



Conference Room Rental Rates (effective October 1, 2008)

<u>Fee Description:</u>	<u>Weekdays:</u> <u>Monday-Thursday, 11 am - 9 pm</u> <u>Friday, 11 am - 1 pm</u>	<u>Weekends:</u> <u>Sunday 1 pm - 9 pm</u>
Hourly rate per event:	\$ 40.00	\$ 60.00
Minimum rental time per day 2 hrs.:	\$ 80.00	\$120.00
Maximum rental time per day 8 hrs.: (Friday 2 hrs. only)	\$320.00	\$420.00

Additional Fees:

Use of kitchen per event: (No charge if used for serving beverages only)	\$ 30.00	\$ 50.00
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- **The exterior areas (patios, etc...) outside the main house cannot be used. This is in order to guarantee quietness for our guests in residence.**
- A deposit of \$100 is required at booking.
- The lessee is responsible for set-up, removal and re-arrangement of furniture and clean-up.
- No charge for 1 hour prep before event and 1 hour take down after event.
- Additional hours: \$30.00 per hour during the week, \$50 per hour on Sunday afternoons.
- If The Ojai Retreat staff is needed for set up and clean up: \$20 per hour.
- **The above prices are for small groups (up to 50 people).**
- **Large groups (50-100 people): above rates, plus 50%.**
- Client is responsible and makes own provisions for any sound equipment if needed.
Stage: \$20 if client sets up and takes down, \$50 if retreat staff performs service.
Projection screen and white board: no charge (client sets up and takes down).

Additional Information:

- **Departure times for use of Conference Room for evening events:**
The event has to end by **9 pm**, and participants need to leave the property quietly.
Organizers have to clean up and leave the property quietly, at the latest by **9:30 pm**.
- **Weekends:** the Conference Room can only be rented if all the bedrooms are rented in conjunction with the Conference Room (from either Friday at 3 pm until Saturday at 11 am, or from Friday at 3 pm until Sunday at 11 am). Renting of Conference Room on Sundays from 1 pm – 9 pm is also available.
- **Maximum capacity** for weekend events: up to 100 people. During the week: small groups only (up to 50).
- Due to our retreat setting (with bedrooms on site), **only groups with quiet activities are accepted.**
- **Special Events** (i.e. wedding receptions, concerts, special dinners, etc...)
For groups from 50 – 100 people: \$ costs are 50% higher per event
(In addition to the above listed fees)
- **Square footage**
Conference Room: 27' x 26': = 702 sq. ft.
Square footage of adjacent dining-area: 16' x 13': = 208 sq. ft.
Total square footage: = 910 sq. ft.

Rental Agreement: see separate sheet please (a reservation becomes final only after receipt of the signed Rental Agreement, deposit of \$100, and rental fees submitted).

A non-profit public corporation