



Quiet Room Rental Rates effective August 1, 2015

Fee Description :

Weekdays:
Monday-Thursday 1 pm -7 pm
Friday 11 am - 3 pm

Weekends:
Sunday 11 am - 7 pm

Rate per hour for the first two hours:	\$ 50.00	\$ 60.00
Hourly rate thereafter:	\$ 35.00	\$ 45.00
Maximum rental time per event 4 hours: (due to on-site guests)	\$ 170.00	\$ 210.00

- The lessee is responsible for set-up, removal and re-arrangement of furniture and clean-up.
- No charge for 1/2 hour prep before event and 1/2 hour take down after event.
- If The Ojai Retreat staff is needed for set up and clean up: \$20 per staff member per hour.

Additional Information:

- Departure time for use of Quiet Room: The room needs to be put back in order and cleaned within 30 minutes after the end of each use. Participants and organizers need to leave the facilities quietly.
- The Quiet Room has the capacity to hold 10-20 people.
- The **Quiet Room is only rented for quiet activities** because of two adjacent guest bedrooms.
- Please: no food or beverages are allowed in the Quiet Room.
- Restroom on same (second) floor cannot be used. Use the restroom on the 1st floor, accessible from the outside patio of the Main House.
- Square footage of Quiet Room: 30' x 10' (300 square feet).

Rental Agreement :

Please obtain a Rental Agreement from the office. Please review, sign and return the Rental Agreement to The Ojai Retreat office along with the \$50 deposit for weekdays or \$60 deposit for weekends. **The reservation becomes final only after receipt of the signed Rental Agreement and payment of deposit received. Full payment is due five days BEFORE the event. Thank you.**

A non-profit public corporation

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