



THE OJAI RETREAT

a hilltop getaway with panoramic views

QUIET ROOM / UPSTAIRS LIBRARY RENTAL

Fees and Information

Fees:

Weekdays:

Weekends:

Mon-Thurs 11 am - 5 pm

Fri-Sun 11 am - 5 pm

Rate per hour for the first two hours: \$ 50.00
 Hours 3 and 4 @: \$ 35.00
 Max rental time per event 4 hours: \$ 170.00

\$ 60.00
 \$ 45.00
 \$ 210.00

- No charge for ½ hour set up before the event and ½ hour take-down 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.
- 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 venues were left as they were found, no damages were incurred, and the departure times were respected. - If the departure times were not respected, we will retain \$100 of the deposit for the first hour overtime and \$100 for each additional hour. We hope that you understand this strict policy. We need to guarantee the time of use of this room to our guests. Thank you.
- 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 naming the Ojai Retreat as additional insured.**

Information:

- The rental party is responsible for the set-up of the room for the event and for the removal of the chairs and tables and cleaning up after 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, sound equipment, tables, and chairs may be borrowed from the Retreat at no additional cost. Rental party sets them up and takes them down.
- All trash, recycling & compost must be deposited in bins behind the fireplace on the Mountain View Patio.
- The Quiet Room has the capacity to hold 8-12 people.
- Please: no food *or* beverages are allowed in the Quiet Room.
- Please use the restroom downstairs on the ground floor, accessible from the outside patio of the Main House. The restroom upstairs is reserved for guests of the Topa-Topa and Cozy rooms ONLY.
- Square footage of Quiet Room: 31' x 11' (341 square feet).

AGREEMENT 

QUIET ROOM / UPSTAIRS LIBRARY 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

FEES & INFORMATION 

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: _____