



THE OJAI RETREAT

a hilltop getaway with panoramic views

PINK MOMENT TERRACE RENTAL

Fees and Information

Fees:

Weekdays:

Weekends:

Monday-Thursday 11 am - 7 pm

Friday-Sunday 11am - 7pm

Hours 1 and 2 rate @: \$ 100

\$ 125

Hours 3 and 4 rate @: \$ 75

\$ 100

Max rental time per day 4 hours: \$ 350

\$ 450

- **Ojai Suite guestroom must be booked by rental party due to proximity to venue if event extends past 3 pm.**
- 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, the charge is an hourly rate of \$30 per person.
- 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. If cancelled 6 days or less before the event, no refund.
- 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 naming the Ojai Retreat as additional insured. It must be presented to The Ojai retreat management 10 days before event.**
- If more than 30 cars are expected, the rental party must use 1 or 2 of our parking helpers at \$30/hr.

Information:

- The rental party is responsible for the set-up of the area before the event and for the removal of chairs and tables and 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 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.

AGREEMENT 

PINK MOMENT TERRACE 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

FEES & INFORMATION 