



THE OJAI RETREAT

a hilltop getaway with panoramic views

Group Rate Sheet & Rules

**Ojai Retreat & Inn is an ideal location for group programs.
This information is for a group renting the entire property and all rooms.**

We offer 12 guestrooms and the exclusive use of 2 indoor spaces (Living/Conference Room and Quiet Room/Library) and 3 outdoor spaces (Waterfall Garden, Pink Moment Terrace and Mountain View Patio) on a secluded 5-acre hilltop property with breathtaking views.

1. FEES FOR 12 GUESTROOMS

Prices vary from season to season, please see Ojai Retreat and Inn website for exact prices.

2. FEES FOR MEETING SPACES

Includes the 2 indoor spaces and the 3 outdoor spaces.

On weekdays (Monday-Thursday) for one 8-hour period: **\$ 600**

On weekends and holidays (Friday-Sunday) for one 8-hour period: **\$ 800**

If more than 50 people attend, a surcharge of \$100 on weekdays, and \$150 on weekends and holidays will apply.

3. DISCOUNTS

Stay for 4-7 nights and receive a 10% discount on guestrooms and meeting spaces

Stay for 8-14 nights and receive a 15% discount on guestrooms and meeting spaces

4. ADDITIONAL FEES

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

Refundable damage/cleaning deposit (refunded 1 week after stay) for groups under 50 people: \$500

Refundable damage/cleaning deposit (refunded as above) for groups over 50 people: \$1,000

Any damage caused by the rental party and any cleaning costs that are not part of our regular cleaning service will be deducted from the deposit.

160 Besant Road, Ojai, California 93023

Tel. No: (805) 646-2536 // Website: www.ojairetreat.org // E-Mail: info@ojairetreat.org
The legal name of Ojai Retreat & Inn is 'The Ojai Retreat'

5. CONTRACT AND RETAINER

After you receive the contract, please sign, and return it along with a payment of 50% of the total costs within 10 days of receipt from our office. This includes a non-refundable retainer of \$250. **If the signed contract is not returned to our office within that 10-day timeframe, your booking will be cancelled and considered null and void.** The remaining 50% is due 30 days before your scheduled arrival date. Contract and payment transactions are between one person representing the rental group and Ojai Retreat & Inn.

6. CANCELLATION POLICY

100% refund if cancelled **30 days** or more before event (no refund of retainer).

50% refund if cancelled **20 to 29 days** before event (no refund of retainer).

No refund if cancelled less than **20 days** before event

7. PERMITS AND INSURANCE

All Groups such as weddings, retreats of any kind meetings or organized gatherings, must provide event insurance with The Ojai Retreat named as additional insured. This may be purchased through an Event insurer such as Event Helper, your own insurance company or ours. We need the insurance documentation two weeks prior to your arrival date. All vendors need to have their own insurance for their work. The Ojai Retreat & Inn is not responsible for any loss or damage to merchandise, signage, etc. that these businesses bring to the property. Requirements: 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: meetings, seminars, meals, 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. 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.

8. MEALS

Breakfast for overnight guests is included in the price and prepared by us. If you wish to have lunch and/or dinner here, we can recommend local licensed caterers or restaurants to you. All arrangements are to be handled directly between you and the caterer you have chosen, including clean-up by the caterer. **Please note that the caterer must use an off-site commercial kitchen. There can be no use of the Ojai Retreat's kitchen.**

9. ADDITIONAL NOTES

- There is a 2-night minimum stay on Saturdays, and a 3-night minimum stay on holidays.
- Due to Ventura County regulations, 100 people is the maximum permitted on site.
- The Ojai Retreat & Inn declines all responsibility if all 12 guestrooms are not occupied, or if your attendees cancel.
- Amplified music outdoors must be off by 10pm as per Ventura County regulations. Low-volume music can be played inside the Conference Room after 10pm as long as windows and doors remain closed.
- 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.
- We are a **smoke and vape free, TV-free** and **pet-free** facility (except for the strictest interpretation of the ADA laws). Fees of \$500 will be applied if this is not respected.
- Check in is at 3pm, checkout is at 11am. It may be necessary to organize staggered check-outs on your departure date beginning at 9:30am, to ensure that the entire facility can be properly cleaned following the event.
- Breakfast is only provided for overnight guests.
- Please inform us about anything that will be brought onto the property prior to the arrival date. In addition, due to the neighbors, balloons, event directional signs, streamers, etc., are not allowed to be put up on the corner of Lomita & Besant Road, (at the bottom of the hill below The Ojai Retreat). However, these items can be put up at the official entrance of The Ojai Retreat, (on the stone wall entrance at the top of the hill).
- It is the renting party's responsibility to set up and clean up, returning all furniture and equipment to their places and restoring all indoor and outdoor spaces as they were found on arrival day. Extra fees will be incurred to clean up as necessary paid at an hourly rate to Ojai Retreat staff.
- All trash and recycling must be deposited in our large outdoor steel trash/recycling bins at the end of the property which is down the hill past the Oak and Eucalyptus cottages.
- Food waste may be left in the food waste bin behind the fireplace on the Mountain View Patio.
- The Retreat's folding tables and chairs may be used at no additional cost.
- Please bring your own snacks, cups, plates, cutlery, napkins, serving utensils, platters and bowls. The Ojai Retreat does not provide them.
- 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.

Group Rental Contract

Today's Date:

Date of Event:

Name of Group or Event:

First & Last name for person responsible for this contract:

Address:

Cell phone:

Email:

Date of Arrival guestrooms:

Date of Departure guestrooms:

- | | |
|--|----------|
| 1. Fee for 12 guest rooms for 1 night=_____ Fees for _____ nights= | \$ _____ |
| 2. 8% tax on guestrooms | \$ _____ |
| Additional guests x \$50 if sofa bed or day bed is used | \$ _____ |
| 3. Fees for meeting spaces (which include 3 outdoor and 2 indoor spaces) Arrival and departure days are each 1/2 day charge | |
| _____ weekdays | \$ _____ |
| _____ weekend days | \$ _____ |
| 4. Refundable cleaning/damage deposit | \$ _____ |
| 5. Applicable discounts | \$ _____ |
| 6. Total (includes nonrefundable retainer of \$250) | \$ _____ |

Payment schedule

- | | |
|---|----------|
| 50% of total due upon signing of contract | \$ _____ |
| Balance of total due 30 days before arrival date. 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 (print and sign)

Ojai Retreat (print and sign)

Date

Date

SOUND SYSTEMS AVAILABLE

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: _____