

General Event Request Form



Event Information

Requested Date _____ Time _____

Contact Information

Contact's Name _____

Organization (if applicable) _____

Contact's Address _____

City _____ State _____ Zip _____

Contact Phone Number _____

Cell Phone Number _____ Main Contact Date of Birth _____

Email _____ Fax _____

Emergency Contact Name _____ Phone Number _____

90 Day Policy

Prime reservation season for The Barn at Blackberry Farm is May 1 - Nov. 15. Reservations looking to reserve a Saturday must meet the minimum package pricing in order to book. During prime season, general event reservation pricing is only valid for reservations on Fridays and Sundays, or Saturdays made 90 days or less from the event date.

Event Details

Type of Event (i.e. birthday, reunion, picnic, graduation): _____

Expected Number of Guests: Adults _____ Children _____ Total _____

Additional Comments: _____

Daytime Admission		Number of Guests		Total
May-Sept.	Resident: \$5			\$
	Non-resident: \$8			\$
Oct.	\$6 each			\$
Requested Rental	Resident	Non-resident	# of Hours	Total
Daytime	\$175/hour	\$225/hour		\$
After-hours	\$275/hour	\$325/hour		\$
Additional Items	Rate	Quantity		Total
Add Guests	1-499 guests: included	<input type="checkbox"/> 500-999 guests: \$250 <input type="checkbox"/> 1,000+ guests: \$500		
Rides (2 hr. minimum)	\$100	# of hours:		\$
<input type="checkbox"/> Train <input type="checkbox"/> Carousel <input type="checkbox"/> Wagon <input type="checkbox"/> Paddle Boats				
Restroom Trailer	\$500		Flat Fee	\$
Charcoal Grill	\$25		Flat Fee	\$
Bonfire or Fireplace	\$100		Flat Fee	\$
8 ft. Table	\$10 each			\$
*Alcohol	\$100		Per Event	\$
*After-hours options only Residents are those who live in Aurora, Montgomery, North Aurora or Sugar Grove.				Subtotal \$
				Refundable Deposit \$100
				Total \$

THE BARN AT BLACKBERRY FARM

General Event Agreement

Deposit & Payment

- A \$100 damage deposit is required to secure your reservation.
- The balance of the payment is due via check or credit card seven full days prior to the event.
- Failure to pay the balance in advance will result in reservation cancellation.
- Violation of any guidelines listed below may result in forfeiture of deposit.

Cancellations & Refunds

- Cancellations must be made at least 14 full days in advance of the event to receive a full refund.
- Cancellations made less than 14 days in advance forfeit the \$100 deposit.
- Blackberry Farm is open rain or shine. Weather-related cancellations and refunds are handled on a case-by-case basis.

Vendors & Catering

- All vendors that will be used for your event will need to be submitted to Blackberry Farm to determine insurance requirements.
- Caterers staying on-site must meet with and provide the following to Blackberry Farm:
 - Certificate of Insurance with the following requirements:
 - › Fox Valley Park District (101 W. Illinois Ave., Aurora, IL 60506) must be listed as the certificate holder
 - › Fox Valley Park District must be listed as additionally insured, with proof of general and auto liability
 - › A minimum of \$1,000,000 of coverage
 - Copy of Health Department license (if preparing food on-site)
 - Current liquor license (if serving alcohol)
- Personal grills are not permitted but can be rented for a fee.

Please list the vendors that you will be using during your event:

Moon Jump:	Tents/Party Equipment:
Entertainment:	Portable Restrooms:
Food Service:	Other:
Beverage Service:	
Certificate of Insurance is required for vendors NOT included on Fox Valley Park District's Registered Vendor List.	
<input type="checkbox"/> My vendor(s) is a FVPD Registered Vendor - no Certificate of Insurance required	
<input type="checkbox"/> My vendor(s) is not a FVPD Registered Vendor - Certificate of Insurance attached	

Decorations

- No permanent or damaging changes may be made to the facility (i.e. nails or tape).
- Confetti is not allowed.

Daytime Reservations

ADMISSION & VISIT

- Please advise your guests to check in at the Admissions Window where they will receive their wristband.
- Guests must wear wristbands while visiting the park.
- Amplified music or use of a loud speaker must have prior approval from the facility manager. Music and speaker usage is not permitted before 8 a.m. or after 10 p.m.
- Arrival of vendors outside of rental hours will result in additional charges.
- Please be sure that the reserved area is cleaned up, garbage is placed in garbage cans and the area is vacated by guests by the conclusion of the event.
- Items including decorations, alcohol or other event materials may not be left at Blackberry Farm outside of the reserved event time.

After-Hours Reservations

ALCOHOL

- Alcohol service must end 30 minutes prior to the end of the scheduled event.
- Alcohol is only permitted to guests ages 21 and up, and must be served by a catering company with a valid liquor license.
- Alcohol is not permitted during Blackberry Farm public open hours.

ADMISSION & VISIT

- Please advise your guests to check in at The Barn.
- Amplified music or use of a loud speaker must have prior approval from the facility manager. Music and speaker usage is not permitted before 8 a.m. or after 10 p.m.
- Arrival of vendors outside of rental hours will result in additional charges.
- Please be sure that the reserved area is cleaned up, garbage is placed in garbage cans and the area is vacated by guests by the conclusion of the event.
- Items including decorations, alcohol or other event materials may not be left at Blackberry Farm outside of the reserved event time.

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Restrooms

Rental of the The Barn includes access to permanent restrooms in Blackberry Farm located near Town Square, the Adventure Playground and the Discovery Barn. The restroom trailer located next to The Event Barn can be rented for an additional fee of \$500. If the restroom trailer is not reserved in advance of the reservation, it will remain locked for the duration of your rental.

Safety Reminders

- For the safety of our guests, if there is lightning or thunder in the area, all rides will be shut down.
- Vehicles are not permitted in the park unless approved by the facility manager.
- Picnic tables should not be moved from their set locations unless otherwise approved by the facility manager.

This agreement must be signed and submitted to secure your reservation. I agree to abide by all terms and conditions set forth this document, and that failure to adhere to these regulations will incur financial penalties and possible legal action.

Please read this carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services and vehicle operations, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the District, including its officials, agents, program instructors, volunteers and employees. I hereby authorize and give my consent to the District to photograph/video my child (or me), and without limitation, to use such photographs/video in connection with promoting/advertising the services, programs, and facilities of the District, without consideration of any kind. I have read and fully understand the above important information, warning of risk, assumption of risk, waiver and release of all claims, and photo/video authorization. If registering online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Contact's Name _____

Contact's Signature _____ **Date** _____



Blackberry Farm

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