

The Ojai Retreat and Cultural Center

**CONFERENCE ROOM RENTAL AGREEMENT**

This Rental Agreement is effective only upon signing of Contract (see reverse side), payment of rental fee and a security deposit of \$100.00.

**Date of time and event:**

Date: ..... Beginning of event: ..... End of event: .....

Beginning time to set-up room: .....

End of clean up and rearrangement of furniture: .....

**Rental party's Information:**

First and last name: .....

Address: .....

Phone no.: .....

Fax no. .....

E-mail: .....

**Fees:**

Conference Room: \$.....

Kitchen (for meals): \$.....

Outside Patio (off Main House): \$.....

Set-up and/or clean-up: \$.....  
(if more than 1 hour before or afterwards)

Equipment requested (stage, t.v., etc.): \$ .....

<u>Total Fees:</u>	\$.....	} \$	<u>Grand Total</u>
<u>Security Deposit:</u>	\$ 100.00		

The deposit of \$100 will be returned (at the latest within one week following the event), if everything is left in perfect order and clean, no damages have been incurred, and the departure times are respected.

If The Ojai Retreat staff needs to clean and/or put the room in order, we will deduct \$20 per hour from the deposit.

**If the departure times are not respected, we will keep the deposit. We hope that you understand this strict policy: we need to guarantee quietness for our on-site retreat guests. Thank you.**

Continued Over:

## Cancellation Policy

If cancelled 72 hours before the event: 100% refundable minus \$25 for administrative fees.

If cancelled less than 72 hours before event: a 50% refund minus \$25 for administrative fees.

## Advertising

The rental party is responsible for advertising and has to mention **clearly** on flyers and ads whom 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.

## Agreement and Signature

Authorized Signature of Rental Party: \_\_\_\_\_  
("I agree with all the terms of this agreement")

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Received by The Ojai Retreat: \$ \_\_\_\_\_

Authorized Ojai Retreat signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_