

THE KRISHNAMURTI EDUCATION CENTER

Facility Rental

Facility Information and Required Documentation

Background

The Krishnamurti Education Center (KEC) hosts speaker panels, dialogue groups, conferences, and study programs within a context of cooperative, shared inquiry into the fundamental questions of human life. The Center is a forum, and takes no positions except to encourage a spirit of inquiry on the part of those who choose to come and participate.

The KEC is located in the East End of the Ojai Valley, just a few short minutes from downtown Ojai. It comprises three environments suitable for group use:

1. Pine Cottage, a program center whose main room can accommodate up to 100 people.
2. The Pepper Tree Retreat, a newly restored guest house with nine suites, all with their own bathrooms, and including large living room and dining areas.
3. The Krishnamurti Archives building, offering a conference room suitable for small to mid-sized business meetings or planning retreats (up to 30 people).

If the facilities and use agreements are suitable for your organization, any combination of the three facilities may be used. Both the Retreat and Pine Cottage have a large number of patio and garden environments to be enjoyed either between program elements, or for break out groups.

About the Ojai Valley

The Ojai Valley is justifiably famous as a place of quiet, even majestic serenity. Over the decades, its residents have flourished in ways that reflect the qualities of sacredness and beauty that the natural scenery evokes. Perhaps it was the natural magnetism of the mountain valley that drew Krishnamurti here in the 1920s as a young man at the beginning of an extraordinary life of exploration and communication. He returned again and again, making Ojai his American home. The Valley's beauty, unfolding daily, was constantly fresh inspiration for Krishnamurti, and its effect on him was discernible in much of the teachings he gave around the world over six decades, and in his writings.

Those early days of few buildings, some Model T Fords, and orchards as far as the eye could see have undergone a slow transformation to a certain amount of bustle in the town today. But the mountains and wilderness still press at the edge of the town, offering their nourishment for the senses and the human spirit. Just three miles from downtown Ojai, the KEC is worlds apart—an oasis of quiet serenity, set among orange groves and surrounded by oak, pepper, eucalyptus, and cypress trees. Country roads offer quiet walks through rural neighborhoods, and nearby trails lead into the mountains for unsurpassed vistas of the Ojai Valley and the ocean beyond. Yet just five minutes away lies the bustling village of Ojai with its shops, restaurants, museums, and spas.

The Pepper Tree Retreat

The Retreat is the former guest house of Krishnamurti, who lived at nearby Pine Cottage from 1922 to 1986. The pepper tree after which the Retreat is named was a stately guardian of Pine Cottage when Krishnamurti first came to Ojai in 1922. The tree has been through a variety of stages, putting out new growth in recent years. During his 64 years in Ojai, Krishnamurti welcomed thousands of visitors from around the world who were challenged by his penetrating inquiries into the fundamental questions of life. These included such 20th Century luminaries as

Annie Besant, Aldous Huxley, John Barrymore, Greta Garbo, David Bohm, Dr. Jonas Salk, D.H. Lawrence, Jackson Pollack, Igor Stravinsky, the Beatles, and many others.

The Retreat has been designated a historic structure by the Ventura County Historic Preservation Commission. It was built in 1910 and has recently been fully renovated with nine guest suites, each with its own bathroom, views of the gardens and surrounding mountains, and decorative touches. A healthy, delicious breakfast is served in the dining room, on the patio or on the veranda. There is unlimited orange juice, fresh-squeezed from the Retreat’s own orange trees. Three rooms have their own private kitchen, perfect for extended stays. The living room and dining area are both quite large and can accommodate group meals or meetings, or simply be enjoyed for their quiet ambience.

Pine Cottage Program Center

Just a two-minute walk from the Retreat through the orange grove brings one to Pine Cottage, which was Krishnamurti’s residence when in America. The Great Room at Pine Cottage is large enough to accommodate groups up to 100 (for screenings, presentations, concerts, classes, or discussions). Audio/visual equipment is available if needed, and a Steinway grand piano is in excellent condition for recitals. A kitchen and dining area can accommodate preparation of light refreshments for smaller groups, and outside catering is always an option. A library of Krishnamurti’s work is also available. Visitors may read his books, view his talks, or rest in the quiet room, Krishnamurti’s former bedroom and study. French doors and large windows connect program participants with the outdoors.

The Conference Room at the Krishnamurti Archives

For those needing an extra break out room, or just a suitable space for a day or half-day meeting, the Conference Room at the nearby Krishnamurti Archives is ideal. With easy access to bathrooms and a small service kitchen, program participants can enjoy a calm and neutral space in which to hold their meetings.

Capacity

Type of facility	Banquet*	Theatre	Classroom	U-Shape	Standing
Pine Cottage	n/a	100	60	40	100
Pepper Tree Retreat Main Room	n/a	40	25	25	60
Pepper Tree Retreat Patio and Gardens	100	n/a	n/a	n/a	150
Conference Room (Archives Bldg.)	n/a	n/a	20	n/a	30

*Licensee must provide banquet tables (either round or rectangular)

Overnight Accommodation:

The Pepper Tree Retreat has nine suites, some double and some single. Special rates are available for group bookings. Call 877-355-5986 for information.

Services

We offer a modestly equipped kitchen at both Pine Cottage and the Pepper Tree Retreat. These kitchens are suitable for preparation of light refreshments only. Full meal service should be provided by an outside caterer. In addition, we can provide podium, handheld or wireless

microphone with mic stand, p/a system, LCD projector, portable projections screen, 6 foot long conference tables (limit 4), 100 folding chairs, and two easels. We also have **FREE WiFi access**. It is the responsibility of the user to arrange for any food service needed and to advise us if a caterer is to be involved and the kitchen utilized. A Facilities Manager is on site during the event. We can provide referrals to caterers.

Special Considerations

Music: The piano is available for recitals at an extra fee. Costs for renting the Pine Cottage main room and piano include a piano tuning. In order to maintain the integrity of Krishnamurti's wishes, recitals are limited to programs that fit into the classical or serious music context.

Dance Programs and Yoga Programs: these are considered on a case by case basis.

Alcohol, Smoking & Other Restrictions: The service of alcohol is not permitted. The entire Krishnamurti Education Center complex is a smoke free environment. We also maintain a vegetarian campus, so no meat, fish or fowl on the premises.

Insurance: The KEC requires special event insurance in the amount of one million dollars for general liability coverage. Your carrier should provide a certificate of additional insured.

How to Book a Space

Review the rates and policies in the **Facility Rental Agreement**.

Call for availability at (877) 355-5986 or email your questions to kec@kfa.org.

Complete the enclosed application forms and fax to 805-646-5306.

Pay the required security deposit plus 50% of rental fee required to secure the space.

Venue Location & Directions

Located at 1098 McAndrew Road, Ojai, CA 93023, the Krishnamurti Education Center is just a few minutes drive from downtown Ojai. Los Angeles International Airport is 1.75 hours drive and Burbank Airport is 1.5 hours (with light to moderate traffic). The City of Ventura is a 25 minute drive to the west, and Santa Barbara is less than an hour away. The town of Ojai offers a variety of activities and resources, visit <http://www.ojaiconcierge.com/activities.html>

For driving directions, please click [here](#).

Recommended Vendor List

CATERERS

Irmgard James: 805-646-5907

Ojai Café Emporium: 805-646-2723 (minimum 40 people)

Rainbow Bridge: 805-646-4017

RENTALS

Ventura Rentals: 805-648-2819

ACTIVITIES IN OJAI

Visit <http://www.ojaiconcierge.com/activities.html>

FACILITY USE AGREEMENT

THIS AGREEMENT is made between the Krishnamurti Foundation of America, dba the Krishnamurti Education Center, a 501c3 California non-profit organization ("Licensor"), and _____, a (corporate, private party, non-profit) _____ entity ("Licensee") for the use of the Krishnamurti Education Center facilities on (the "License Period" Date and Time, including set up and take down) _____.

- A. Licensor is a non-profit organization with rights to occupy and use the real property, buildings, offices, common areas, grounds, and other improvements located thereon commonly known as 1098 and/or 1130 McAndrew Road, Ojai, CA 93023 (the "Premises").
- B. Licensee is interested in utilizing and occupying certain portions of the Premises.
- C. Licensor has agreed to grant Licensee to use such portions of the Premises, and Licensor has requested various protections from Licensee in connection therewith.

NOW, THEREFORE, in consideration of the foregoing premises and on the terms and subject to the conditions hereinafter set forth, the parties agree as follows:

1. **License to Enter and Use.** Licensor hereby grants to Licensee the non-exclusive right to enter only those portions of the Premises described above. The right to enter granted Licensee hereunder shall extend to Licensee's employees, agents, and invitees. Licensee shall have the right to enter only those portions of the Premises (plus ingress thereto and egress there from, and the common areas) expressly described above and no other portions, except as otherwise agreed by Licensor.
2. **Use Limitations.** Licensee's use of the Premises shall be limited to those purposes described above, and other activities directly related thereto, and for no other purpose whatsoever. Unless otherwise agreed, the equipment that may be brought on the Premises shall be limited to that equipment described on Exhibit A. Licensee understands and agrees that the Premises are owned by the Krishnamurti Foundation of America. Licensee acknowledges that Licensor is properly concerned about maintaining Licensor's excellent reputation in the neighborhood and Licensee shall take no actions whatsoever that may injure in any way that reputation.
3. **Restrictions.** Smoking is strictly prohibited at the Krishnamurti Education Center, and it is recommended that licensee inform event guests of this policy in any invitation to the event. Any open flame is strictly prohibited. Also prohibited is pyrotechnics, firearms or weapons of any kind. Animals other than certified service animals are prohibited from use. Any equipment used in the rental space must be kept at a 3-foot minimum from artwork. Music is strictly prohibited on the patio after 7pm. No meat, fish or fowl are permitted on the Premises. Failure to abide by these policies will cause immediate cancellation of the event.
4. **Date and Time.** Licensee's rights to enter and occupy the Premises shall exist only for those dates and times (the "License Period") as set forth above. In the event Licensee desires to enter and occupy the Premises at any other time, Licensee shall obtain the prior written consent of Licensor. If the Licensee occupies the Premises at any other time beyond those dates and times (the "License Period") as set forth above, Licensor retains the right to charge a penalty fee for the additional time use.
5. **Compensation.** The Licensee agrees to pay security deposit and 50% of the facility rental fee set forth in Exhibit A at the submission of the contract. All remaining payment is due 30 days prior to the event. If this contract is completed within 30 days prior to the event, the full balance is due at the submission of the contract. Any questions related to payment of fees

should be resolved prior to the payment due date. Such questions do not negate Licensee's responsibility to immediate payment of other outstanding amounts. A dishonored check is subject to a fifty dollars (\$50.00) service charge per item.

6. **Cancellation Policy.** In the case of cancellation of an event(s), an assessment based on advance written notice will be charged by the Licensor to Licensee. The Licensor retains the security deposit when an event is cancelled. If the Licensee cancels 15-30 days from event, the Licensor retains 50% of rental fee. If the Licensee cancels 0-14 days from event, the Licensor retains 100% of rental fee.
7. **Alterations and Cleaning.** Licensee shall not make any alterations, improvements, additions, modifications, or other changes to any part of the Premises, including, without limitation, the furniture, furnishings, equipment, windows, doors, lighting, and/or landscaping, without the prior approval of Licensor, which may be withheld in Licensor's sole and absolute discretion. In the event Licensor approves any such alteration, the Premises shall, at Licensee's sole cost and expense, be restored to their prior condition on or before the end of the License Period. No items may be stored overnight without prior consent of the Licensor. Any non-approved items left after the event will be regarded as trash and removed. All food, beverages, equipments and rented equipment must be removed from the premises immediately after use of the facility. All trash must be removed from the building and placed in appropriate trash containers. A clean up fee will be assessed and billed against the Licensee's security deposit account.
8. **Insurance.** Licensee shall obtain and maintain in full force and effect throughout the duration of the License Period a policy of comprehensive general liability insurance in a combined single limit amount of not less than a million dollars (\$1,000,000.00) and such other insurance, in such amounts as Licensor may reasonably request. Licensor shall be named as additional insured on all such policies. Certificates evidencing such insurance shall be delivered to Licensor prior to Licensee's entrance to the Premises. Licensee shall take no action that would cause Licensor's existing insurance policies to be cancelled or the premium charges thereunder to be increased.
9. **Filming and Photography.** Licensee agrees to file a request in writing describing the circumstances prior to any filming/photographing/videotaping. The proposal shall include a descriptive documentation of the proposed filming or photography, including, but not limited to, dialog, location(s), poses, and other related information so that the Licensor may assess the appropriateness of the use of the Krishnamurti Education Center premises. Where no script is being used, the letter of intent must include a description of how the Licensor's images will be used. Licensee agrees that at no time will the Licensor's name, acronym, logos or symbols, nor any of its building names, be used without the Licensor's prior written approval. Licensee further agrees that the Licensor's name will not be used in any manner of endorsement without prior written approval.
10. **Indemnification.** Licensee shall indemnify, defend and hold harmless Licensor, its directors, officers, employees, agents and invitees, from and against any and all claims, liabilities, damages, suits, costs, expenses, and attorney's fees, including injuries or death to persons or damage or destruction of property, arising out of or in any way related to Licensee's use of the Premises, any work performed on the Premises by Licensee, the purpose of Licensee's occupancy or use of the Premises, any breach of Licensee's obligations hereunder, or the negligence or wrongful acts of Licensee, its employees, agents, contractors or suppliers. Such indemnification shall not be limited to the limits of the insurance policies provided by Licensee hereunder.
11. **Compliance with Laws.** At all times hereunder, Licensee shall comply with all applicable federal, state and local laws, statutes, codes, rules, regulations and ordinances. Licensee shall, at Licensee's sole cost and expense, obtain any and all required permits, licenses and other governmental approvals relating to the purpose of Licensee's use of the Premises.

12. **Care of Premises.** Licensee acknowledges that the Premises include two historic buildings, with valuable artifacts, woodwork, furniture and furnishings. Licensor is concerned that the Premises not be abused and that the Premises be returned in the same condition as when received by Licensee. Licensee shall use its very best efforts to avoid damaging or destroying any portion of the Premises, and shall at all times care for the Premises with respect customarily accorded historic property. In the event of any damage or destruction of any portion of the Premises as a result of Licensee's activities on the Premises, Licensee shall immediately cause such portion of the Premises to be restored, at Licensee's cost, to its condition prior to Licensee's entry on the Premises.
13. **Decorations.** Licensee is prohibited to use glitter, confetti, streamers, and seeds at the Krishnamurti Education Center. The use of tape, wire, staples, nails, tacks, glue, and similar damaging items are prohibited from use for securing decorations to Licensor surfaces. The use of candles and luminaries is forbidden under any circumstances.
14. **Consideration for Neighbors.** Licensee acknowledges that Licensor is concerned about the potential traffic and parking problems, noise, and general inconvenience that Licensee's use and occupancy of the Premises may cause Licensor's neighbors. Licensee shall use reasonable efforts to limit the number of vehicles to be parked at or near the Premises. Licensee shall use its best efforts to park vehicles at established parking lots in the vicinity or at such other offsite locations. Licensee shall use its best efforts to limit noise and inconvenience to neighbors, and shall otherwise respect the rights of Licensor's neighbors.
15. **Liaisons.** Licensor and Licensee shall each appoint one or more liaisons who shall be readily available at the Premises during the License Period and authorized to make decisions as the need arises. In the event Licensee needs the permission of Licensor under this Agreement to take any particular action, Licensee shall first contact Licensor's liaison regarding said request. Licensee, its employees, agents, and invitees shall promptly comply with Licensor's reasonable rules and regulations relating to the use of the Premises, and the reasonable directions and requests made by Licensor's liaison concerning Licensee's use of the Premises. Among other rules, Licensee agrees that no smoking shall be allowed at any time inside the Premises. Licensor shall be responsible for hiring and compensating the Licensor liaisons and any other Licensor personnel assigned by Licensor to assist Licensee. Licensee shall reimburse Licensor, promptly upon billing therefore, the cost of Licensor's liaisons and assigned personnel, billed on an hourly basis as set forth on Exhibit A.
16. **Coordination with Other Events and Users.** Licensee acknowledges that Licensor has other events scheduled for the Premises during the License Period, and those other sub-tenants and users may be occupying and using other portions of the Premises during that time. Licensee shall use its best efforts to cooperate with Licensor in conducting those other events at the Premises and to avoid unnecessary inconvenience to the day-to-day events and activities of Licensor and the other authorized persons.
17. **Security.** Licensee acknowledges and agrees that Licensor shall have no responsibility whatsoever to Licensee as the result of any loss, theft, or damage to Licensee's property, equipment, vehicles or other personal property that Licensee may bring to the Premises, excepting only as a direct result of Licensor's intentional wrongful acts. Licensee shall provide, at Licensee's sole cost and expense, during the License Period, a sufficient number of personnel at the Premises, to properly protect the Premises and the persons thereon from any security problems.
18. **Surrender of Premises.** Licensee shall vacate the Premises on or before the end of the License Period. At such time, Licensee shall, at Licensee's sole cost and expense, leave those portions of the Premises occupied by Licensee in the same condition as when received, broom clean, and in a neat and tidy condition.
19. **Independent Contractor.** Licensee is an independent contractor hereunder, and nothing contained herein shall be deemed to create a partnership, joint venture, principal agent,

employer-employee, or any other such relationship. Licensee shall have no authority whatsoever to bind Licensor in any legal manner. As between the parties hereto, Licensee shall be responsible for all tax withholding, social security, disability, health benefits, unemployment, worker's compensation, and the like, of Licensee's employees, agents, contractors and suppliers.

- 20. **Cooperation.** The parties shall each execute such additional instruments and take such further actions as are reasonably necessary to fulfill the parties' intentions hereunder.
- 21. **Time of Essence.** Time is of the essence under this Agreement.
- 22. **Choice of Law.** This Agreement shall be governed by the laws of the State of California.
- 23. **Attorney's Fees.** In the event either party brings an action to enforce the terms hereof or declare rights hereunder, the prevailing party in any such action shall be entitled to its attorneys' fees to be paid by the losing party.
- 24. **Successors and Assigns.** Licensee may not assign or otherwise transfer the right to enter the Premises to any other person. Subject to the other terms of this Agreement, Licensee may assign or transfer the rights to the photography and/or sound recordings. Except for the foregoing prohibition of transfer, this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the date first written above.

LICENSOR: KRISHNAMURTI FOUNDATION OF AMERICA dba KRISHNAMURTI EDUCATION CENTER

Signature: _____
By Troy Sumrall
Its Director of Operations

LICENSEE:

PRINT NAME OF ENTITY

By (signature) _____

Name (print name) _____

Its (title) _____

**THE KRISHNAMURTI FOUNDATION OF AMERICA
DBA THE KRISHNAMURTI EDUCATION CENTER**
1098 McAndrew Road
Ojai, CA 93023

REQUEST FOR USE FORM

Organization: _____ Tel # _____

Contact Person: _____ Fax # _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Type of Activity: _____

Number of Participants: _____ Dates of Activity: _____

Start Time: _____ a.m./p.m.

End Time: _____ a.m./p.m. (please include setup and breakdown times)

FOOD SERVICE: It is the responsibility of the user to arrange for any food service needed and to advise the KEC if a caterer is to be involved and the kitchen(s) needed.

SPECIFIC AREA REQUESTED:

Pine Cottage Program Center

- Pine Cottage Main Room
- Pine Cottage Quiet Room

- Pine Cottage A/V Room
- Pine Cottage Dining Room

Pepper Tree Retreat

- Block Booking of the entire Retreat
- Patio/Gardens for an Event

Conference Room

- Conference Room at the Krishnamurti Archives Building

EQUIPMENT / AUDIO-VISUAL REQUEST:

- ____ 6 foot long rectangular tables (maximum 4)
- ____ Folding chairs (maximum 100)
- ____ Lectern/podium
- ____ P/A system with Handheld/Wireless microphone (circle one)
- ____ LCD Projector (for Power Point or DVD projection)
- ____ Portable Projection Screen
- ____ DVD playback device (note: VHS is not supported)
- ____ Easel (maximum 2)
- ____ Extension Cords (maximum 2)
- ____ Piano (for recital programs only)

ROOM ARRANGEMENT

- Square
- Conference (with center aisle – tables to be provided by Licensee)
- U Shape
- Theater (chairs only)
- Banquet (available in garden/patio area of The Pepper Tree Retreat only – tables to be provided by Licensee)

Note: It is the responsibility of the Licensee to set up tables and chairs, and to take them down and stack them at the completion of the event.

Please fax your Request Form to: 805-646-5306 or Email to kec@kfa.org

RATES & EXHIBITS are on the following pages

**THE KRISHNAMURTI FOUNDATION OF AMERICA
DBA THE KRISHNAMURTI EDUCATION CENTER**

RATES FOR USE OF PREMISES

- The minimum rental period is 4 hours.
- DEPOSIT: A \$200.00 refundable damage deposit.
- 50% of the rental fee, plus the refundable damage deposit, is due upon KEC's acceptance of the contract. All remaining payment is due 30 days prior to the event.
- Prices are subject to change **without advance notice**.

NOTE: Rates quoted are standard with non-profit rates in parentheses.

	Pine Cottage	Pepper Tree Retreat	Retreat Gardens and Patio Only	Archive Bldg Conference Room
Daily (8:00 am to 10:00 pm)	\$500 (\$400) full day \$300 (\$200) half day	Group Bookings and Individual Room Bookings: See website www.peppertree.com	\$350 (\$300) full day \$250 (\$200) half day	\$200 (\$150) full day \$125 (\$100) half day

SUPPLEMENTAL CHARGES

Audio/visual equipment: \$15/hour including set up and take down, two-hour minimum.

Note: Licensee must provide their own A/V operating technician.

Overtime personnel charge: In the event a program lasts longer than 8 hours from set up to take down, an additional charge of \$20/hour for a KEC facility person shall accrue.

Piano: Available for recital programs only. \$125 for tuning; \$50 usage – total \$175.

HOW TO COMPLETE YOUR REQUEST

Step One:

Call us to check availability of the desired premises, or to arrange for a site visit. Please call 877-355-5986 or email kec@kfa.org.

Step Two:

Complete Exhibit A on next page and fax together with your signed **Facilities Use Agreement**, and **Request for Use Form**. Fax to 805-646-5306 or email to kec@kfa.org. A KEC representative will call you to discuss use and payment.

THE KRISHNAMURTI FOUNDATION OF AMERICA
DBA THE KRISHNAMURTI EDUCATION CENTER

EXHIBIT A

FACILITY USE SPECIFICS
CALCULATION OF FEES DUE

A. Purpose of the use:

B. Equipment brought in:

C. Compensation

\$ _____ for facility use

\$ _____ for audio-visual set up and take down (\$30)

\$ _____ piano (recital programs only; \$175 includes professional tuning).

\$ _____ overtime charge for KEC facilities personnel at \$20/hr beyond 8 hours from set up to take down

\$ 200.00 refundable damage deposit (forfeited if Premises not returned in proper condition)

\$ _____ TOTAL

HOW TO COMPLETE YOUR REQUEST

Step One:

Call us to check availability of the desired premises, or to arrange for a site visit. Please call 877-355-5986.

Step Two:

Complete this Exhibit A and fax together with your signed **Facilities Use Agreement**, and **Request for Use Form**. Fax to 805-646-5306 or email to kec@kfa.org. A KEC representative will call you to discuss use and payment.