



FIND YOUR MOMENT

Weddings are the celebration of a new beginning, marking the point where together, couples embark on a journey that lasts a lifetime.

The wedding ceremony venue serves as the most important accessory to that one special day that's filled with love and dreams come true, and it must be perfect. At Ojai Valley Inn, it is. Our breathtaking Southern California mountainside setting and peacefulness of the Ojai Valley beautifully stages that perfect dream celebration.

The resort features several stunning wedding venues to choose for that one special moment - "I do." The celebration energy seamlessly continues to the next beautiful setting for an unforgettable reception.



OJAI VALLEY INN

the ceremony

TWO SPECTACULAR OPTIONS FOR A BEAUTIFUL CEREMONY

ARTIST COTTAGE LAWN

HACIENDA COURTYARD

Details provided with the ceremony site fee include:

- White or natural wood folding chairs
- Guest book table
- Beverage station with our Spa Ojai citrus water and signature lavender lemonade
- Sound system with two microphones
- Gift table
- Shuttle service on property from ceremony to reception

Your Wedding Coordinator will be responsible for the facilitation of the ceremony and musical arrangements.

We are pleased to arrange an on-site rehearsal for you and your wedding party a maximum of two months prior to your wedding.



reception

THREE SENSATIONAL OPTIONS

ANACAPA BALLROOM | 200 guest capacity
\$15,000 site fee (*on-site ceremony is included*)

HACIENDA BALLROOM | 300 guest capacity
\$15,000 site fee (*on-site ceremony is included*)

ORCHARD LAWN | 300 guest capacity
\$20,000 site fee (*on-site ceremony is included*)

WEDDING RECEPTION FOOD + BEVERAGE MINIMUM

\$45,000++ food + beverage minimum | Up to 150 guests

\$300 per person will be added to the minimum if guest count exceeds 150.

Up to five (5) hours is provided within your Reception venue to include the cocktail hour. Additional reception time may be available at a \$750 per hour overtime fee.

Details provided with the reception site fee include:

- 60"/72" round tables
- Hotel chairs
- White China
- Silverware
- 3 votive candles per dinner table
- Self + valet parking
- Dance floor (ballrooms only)
- Stage (ballrooms only)
- 36" round highboy tables
- Ivory floor-length linen + napkins
- Wine + champagne glasses
- Glassware
- Signage
- Event captain
- Wooden bar + bar back (ballrooms only)
- 1 bartender per 75 guests
- 1 server per 12 guests for plated dinners
- 1 server per 25 guests for buffet dinners



reception

ANACAPA BALLROOM

Features of the Anacapa Ballroom:

- 4,800 square feet
- 14'6" ceiling height
- Outdoor terrace with fountain - perfect for cocktail hour
- Foyer windows display beautiful mountain views
- 200 guest maximum
- Foyer with two fireplaces
- Large archways
- No sound ordinance - party can continue with bar services until 2:00 AM

Up to five (5) hours is provided within your Reception venue to include the cocktail hour. Additional reception time may be available at a \$750 per hour overtime fee.



reception

HACIENDA BALLROOM

Features of the Hacienda Ballroom:

- 6,000 square feet
- 17' ceiling height
- Plaza outdoor courtyard with fireplace - perfect for cocktail hour
- 300 guest maximum
- Fireplace inside ballroom
- No sound ordinance - party can continue with bar services until 2:00 AM

Up to five (5) hours is provided within your Reception venue to include the cocktail hour. Additional reception time may be available at a \$750 per hour overtime fee.



reception

ORCHARD LAWN

Features of the Orchard Lawn:

- 17,500 square foot lawn
- 995 square foot pergola area great for cocktail hour + 2,000 square foot upper lawn
- Easy road access for deliveries
- Events must conclude at 10:00 PM due to sound ordinance
- 300 guest maximum
- Built in restrooms
- Generator included
- Kitchen build out requirements

Besides being a great venue for your wedding reception, this area is also ideal for a Rehearsal Dinner or Fond Farewell Brunch!

Up to five (5) hours is provided within your Reception venue to include the cocktail hour. Additional reception time may be available at a \$750 per hour overtime fee.



after party

DEMARET ROOM

Keep your reception going for your young-at-heart guests!

\$2,000 site fee

\$5,000 food + beverage minimum

Details provided with the site fee:

- 60"/72" round tables
- Hotel chairs
- White China
- Silverware
- Glassware
- 36" round highboy tables
- Ivory floor-length linen + napkins
- Dance floor
- Signage
- 1 bartender per 75 guests
- Event captain

Features of the Demaret Room:

- 1,800 square feet
- 150 guest maximum
- Ideal for receptions held at the Orchard Lawn
- Large foyer at the entrance
- Available until 2:00 AM
- Fireplace inside room
- Requires purchase of suite 411 / 412



ultimate privacy

CASA ELAR

Located on resort property is the luxury residence of Casa Elar, perfect for couples seeking a distinctive, more exclusive experience. This stunning estate offers Ojai Valley's magnificent views and serene setting. At Casa Elar, you will experience the pinnacle of luxury - privacy. Casa Elar is best suited for intimate celebrations of up to 100 guests.

For a Stay:

\$15,000 per night (2-night minimum stay required)

To Host an Event:

Contact your Special Events Sales Manager for pricing information on hosting pre/post wedding events at Casa Elar.

In order to host an event at Casa Elar, you must also rent the estate.

Kitchen build out required for private banquet events.

Up to five (5) hours is provided within your Reception venue to include the cocktail hour. Additional reception time may be available at a \$750 per hour overtime fee.

Estate exclusive accommodations:

- 10,407 square feet
- Accommodates 8 vehicles
- 4 master suites with extravagant baths
- Guest/staff apartment with living, dining, kitchen + bath
- Entertainment room with 61" flat screen
- Gourmet kitchen
- Library + bar
- Events must conclude at 10:00 PM due to sound ordinance
- Walkout terraces
- Covered balconies with fireplace
- Bentley golf cart
- Stone pizza oven + gas BBQ
- Elevator
- Private pool + spa
- Requires independent event transportation



ceremony + reception

THE FARMHOUSE AT OJAI

\$35,000 site fee

Exclusive use of The Farmhouse space for ceremony, cocktail hour, and reception

\$75,000++ food + beverage minimum | Up to 250 guests

\$300 per person will be added to the minimum if guest count exceeds 250.

Up to five (5) hours is provided within your Reception venue to include the cocktail hour. Additional reception time may be available at a \$750 per hour overtime fee.

Details provided with the reception site fee include:

- One venue to host ceremony + reception
- 6' tables
- 60" / 72" round tables
- 36" round highboy tables
- Hotel chairs
- White China
- Silverware
- 3 votive candles per dining table
- 1 bartender per 75 guests
- Dance floor (inside only)
- Beverage station with our Spa Ojai citrus water and signature lavender lemonade
- Sound system with two microphones
- White or natural wood folding chairs
- Ivory floor-length linen + napkins
- Wine + champagne glasses
- Glassware
- Signage
- Event captain
- 1 server per 12 guests for plated dinners
- 1 server per 25 guests for buffet dinners
- Stage (inside only)

Share your wedding ceremony in real time with friends and family who are not able to attend. Live streaming packages start at \$1,950.



fond farewell

FAREWELL BRUNCH VENUES

\$2,000 site fee
\$7,500 food + beverage minimum
Required to plan for 75% of expected wedding guest count

ANACAPA FOYER + TERRACE | up to 200 guests
Breathtaking views of the Topa Topa Mountains
Two fireplaces and a water fountain
Indoor + outdoor options

ORCHARD LAWN | 50-300 guests
All outdoor options
Kitchen build-out requirements
Available April through October

OLIVELLA RESTAURANT | 100-200 guests
Private use of entire restaurant
Stunning valley views
Indoor + outdoor options



celebration guidelines

SECURING YOUR WEDDING DATE & VENUE

Upon receipt of your initial inquiry, our Special Events Sales Manager will prepare a customized estimate based on your wedding venue and date of preference and schedule a follow-up phone consultation to answer all your questions. Your personalized tour and consultation will then be scheduled. We have availability Tuesday through Saturday from 10:00am until 4:00pm daily. Consultations are based upon availability and are strongly recommended to secure a minimum of two weeks in advance of your desired date of visit.

Upon selection of your wedding date and venue, your Special Events Sales Manager will prepare your Wedding Agreement in anticipation of securing your event. To confirm your date on a definite basis, the Inn requires the signed Agreement and initial deposit within ten (10) business days, along with a minimum of a 25% non-refundable and non-date transferable deposit is required to confirm your wedding date. Your deposit schedule will be based on a percentage of the total estimated amount of your festivities which includes but may not be limited to; the ceremony site fee, facility fees, number of guests/food & beverage minimum (whichever is greater), taxable service charge and sales tax.

The secondary deposit representing fifty percent (50%) of the estimated expenditure is to be paid one hundred and twenty (120) days prior to your event. The third deposit will be an additional twenty-five percent (25%) which will be due thirty (30) days prior to your event. The final estimated payment for all charges to your Master Account will be made two (2) weeks prior to your event.

The above payment schedule is subject to the time of booking and your event date and therefore your Special Events Sales Manager may adjust payment schedules accordingly. Please note, a credit card is required to be kept on file for all Catered Events. The Ojai Valley Inn is unable to accept payment by checks for your final deposit (2 weeks prior to your event).

Once your wedding date and venue has been secured via the Wedding Agreement and initial deposit, all of your details will then be given to one of our Service Managers who will partner with you and your Wedding Coordinator on all the planning details.

FOOD & BEVERAGE MINIMUM AND AVERAGE COST PER GUEST

The Food & Beverage minimum is the least amount of money that you will be required to spend in a combination of food and beverage, excluding taxable service charge, site fees and tax. The food and beverage minimum is dependent on the venue you have selected and amount of guests you are anticipating.

Please keep in mind that the food and beverage minimum is not all you can anticipate to spend for wedding celebrations. The food and beverage minimum is reached by selecting individually priced, a la carte menu items to equal or exceed the required dollar figure depending on your anticipated guest attendance. The following are examples of items that would apply toward the food & beverage minimum: tray passed hors d'oeuvres, plated or buffet meals, table side wine service, hosted bar service, champagne, wedding cake cutting fee and non-alcoholic beverages.

Upgraded linens, china, silverware, specialty lighting, tenting, kitchen build out rentals, decor, bartender and/or chef fees, and guest room accommodations, or any resort or restaurant dining activities do not contribute towards the food & beverage minimum.

Based on current banquet menus, on average you may expect to spend approximately \$100-\$150 per guest for lunch and \$250-\$300 per guest for dinner exclusive of taxable service charge, tax, facility and site fees. Please be aware that our menu items and prices are subject to change and your final expenditure will depend on your final guest attendance, menu selections and food & beverage financial commitment.

WEDDING GUEST ROOMS

CONTRACTED BLOCKS

For weddings, a minimum of 40+ rooms per evening, for a two night minimum on weekends, (three night minimum for holiday weekends) is required. We are pleased to extend a special wedding rate for our couples. Your contracted guest room rate and number of rooms established is guaranteed until approximately 30 days prior to your wedding date or until your block is full. Wedding rates are determined by your wedding date and resort availability.

celebration guidelines

The Ojai Valley Inn offers special rates and accommodations for the bride and groom, and their parents. Please inquire with your Special Events Sales Manager.

****Please note, due to the busy nature of our Destination Five Diamond Resort, The Ojai Valley Inn requires all of our wedding couples and families to contract a guest room block in conjunction with your Wedding Agreement to ensure preferred rates and availability. Please note, once the Wedding blocks are full, additional guest rooms will be based on availability and the preferred rate may no longer be extended. It is not unusual for the resort to become fully committed well in advance of wedding dates. Please speak with your Special Events Sales Manager for further details.**

IN-ROOM WELCOME GIFTS

The Ojai Valley Inn is pleased to deliver gift bags or welcome gifts to your guests' rooms. A three week minimum notice is required and a \$4 per delivery, per room fee applies or \$5 each for personalized items. Alternately, one page wedding itineraries may be provided to the Front Desk to give your guests upon check-in at a \$1.00 each fee. Please consult with your Special Events Sales Manager.

WEDDING COORDINATORS AND VENDORS

Confirmed wedding events on property require a professional wedding coordinator and must be approved by the Ojai Valley Inn. Many of your wedding day details will be the responsibility of your Wedding Coordinator and your Special Events Sales Manager will be delighted to assist you with recommendations from our listing. Please refer to our Wedding Vendor list.

While selecting Vendors from our Preferred Listing is not required it is highly recommended to ensure the continuation of the Ojai Valley Inn Five Diamond Wedding Experience.

All vendors must maintain a business license and maintain a minimum of a one million dollar liability insurance policy listing Ojai Valley Inn as additionally insured. All vendors may be contracted with the Inn's approval and the vendor must be willing to sign a copy of the Vendors Policies and Procedures contract and comply with all provisions within. The Ojai Valley Inn reserves the right to deny property access to those vendors not in compliance with said policies or practices.

Your layout, vendor list, timeline and decor selections are due to your Catering Service Manager 30 days in advance of your wedding date.

PHOTOGRAPHY

We reserve photography privileges for couples whose wedding reception is held at The Ojai Valley Inn.

FOOD & BEVERAGE GUIDELINES

Due to state and local ordinances, all food & beverage must be purchased solely through the Ojai Valley Inn. The Ojai Valley Inn is the only licensed authority to serve and sell food on the premises; therefore, outside caterers, food and beverage, are not allowed on the hotel property. Menu items from one event cannot be utilized at another meal or left out past the specific service time or be removed from the premises.

MENUS

The Inn requires a minimum three (3) course lunch or dinner for a Wedding Reception and minimum of (4) selections of hors d'oeuvres per guest during a one hour Cocktail Reception. A three-entrée selection to include a vegetarian alternative for plated meals can be accommodated. An exact count of each entrée must be provided by 11:00am, four (4) business days prior to your event in addition to place cards or menus denoting entrée choice.

If not received at this time, an additional \$30 per person will be added for table side service. Please note, if there is a price difference between entrées, then the highest priced entrée choice will prevail. Table side selection of entree is only available for 200 guests or less and is limited to (2) proteins and (1) vegetarian choice maximum.

If a choice of the main course will be offered to your guest's table side during the function then two (2) courses prior to the entrée course are required. The highest priced entrée choice will prevail in addition to the \$30 per person table side service which will be added to the menu price.

If you are selecting stations for your event, there is a minimum of four (4) stations required. Banquet Buffets offer specific quantities of food. Food preparation is based on one serving per person and must be guaranteed for the total attendance.

celebration guidelines

Additional servings may be purchased at the appropriate price.

Late Night Snacks or Stations require a minimum guarantee of seventy-five (75%) percent of the dinner guest guarantee.

VENDOR & CHILDREN'S MEALS

Meal selection for children ages 5 years to 12 years old will be charged at 50% of the adult price for a buffet, providing the attendance of children has been confirmed with your Catering Service Manager four (4) days prior to your function. Plated Children's menus are available. Please speak with your Catering Service Manager. Children under 5 years of age will be hosted on a complimentary basis. We are pleased to accommodate a custom children's menu upon request.

Bar pricing for children 12 years to 20 years old will be charged at 50% of the adult price for a Bar Package. Children under the age of 12 years old will not be included in the count for the Bar Package.

Vendor meals are available to include both plated and buffet menu options at a traditionally lower price point than the wedding meal. Please consult with your Catering Service Manager.

WEDDING CAKES

The Ojai Valley Inn does not produce wedding cakes. Please reference our Wedding Vendor List for a list of our preferred Wedding Cake Vendors. A cake cutting fee will apply of \$7.00 per guest exclusive of service charge & tax. Cake cutting fees do contribute towards the food & beverage minimum requirement.

FINAL GUARANTEES

The Inn must be in receipt of the final minimum guaranteed number of guests expected for each private function no later than 11:00am, four (4) working days prior to the date of the function. After that time the Inn will only accept incidental increases to the guarantee. The number charged would be the guaranteed number or actual number served, whichever is greater. If a guarantee is not given within this time frame the number of guests that were confirmed on the signed banquet event order will be entered.

If a wedding breakfast or brunch is contracted the required guarantee will need to represent a minimum of seventy-five (75%) percent of the wedding guarantee.

If an After Party is contracted the required guarantee will need to represent a minimum of seventy-five (75%) percent of the wedding guarantee.

BANQUET EVENT ORDERS

All Banquet Event Orders are required to be signed and returned to your Catering Service Manager fourteen (14) days prior to your event start date. If your final menus are not selected by this date the hotel will provide a limited menu selection. Changes to the menu or set-up for your event may not be made after the Banquet Event Order has been signed without approval. A diagram of the event will be provided by your Catering Service Manager. Once approved, any changes to the physical set of the room which take place after the room set has commenced, are subject to a \$300 labor charge for the first 0-60 minutes and \$75 for every hour in whole or in part thereafter.

You will be permitted to utilize the function room(s) only for the duration outlined in your Banquet Event Order, as the time before and/or after your event may be otherwise engaged.

BEVERAGES

In the event you would like to arrange for any specialty wines, our wine experts will be happy assist you in selecting the perfect bottle for your wedding or rehearsal dinner. No outside beverages are permitted. Specialty wines are ordered by the case and must be arranged in advance. Wine tastings can also be arranged at prevailing bottle pricing.

Should you request a hosted bar set-up, a bartender fee of \$200 per bartender per five hour event is applicable if sales do not exceed \$500 per bar (exclusive of table side wine service). Bartenders fees are waived when bar packages are selected. Bartenders are based on 1 bartender per 75 guests. A \$200 per bartender and a \$200 per cashier is applicable for cash bar services. Please note, the Inn reserves the right to terminate liquor service if minors are drinking or if guests are intoxicated beyond the legal limit.

celebration guidelines

SERVICE CHARGES & ASSOCIATED FEES

All prices are subject to change due to market fluctuations with sixty (60) days advance notice. Taxed Service Charge (currently 26%) is added to all food & beverage fees. Sales tax is calculated on the total of all charges.

The complimentary service staff that we provide is one server per twenty (20) guests for buffets and one server per twelve (12) guests for plated meal functions. If available, extra service staff can be provided at an additional fee. Please consult with your Catering Service Manager.

- Chef Attendant Fees where required: \$275 per chef per station.
- Choice of Menu Table side: \$30 per guest, in addition to fourth course exclusive of service charge & tax.
- Labor Charge for Extended Events: \$750 per hour
- Sushi Chef: \$700 per chef
- Beverage Attendant and/or Bartender Fees: \$200 per Attendant per 75 guests.

We are pleased to extend the following complimentary inclusions for your event:

- Round Tables (60" & 72")
- Highboy Tables (36")
- 6 ft Escort Card Tables
- Cocktail Tables
- Dance Floor (excluding The Orchard, Casa Elar & The Farmhouse Lawn Venues)
- Ivory Linen (floor length table linens and napkins)
- Staging (excluding The Orchard, Casa Elar & The Farmhouse Lawn Venues)
- Banquet Chairs
- Signage
- China, Glassware, Silverware
- Market Umbrellas
- 3 Votive Candles per Dining Table
- Complimentary Self & Valet Parking

TRANSPORTATION

Dedicated Bell cart Shuttle Service: \$110.00 per Bellman & Cart per hour. Required for Resort Bridal Photography and dedicated transportation services on the Resort property.

Casa Elar requires independent guest shuttle service to be rented when hosting private events.

Please see Venue Guidelines below.

MENU TASTING GUIDELINES

The Ojai Valley Inn hosts tastings exclusively Monday through Thursday (excluding holidays and holiday weeks) from 11:00am until 1:00pm based on availability. Requests for tastings outside these days and times are subject to availability and will incur additional fees. A minimum of four weeks advance notice is required and tasting selections must be received a minimum of three weeks in advance.

In the event your tasting selections are not received within a minimum of two weeks prior to the scheduled tasting date, your tasting will be rescheduled based upon availability.

Tastings are provided complimentary for up to 4 guests (in addition to your Ojai Valley Inn approved Wedding Coordinator) when the wedding event has a contractual food and beverage minimum of \$45,000 or more. Additional guests are subject to advance approval and will be charged at a \$150.00 minimum per guest exclusive of service charge & tax.

You may select three (3) choices from each of the course categories that you anticipate serving at your main Wedding event. Wines, Signature Cocktails, Tray Passed Hors d' Oeuvres & additional courses may be selected at an additional charge as listed on our Group Dining Menus. Additional charges accrued at the tasting will be posted to the wedding master account at the retail value plus applicable tax and service charges.

celebration guidelines

VENUE GUIDELINES

All food and beverage served in public areas and at recreation facilities must be catered by the Ojai Valley Inn.

The Anacapa Ballroom & the Hacienda Ballroom

- 4 hours of setup time is provided on a complimentary basis. Set-up and dismantle availability will be confirmed no earlier than six weeks prior to your event date and based upon availability.
- The Ojai Valley Inn may recommend an additional day of production set-up based upon your event requirements. Please speak with your Catering Service Manager.
- We are pleased to provide complimentary items as noted within "Service Charge & Associated Fees."
- Additional rentals or decor elements may be obtained through your Special Events Manager and/or Wedding Coordinator. Please note some items may require additional set-up time and/or power requirements that may incur additional fees.
- Power drops for additional power needs are available at \$250.00 each plus tax. Please consult with your Special Events Manager for pin-spotting/rigging costs.
- Portable Heaters (Seasonal) may be rented at \$75.00 each exclusive of tax per event for adjoining Terrace & Plaza areas.
- Candles are permitted and must be in a holder that extends at least one inch above the flame.
- The Inn will not assume liability/responsibility for equipment left unattended in public areas, meeting, banquet and hospitality areas.

The Orchard & Event Lawn

- The Orchard venue is available for private events April through early November. The Ojai Valley Inn may recommend an additional day of production set-up (e.g. extensive tenting) based upon design event requirements and venue availability. Please note additional rental fees and minimums apply.
- We are pleased to provide complimentary items as noted within "Service Charge & Associated Fees."
- Dance Floor and Staging items are not provided at The Orchard venue.
- The Orchard requires a Kitchen Build Out for all catered events. The cost of these rentals is subject to your final menu specifications and is independent of any facility set-up or rental fees provided by Ojai Valley Inn.
- Portable Heaters (Seasonal) may be rented at \$75.00 each plus tax per event.
- Power & independent Lighting (To be determined based on entertainment and design concept) required.
- Additional rentals or decor elements may be obtained through your Wedding Coordinator. Please note some items may require additional set-up time and/or power requirements that may incur additional fees.
- Four (4) hours of setup time is provided on a complimentary basis. Set-up and dismantle availability will be confirmed no earlier than six weeks prior to your event date and based upon availability.
- The Inn reserves the right to make a final decision to move any outdoor function to an inside banquet room in the event of inclement weather.
- Air conditioning units are required to be rented for tents when temperatures are forecasted to be 90 degrees or above.
- Candles are permitted and must be in a holder that extends at least one inch above the flame.
- The Inn will not assume liability/responsibility for equipment left unattended in public areas, meeting, banquet and hospitality areas.

Casa Elar Residence

- Casa Elar must be rented as a guest room accommodation to host events. Please speak with your Special Events Sales Manager for availability and room rates.
- The Ojai Valley Inn may recommend an additional day of production set-up based on your event requirements. Please speak with your Special Events Sales Manager.
- Independent Guest Transportation is required to and from the Resort.
- The Casa Elar Residence permits a maximum of 10 guests to reside at the residence.
- We are pleased to provide complimentary items as noted within "Service Charge & Associated Fees."
- Dance Floor and Staging items are not provided at The Casa Elar venue.
- Dogs and/or pets are not permitted unless they are in a service capacity.
- The Casa Elar requires a Kitchen Build Out for all catered events. The cost of these rentals is subject to your final menu specifications and is independent of any facility set-up or rental fees.
- Portable Heaters (Seasonal) may be rented at \$75.00 each plus tax per event.
- Power & independent Lighting. (To be determined based on entertainment and design concept.)
- Additional rentals or decor elements may be obtained through your Wedding Coordinator. Please note some items may

celebration guidelines

require additional set-up time and/or power requirements that may incur additional fees.

- Covering of the Casa Elar Pool via an independent vendor requires a minimum three day rental of the home to include set-up and dismantle days. Please speak with your Sales Manager.
- Set-up and dismantle availability is limited to the dates that the Residence is reserved.
- The Inn reserves the right to make a final decision to move any outdoor function to an inside banquet room in the event of inclement weather.
- Candles are permitted and must be in a holder that extends at least one inch above the flame.
- The Inn will not assume liability/responsibility for equipment left unattended in public areas, meeting, banquet and hospitality areas.

The Farmhouse

- Four (4) hours of setup time is provided on a complimentary basis. Set-up and dismantle availability will be confirmed no earlier than six weeks prior to your event date and based upon availability.
- We are pleased to provide complimentary items as noted within "Service Charge & Associated Fees."
- Dance Floor and Staging items are not provided at The Farmhouse Lawn venue.
- The Ojai Valley Inn may recommend an additional day of production set-up based upon your event requirements. Please speak with your Sales Manager.
- Additional rentals or decor elements may be obtained through your Wedding Coordinator. Please note some items may require additional set-up time and/or power requirements that may incur additional fees.
- Power & independent Lighting (To be determined based on entertainment and design concept) required on Lawn.
- Power drops for additional power needs are available at \$250.00 each plus tax. Please consult with your Special Events Manager for pin-spotting/rigging costs.
- Portable Heaters (Seasonal) may be rented at \$75.00 each exclusive of tax per event for adjoining Terrace & Plaza areas.
- Candles are permitted and must be in a holder that extends at least one inch above the flame.
- The Inn reserves the right to make a final decision to move any outdoor function to an inside banquet room in the event of inclement weather.
- Air conditioning units are required to be rented for tents when temperatures are forecasted to be 90 degrees or above.
- The Inn will not assume liability/responsibility for equipment left unattended in public areas, meeting, banquet and hospitality areas.

AUDIO VISUAL

Audio Visual equipment is available on a rental basis through our in house company, Five Star Audio Visual. Advance notice is necessary for any audio visual equipment requirements to include additional power requests. California state tax and taxable service charge will be applied.

SECURITY

The Ojai Valley Inn will not assume responsibility for damage to or loss of any merchandise or articles brought into the Resort. Ojai Valley Inn does not require 24 hour Security for productions or events but recommends it. Please note that event space cannot be completely secured.

Any items not retrieved by client or their representative within 72 hours of the events conclusion will be assumed as discarded.

SIGNAGE

To protect the integrity of the Resort and for mutual respect for travelers and other groups at the Resort there will be no Banners or decor items hung in Public areas, with the exception of when a function is held at The Orchard. In no circumstance, may anything be affixed or attached to any permanent hotel structure, carpet, window, ceiling or furnishing with staples, nails, tape or any substance in order to prevent damage to fixtures and furnishings.

MISCELLANEOUS

Please note, for both our Wedding Ceremony and Reception locations we do not permit confetti gun or tosses to include biodegradable options. Should you elect to decorate with rose or floral petals a cleanup fee of \$750.00 may be applied for any debris remaining in the area.

For all indoor venues on property, fog/hazing effects, cold sparklers, lasers and/or smoke machines are prohibited.

celebration guidelines

SHIPMENT & STORAGE

The Ojai Valley Inn is happy to accept packages for you and to store them up to 72 hours prior to your event. Advance shipments will be subject to a \$3 per box and/or item storage and handling fee. Shipments must be addressed as follows:

Wedding Name

Event dates

Your Name

Hold for Arrival: (arrival date)

Attention: Your Special Events Manager contact

Ojai Valley Inn

905 Country Club Road

Ojai, California 93023

Number of packages in the shipment.

The Inn will not assume liability/responsibility for equipment left unattended in public areas, meeting and banquet and hospitality areas.

AIRPORT ACCESS: ONE SPECIAL DAY, ONE SPECIAL DESTINATION

Just 12 miles off the Santa Barbara coastline, Ojai Valley Inn is easily accessible from three airports. Transportation options have been arranged with each airport for your convenience.

From Los Angeles International Airport (LAX)

I-405 North. 101 North. 33 North. 150 East. Right at Country Club Drive.

Right at Country Club Road. Follow to Ojai Valley Inn & Spa entrance.

Distance: 73 miles Time: 1 - 1 1/2 hours (approximate/varies with traffic)

From Burbank/Pasadena Airport (BUR)

Right at North Hollywood Way. Right at West Alameda Avenue. 134 West.

101 North. 33 North. 150 East. Right at Country Club Drive. Right at Country

Club Road. Follow to Ojai Valley Inn & Spa entrance.

Distance: 76 miles Time: 1 hour (approximate/varies with traffic)

From Santa Barbara Airport (SBA)

Right onto Moffet Place, becomes Sandspit Road. 217 East. 101 South. 33 North.

150 East. Right at Country Club Drive. Right at Country Club Road. Follow to

Ojai Valley Inn entrance.

Distance: 50 miles Time: 1/2 - 3/4 hour (approximate/varies with traffic)