



OJAI RETREAT & INN

a hilltop getaway with panoramic views

The perfect place for your wedding!



Chris and Jenn Photos

*Ojai Retreat & Inn features beautiful mountain views
with outdoor and indoor venues for
wedding ceremonies, cocktail receptions, and dinners*

805-646-2536 www.ojairetreat.org info@ojairetreat.org

FULL PROPERTY WEDDING

Information

The Full Property wedding includes the use of the entire 5-acre property with *The Waterfall Garden*, the *Pink Moment Terrace*, the *Mountain View Patio*, and the *Living Room*. You may choose one venue for the ceremony, one for the cocktail reception, one for dinner, and music and dancing. All twelve guestrooms need to be rented.



Ceremony in the Waterfall Garden
Burgundy Photos



Ceremony on the Pink Moment Terrace
Chris and Jenn Photos

Fees

Your Dream Wedding Package

This premium package includes: The full 5-acre property featuring stunning views and gorgeous landscape. 4 wedding venues (3 outdoor venues for ceremony, reception, and dinner, and one inside venue for dancing).

All 12 guestrooms for 2 nights, most with great views and/or a private patio.

Up to 100 guests, including overnight guests, and wedding staff.

Total price \$20,000



Mountain View Patio dinner set up



Waterfall Garden ceremony or reception venue

INTIMATE WEDDINGS

Information & Fees

If you wish to have only your wedding ceremony, and/or cocktail reception on site (without overnight accommodations), you may rent the Waterfall Garden and/or the Pink Moment Terrace.

Your Intimate Wedding Package – under 80 people

Option 1: One Venue for \$2,000
The Waterfall Garden

Option 2: One Venue for \$2,500
The Pink Moment Terrace.

If you rent this venue the Ojai Suite needs to be rented as well. (2 night minimum if Saturday is included).

Option 3: Two Venues for \$4,000

The Pink Moment Terrace & The Waterfall Garden.

If you rent this venue the Ojai Suite needs to be rented as well. (2 night minimum if Saturday is included).

Small Wedding Package – under 50 people

Option 4: One Venue for \$1,500
The Waterfall Garden

Option 5: One Venue for \$2,000
The Pink Moment Terrace.

If you rent this venue the Ojai Suite needs to be rented as well. (2 night minimum if Saturday is included).

Option 6: Two Venues for \$3,500

The Pink Moment Terrace & The Waterfall Garden.

If you rent this venue the Ojai Suite needs to be rented as well. (2 night minimum if Saturday is included).

Micro Wedding Package – under 30 people

Option 7: One Venue for \$1,000
The Waterfall Garden

Option 8: One Venue for \$1,500
The Pink Moment Terrace.

If you rent this venue the Ojai Suite needs to be rented as well. (2 night minimum if Saturday is included).

Option 9: Two Venues for \$3,000

The Pink Moment Terrace & The Waterfall Garden.

If you rent this venue the Ojai Suite needs to be rented as well. (2 night minimum if Saturday is included).

Pictures or Mini Service Wedding Package – under 10 people

Option 10: Meditation Garden Only for \$500

The maximum duration for an Intimate Wedding is between 11am - 7pm only.

This includes an hour, (11am - 12noon), for set up and an hour, (6pm - 7pm) for cleanup.
A non-refundable retainer of \$250 will apply.

Use of other venues will not be possible.

Parking will be accommodated in the Event Parking area.

No loud music (soft live or DJ music is fine) or other loud activities are permitted for Intimate Wedding Ceremonies.

Equipment rentals and dining services are arranged directly between the wedding party and the vendors.

The Ojai Retreat has available at no additional cost: 4 banquet tables, 2 - 4 ft. tables, 2 large wooden tables, 100 basic padded metal folding chairs, and a lovely wedding arch you can decorate as you like.

There will be a walk-through at the beginning and at the end of your event.

SPECIFICS AND CONTRACT

For full property weddings and intimate weddings

Contract: A contract will be drawn up by Ojai Retreat & Inn and signed by both parties. See page 6 & 7. If the signed contract is not returned to our office within that 10-day timeframe, we will need to cancel your booking so that other groups can book. Thanks for your understanding. The contract includes a non-refundable \$500 retainer for full property weddings and a \$250 retainer for intimate weddings. Contract and payment transactions are between one person representing the renting party and The Ojai Retreat & Inn.

Payment Schedule:

50% of total is due upon signing of contract.

The remaining balance is due 30 days prior to the event date: _____.

A late fee of \$50 per day applies for all payments made less than 30 days before the event date.

Cancellation Policy:

100% refund of the first payment, minus the retainer, if cancelled 30 days before the event date.

50% refund, minus the retainer, if cancelled between 20 and 29 days before the event date.

No refund if cancelled less than 20 days before the event date.

Refundable damage/cleaning deposit: A damage/cleaning deposit of \$750 for full property weddings and \$500 for smaller weddings, will be added to the cost of the event. It will be refunded no later than 1 week after the event. Any damage caused by the renting party and any cleaning costs that are not part of our regular cleaning service will be deducted from the deposit. If these costs exceed the deposit amount the renting party will be responsible for the additional amount.

At 10:00 PM: All amplified or loud outdoor sound, activities, & music must end at 10 pm per county regulation. You may move inside the Living Room, keeping doors and windows closed until 11 pm when the event is over. Failure to abide by this could result in the loss of our license.

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.

Technical equipment: must be provided by the renting party; however, you may use what we do have.

Insurance: The renting party needs to have insurance to cover The Ojai Retreat & Inn for 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: 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. This is easily purchased through your own insurance company, our insurance company (Doug Crawford) or through an Event Insurer such as Event Helper.com.

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.

Meals: Breakfast for overnight guests is included. If the renting party wishes to have other meals here, we can recommend local licensed caterers, and all arrangements are to be made directly between the renting party and the caterer, including responsibility of clean-up by the caterer to leave everything clean and tidy as it was found on arrival. Please note that the caterer must use an off-site commercial kitchen. There can be no use of The Retreat's kitchen for food preparation.

Wedding Coordinator: For weddings, you may hire your own wedding coordinator, or we can recommend one. If you prefer not to hire a wedding coordinator, all responsibility for the event rests with the wedding party.

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.

Vendor's responsibilities: All vendors are required to pick up their materials and/or equipment in a timely manner at the end of the wedding or at the latest by 11am on the day of departure. If the rental company cannot pick up after the event, all rental items need to be consolidated and stored in the event parking lot so that the property is ready for our new arrivals on your check out day.

SMOKING/VAPING ANYWHERE ON THE PROPERTY, AND/OR IN THE ROOMS, IS NOT ALLOWED.

Chairs and tables available: All our folding chairs, tables, and existing furniture may be used free of charge. The wedding party is responsible for moving them and repositioning them after the event. You may hire ahead of time, our staff, if available to do this. The Ojai Retreat has no storage facility. Anything else will need to be rented.

Days for weddings: Saturdays and Sundays only.

Deliveries: Please inform us about anything that will be brought onto the property prior to the arrival date.

Set up and clean up: 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 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 the event and break down after. Chairs, tables, and technical equipment must be returned to their places before 11am the next morning and everything on the property must be left as was found on arrival day in all indoor and outdoor venues. If any of our staff is available, you may arrange ahead of time to hire them separately to do it or to assist with clean-up.

All trash and recycling: must be deposited in our marked cans behind the fireplace on the Mountain View Patio. Food waste may be left in the food waste/compost bin behind the fireplace on the Mountain View Patio.

Shuttle service: It is the wedding party's responsibility to organize shuttle service if needed for offsite parking and transportation.

Fines up to \$500: will apply if our rules are not respected.

Guest Room Information

There is a 2-night minimum if Friday and Saturday are included, and 3 nights if it is a holiday weekend.

Check-in and Check-out: Check-in is at 3pm, check-out is at 11am. If your rooms become available sooner, we are happy to have you check in earlier. We request that you arrange staggered check outs starting at 9 am so housekeeping may begin cleaning.

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

We would appreciate it if the wedding party would share their photographs with us.

If so, we would give credit to the photographer.

We can provide a list of preferred wedding coordinators, caterers, and florists.

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: _____

WEDDING RENTAL CONTRACT

Today's Date: _____

Event: _____

Date of Event: _____

Number of Guests: _____

Wedding party name: _____

Cell phone: _____

Address of Bride and/or Groom:

Name of financially responsible party:

Email for wedding correspondence:

1. Site fee \$ _____

2. Refundable damage/cleaning deposit
\$500 for intimate weddings and \$750 for full property weddings \$ _____

3. Fees for _____ guestrooms for _____ nights @ _____ weekend rate

Total (includes non-refundable retainer)
\$500 for intimate weddings and \$750 for full property weddings \$ _____

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

