



# THE OJAI RETREAT

*a hilltop getaway with panoramic views*

## CONFERENCE/LIVING ROOM RENTAL

### Fees and Information

#### Fees:

#### Weekdays:

#### Weekend:

#### Monday - Thursday, 11 am - 9 pm

#### Friday – Sunday, 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 (see attached).

## Rental party's signature and date:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Ojai Retreat's signature and confirmation of payment:

We have received full payment of \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **S O U N D   S Y S T E M S   A V A I L A B L E**

Would you like to have amplified sound, for example a microphone, with your rental?

If yes, we have 2 sound system options. You may choose either one. Both require a sound engineer to set them up and run them during your event.

This cost is non-negotiable. See below.

No cordless mics are available in either system.

## **S M A L L   S Y S T E M**

1 or 2 microphones with the ability to stream music through the system.

Appropriate for up to 50 people.

Cost is \$60 per hour of usage, with a 2-hour minimum, it includes sound system and sound check with engineer.

## **L A R G E   S Y S T E M**

Up to 8 microphones with total inputs of 12 (combination of mics and other channels).

Good for over 50 people.

Cost is \$75 per hour of usage with a 4-hour minimum (it takes 2 hours to set-up and 1 hour to break-down). Price includes system and sound engineer.

(OVER)

# NOISE GUIDELINE INFORMATION

**Purpose:** To ensure compliance with Ventura County general plan policy HAZ dash 9.2 noise compatibility standards.

**Requirements:** Noise procedure information that includes, but is not limited to, the following provisions:

- A. **Noise Monitoring** – A “Sound Engineer” will be designated to be on duty during events that use amplified sound. The Sound Engineer will be responsible to monitor and control noise levels. The Sound Engineer can be a hired staff member or designated sound system operator who knows sound measurement and control practices. The Sound Engineer will remain on duty during the entire event, actively monitoring sound levels.
- B. **Approved Sound Equipment** - The Sound Engineer can use only approved sound equipment or the functional equivalent. In accordance with The Ojai Retreat’s noise study, approved sound equipment includes the following: 2x QSC. 1000w 15” KW speakers; 2x QSC 2000w 10” KW speakers; 1 Sound craft 12-input signature mixer with fx; 1 dbx advanced feedback suppressor, series 2; For Shure SM 58 microphones; 4 Shure SM 57 microphones.
- C. **Sound System Operation** - The sound system can only be operated by sound operators designated and approved by the Sound Engineer.
- D. **Sound Test Prior to Events** - Prior to the start of any event, a guided sound test shall be performed by the Sound Engineer using the sound system., which will be measured by the NIOSH Sound Level Meter App (or equivalent procedure) to ensure proper levels, administered by the decibel monitor.
- E. **Sound Output** - Sound output, including both music and speech, shall not exceed 85dB from the source (speakers).
- F. **Speaker Location and Direction** - Speakers are to be placed in a manner that directs sound away from sensitive receptors. (Rooms, Neighbors, etc.)
- G. **Hours** - Amplified sound shall stop by 10:00 pm.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_