Information

Fees:

Weekdays:

Weekends:

Mon-Fri 11 am - 3 pm

Sat & Sun noon – 2 pm

Hours 1 and 2 rate @:	\$ 125	\$ 150
Hours 3 and 4 rate @:	\$ 100	\$ 125
Max rental time per day 4 hours:	\$ 450	\$ 550

- The Mountain View Patio may only be rented for quiet events and for limited hours in order not to disturb private guests in nearby rooms. If group is above 40 people, the rate is doubled. Maximum capacity is 80 people. Mountain View Patio rental **does not** include the Living Room/Conference Room.
- No charge for 1 hour set up before the event and 1 hour take-down after the event. Each additional hour @ \$50.
- If the Ojai Retreat staff is needed for any help (such as parking, set up, clean up or any other help), an hourly rate of \$30 per person will apply.
- A damage/cleaning deposit of \$200 will be added to the rental fee. It will be returned no more than one week after the event.
- If cancelled 7+ days before the event, 100% refund minus \$50 administrative fees will be given. If cancelled 6 days or less before the event, no refund will be given.
- NO SMOKING, NO VAPING, NO CHILDREN UNDER 12 & NO PETS, PLEASE. There will be fees charged if these policies are not adhered to.
- **Separate event insurance must be purchased by the rental party. The Ojai Retreat must be named as additional insured. It must be presented to The Ojai Retreat management 10 days before the event.**
- If there are more than 30 cars, the rental party must use 1 or 2 of our parking helpers at \$30/hr. per person.

Information:

- The rental party is responsible for the set-up of the event and for the removal of chairs and tables and clean up after the event.
- Due to our retreat setting with bedrooms on site, **ONLY GROUPS WITH QUIET ACTIVITIES ARE ACCEPTED.** The rental party informs The Ojai Retreat about their activities before signing the contract.
- The Ojai Retreat kitchen may not be used except for food storage.
- The rental party is responsible for advertising and must mention clearly on flyers and ads who the organizing party is. It must be obvious for the reader to understand that The Ojai Retreat is the place where the event takes place, but that The Ojai Retreat is not the organizing party. Flyers must be approved by The Ojai Retreat.
- Easels, tables, and chairs may be borrowed from the Retreat at no additional cost. Rental party sets them up and takes them down.
- Sound equipment can be rented from The Ojai Retreat (see us for details).
- All trash, recycling & compost must be deposited in bins behind the fireplace on the Mountain View Patio.

AGREEMENT



MOUNTAIN VIEW PATIO RENTAL AGREEMENT

This rental agreement is effective upon signing, dating and full payment of the rental fee.

Rental Party's Information:

First and last name of person responsible for this contract:

Name of organization: _____

Address: _____

Cell number: _____

Email address: _____

Event Information:

Date of Event: _____

Nature of Event: _____

Start time: _____

End time: _____

Fees:

Rental fee (80 people maximum) \$ _____

Deposit for possible damage, clean-up, overtime \$ _____

Total fees \$ _____

Applicable discount \$ _____

Total due: \$ _____

Rental party's signature and date:

"I agree with all the fees & information on page 1"

Date

Ojai Retreat's signature and confirmation of payment:

We have received full payment of \$ _____

Signature

Date