

Ojai Retreat Group Rental Rates (including all guestrooms: applicable *April, 2012*)

The Ojai Retreat is an ideal location for small group events. We offer 12 renovated guest bedrooms and the exclusive use of the Great Room, Quiet Room/Library, a community kitchen, several patios and gardens on a secluded 5 acre hilltop property. All of the above is included in the basic fees listed below. Groups need to book all 12 bedrooms. There is a 2 night minimum stay at weekends with a 3 night minimum stay on holidays, exceptions apply.

1. BASIC FEES (per night):

- Weekdays **per night** (12 rooms): \$2,348.00
- Weekends & holidays **per night** (with a **2 night minimum** on regular weekends, **3 night minimum** on holidays) \$3,388.00

The basic fees are comprised of the costs of all 12 guestrooms and the exclusive use of the common areas (\$500 on weekdays and \$750 on weekends/holidays): Great Room, Quiet Room, kitchen, patios and gardens for your group activities. The Ojai Retreat commits not to rent any of the common areas to other groups during your stay.

2. DISCOUNTS:

The longer you stay, the larger the discount:

- 3rd night = receive a 10% discount
- 4th night = receive a 15% discount
- 5th night = receive a 20% discount
- 6th night = receive a 25% discount

Special discounts are available for non-profit groups.

3. ADDITIONAL FEES:

- Additional guests (above 2 per room w/mattress or sofa-bed): price per person, per night:... \$ 40.00
- Refundable damage/cleaning deposit (to be refunded approx. 1 week after stay): \$ 500.00
(cleaning charge = \$20 per hr.) With children present/part of group stay: \$ 750.00
- Surcharge for use of the Conference Room **after 11:00 am check-out time on weekends:** \$ 75.00/hr.
- Surcharge for use of the Conference Room **after 11:00 am check-out time on weekdays:** \$ 50.00/hr.
- For groups above 50 people, we charge an additional fee per day: \$ 250.00
- For special events (i.e. wedding receptions, concerts, etc...): up to **50** people per event:.... \$ 1,000.00
- For special events (wedding receptions, concerts, etc...): up to **100** people per event: \$2,000.00

4. ADDITIONAL NOTES:

- a. We do not charge 10% bed tax because of our non-profit status 501(c)(3).
- b. The Ojai Retreat declines all responsibility if not all of the 12 guestrooms are occupied or if people cancel reservations.
- c. Room prices are based on 1 - 2 people occupancy.
- d. We are a **smoke-free, t.v. free** and **pet-free** facility.

5. CONTRACT & DEPOSIT:

To reserve a date for your group program, we require a deposit of \$200 at booking (this is **non-refundable** should you cancel the booking). A contract is drawn up by The Ojai Retreat and signed by both parties. The deposit payment of \$200 will be applied towards your contract total. The contract balance is due in full **60** days before your scheduled arrival date.

6. CANCELLATION POLICY:

100% REFUND IF CANCELLED **60** DAYS OR MORE BEFORE EVENT - (no refund of deposit)
50% REFUND IF CANCELLED **20** TO **59** DAYS BEFORE EVENT - (no refund of deposit)
NO REFUND IF CANCELLED **LESS THAN 20** DAYS BEFORE EVENT – (no refund of deposit)

7. PERMITS AND INSURANCE:

We have all permits and appropriate insurances in place for our guests. However, if you bring your own staff members, they need to have their own insurance for their work.

8. MEALS:

Breakfast for 18 people is included in the price and prepared by us (value: \$180). If you wish to have lunch and/or dinner here, we can recommend local licensed caterers or restaurants to you. However, if you hire a caterer for lunch and/or dinner, this caterer should also do the breakfast (and \$180 will be deducted \$180 from your bill.) All arrangements are to be handled directly between you and the caterer you have chosen.