



THE OJAI RETREAT

a hilltop getaway with panoramic views

CONFERENCE/LIVING ROOM RENTAL

Fees and Information

Fees:

Weekdays:

Weekend:

Mon-Fri, 11 am-9 pm

Sat & Sun, 11 am-9 pm

Rate **per hour** for the first two hours:

\$ 80.00

\$ 100.00

Hours 3 and 4 @:

\$ 60.00

\$ 80.00

Maximum rental time per day =4 hours

- If group is above 40 people, the rate is doubled. Maximum capacity is 80 people.
- No charge for 1 hour set up before the event and 1 hour take-down after the event.
- If the Ojai Retreat staff is needed for set up and clean up, 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% minus \$50 in administrative fees will be refunded. 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 naming the Ojai Retreat as additional insured. It must be presented to The Ojai Retreat management 10 days before the event.**
- If there are more than 30 cars expected, 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 room before the event, and for the removal of chairs and tables and for clean up after the event.
- 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 with an hourly rate starting at \$30 (2 hour minimum per staff member). We will have a night manager available by phone and a staff member present throughout the event.
- Due to our retreat setting with bedrooms on site, ONLY GROUPS WITH QUIET ACTIVITIES ARE ACCEPTED. Please adhere to The Ojai Retreat's "NOISE GUIDELINE INFORMATION" SHEET. It is your responsibility to know and adhere to these guidelines, please ask for information if sound levels might be an issue for your group.
- The rental party informs The Ojai Retreat about ALL 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 may 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.
- Rental of the Conference/Living Room does not include use of the Mountain View Patio. Please see separate rate sheet.
- Square footage of the Conference/Living Room is 964 feet.

AGREEMENT



CONFERENCE/LIVING ROOM 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 up to 40 people \$ _____

Rental fee for 41-80 people \$ _____

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

Total fees \$ _____

Applicable discount \$ _____

Total due: \$ _____

Agreement: The rental party has read & agrees to all fees & rules specified herein and with the "Noise Guideline Information" sheet.

Rental party's signature and date:

Signature

Date

Ojai Retreat's signature and confirmation of payment:

We have received full payment of \$ _____

Signature

Date