

# After-Hours Event Request Form

**After-Hours Reservation Availability**

<b>May-September</b>	
<b>Monday-Friday:</b>	4 to 10 p.m.
<b>Saturday/Sunday:</b>	5:30 to 10 p.m.
<b>October</b>	
<b>Saturday/Sunday:</b>	5 to 10 p.m.

## Event Information

Requested Date \_\_\_\_\_ Time \_\_\_\_\_  
(Must include set-up and tear-down 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 our prime season, general event bookings in The Barn are only valid for reservations on Fridays and Sundays. Saturdays during prime season will only be booked 90 days prior to the event date.

## Event Details

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

Expected Number of Guests: Adults \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_

Additional Comments: \_\_\_\_\_

The Barn	Price	# of Hours	Total
Resident*	\$275/hour		\$
Non-resident	\$325/hour		\$
Park Attractions (minimum of 2 hours)	Price	# of Hours	Total
Train	\$50/hour		\$
Carousel	\$50/hour		\$
Hay Wagon	\$50/hour		\$
Additional Items	Price	Amount	Total
Restroom Trailer	\$500	Flat Fee	\$
Bonfire	\$100	Flat Fee	\$
Fireplace	\$100	Flat Fee	\$
Charcoal Grill (charcoal not included)	\$25	Flat Fee	\$
Alcohol	\$100	Flat Fee	\$
White Round Table Linens	\$16/each		\$
<b>Subtotal</b>			\$
<b>Refundable Deposit</b>			<b>\$100</b>
<b>Total</b>			\$

\*Residents are those who live in Aurora, Montgomery, North Aurora or Sugar Grove.

# THE BARN AT BLACKBERRY FARM

## General Event Agreement

### Deposit & Payment

- A \$100 damage deposit is required to secure your reservation.
- Payment of the deposit can be made online. See attached step-by-step.
- The balance of the payment is due via check or credit card 14 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.
- Cancellations made less than 7 days in advance forfeit the entire paid balance upon cancellation.
- 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)
- Personal grills are not permitted but a charcoal grill can be rented for a fee. Charcoal is not included.

Please list any vendors that you will be using during your event. All vendors used for your event need to be submitted to Blackberry Farm 14 days prior to your event to determine insurance requirements.

<b>Moon Jump:</b>	<b>Tents/Party Equipment:</b>
<b>Entertainment:</b>	<b>Portable Restrooms:</b>
<b>Food Service:</b>	<b>Other:</b>
<b>Beverage Service:</b>	

### Decorations

- Blackberry Farm will not provide decorations.
- No permanent or damaging changes may be made to the facility (i.e. nails or tape).
- Confetti, fake flower petals, and rice are not allowed.

### 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 requires a \$100 alcohol fee. Special permitting may be required.
- 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. Failure to do so may result in the rental deposit not being refunded.

### 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.
- The Fox Valley Park District is not responsible for monitoring nor reporting approaching weather systems to its Renters nor to participants and spectators at events held on District property. All risk of injury or death from weather-related conditions that may arise is expressly assumed by Renters, participants and spectators.
- Outside animals are not permitted inside Blackberry Farm, service dogs are permitted with proper certification.

# THE BARN AT BLACKBERRY FARM

## General Event Agreement

**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**

100 S. Barnes Road, Aurora 60506

blackberryreservations@fvpd.net

630-892-1550 • Fax 630-892-1597 • [foxvalleyparkdistrict.org](http://foxvalleyparkdistrict.org)

