

# 2023 Wedding Package Request Form & Agreement



## Wedding Information

Requested Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

## Contact Information

Contact's Name \_\_\_\_\_

Name \_\_\_\_\_  Bride  Groom

Name \_\_\_\_\_  Bride  Groom

Contact's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Main Contact Date of Birth \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## Wedding Details

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

**Wedding Activities:**  Ceremony  Cocktail Hour  Reception

Caterer: \_\_\_\_\_  Music/DJ: \_\_\_\_\_

Photographer: \_\_\_\_\_  Videographer: \_\_\_\_\_

Florist: \_\_\_\_\_  Tents/Chairs/Rentals: \_\_\_\_\_

Other: \_\_\_\_\_

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

### FOR OFFICE USE ONLY

#### Reservation Complete

Reservation has been booked.

STAFF INITIALS \_\_\_\_\_

DATE \_\_\_\_\_

#### Additional Rental Items

Additional rental items have been ordered for this event. See attached rental agreement.

STAFF INITIALS \_\_\_\_\_

DATE \_\_\_\_\_

#### Two Week Meeting (Two weeks before wedding)

STAFF INITIALS \_\_\_\_\_

DATE \_\_\_\_\_

# BLACKBERRY FARM

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<b>Ceremony Options (1 to 7 p.m.)</b>			
<b>Location</b>	<b>Price</b>	<b># of Hours</b>	<b>Total</b>
<input type="checkbox"/> <b>Performance Pavilion</b> • Seats up to 140	\$750	Flat Fee	
<input type="checkbox"/> <b>Picnic 4</b> • Seats up to 140	\$750	Flat Fee	
<b>Reception Options (2 to 11 p.m.) • Seats up to 220</b>			
<b>The Barn</b>	<b>Price</b>	<b># of Hours</b>	<b>Total</b>
<b>May 1 through November 15</b>			
<input type="checkbox"/> Friday or Saturday	\$6,140	Flat Fee	
Sunday reservations are only available on holiday weekends and will be booked with Friday/Saturday reception rates. Holiday weekends include Memorial Day, 4th of July, Labor Day and Columbus Day.			
<b>November 16 through April 30</b>			
<input type="checkbox"/> Friday or Saturday	\$3,700	Flat Fee	
<b>Other Amenities</b>			
<b>Park Attractions (minimum of 2 hours)</b>	<b>Price</b>	<b># of Hours</b>	<b>Total</b>
<input type="checkbox"/> <b>Train</b>	\$50/hour		
<input type="checkbox"/> <b>Carousel</b>	\$50/hour		
<input type="checkbox"/> <b>Wagon</b>	\$50/hour		
<b>Amenity</b>	<b>Price</b>	<b># of Hours</b>	<b>Total</b>
<input type="checkbox"/> <b>Bridal Room</b>	\$50		
<input type="checkbox"/> <b>Bonfire</b>	\$100	Flat Fee	
<input type="checkbox"/> <b>Fireplace</b>	\$100	Flat Fee	
<input type="checkbox"/> <b>Rehearsal (1 hour; based on availability)</b>	\$200	Flat Fee	
Rehearsal space reservations can only be made 90 days or less from the wedding date.			
<input type="checkbox"/> <b>Additional Decorating Time</b>	\$100/hour		
<b>Secure Your Reservation</b>			<b>Subtotal</b>
To secure your reservation, please complete the request form and return to Blackberry Farm. \$1,000 is due at the time of booking. 50% of the remaining balance is due 3 months prior to your event date. Final balance is due 14 days prior to the event. All fees are non-refundable upon cancellation. Late payments may result in event cancellation.			<b>Deposit (Due at booking)</b>
			<b>Remaining Balance</b>
			<b>-\$1,000</b>

Contact's Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

# Wedding Reservation Guidelines & Agreement

## DEPOSIT & PAYMENT

**FOR OFFICE USE ONLY**

Payments	Due Date
<b>\$1,000 Deposit</b>	At Booking
<b>50% of Remaining Balance Paid</b> • 3 months prior to event	
<b>Final Payment Paid</b> • 14 days prior to event	

- All fees are non-refundable upon cancellation.
- Late payments after due dates listed above may result in event cancellation.

## VENDOR GUIDELINES

- All vendors that will be used for your event will need to be submitted to Blackberry Farm in order to determine insurance requirements.

## CATERING

- Caterers must discuss requirements with and provide the following to Blackberry Farm
  - Certificate of Insurance with 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 food is being prepared on-site)
  - Current liquor license (if serving alcohol)
  - Day-of schedule (arrival time, serving time, service duration, etc.)
  - Space requirements, special needs and serving layout
  - Adequate amount of staff (including bussers) based on guest count
- Caterer will have access to the wedding site beginning at 3:30 p.m.
- During the event, catering staff are responsible for: Provision and set-up of all tableware at the start of the couples reservation.
- Clearing all surfaces of plates, trash and glasses
- After service is complete, caterer is responsible for breaking down buffet tables and serving stations, left in the same condition as found.
- A catering representative must remain on-site until all meal and drink service is complete and all related items are removed from the venue.

## BARTENDING

- Bartending services must discuss requirements with and provide the following to Blackberry Farm
  - Certificate of Insurance with 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
    - › Dram Shop/Liquor Liability coverage
  - Bartenders must be BASSET certified.
  - Day-of schedule (arrival time, serving time, service duration, etc.)
  - Space requirements, special needs and layout
  - Adequate amount of staff/bartenders based on guest count
- After service is complete, Bartending Service is responsible for breaking down bar area and should be left in the same condition as found.
- A representative from Bartending Service must remain on-site until all drink service is complete and all related items are removed from the venue.

## ALCOHOL

- Alcohol service ending 30 minutes prior to the end of the scheduled event
- Alcohol is only permitted to guests ages 21 and up

# BLACKBERRY FARM

## Wedding Reservation Guidelines & Agreement

### PHOTOGRAPHY

- Photographers will grant access to Blackberry Farm and Fox Valley Park District to utilize photos taken at the facility for promotional materials.

### ENTERTAINMENT

- Entertainment must discuss requirements with and provide the following to Blackberry Farm.
  - Certificate of Insurance with 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
    - › Day of Schedule (arrival time, day of timeline, etc.)
    - › Space requirements, special needs, and layout

### DECORATIONS

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

### ARRIVAL/DEPARTURE

- Access to The Barn starts at 2 p.m. If additional time is needed the renter will pay \$100/hour.
- Please ensure the reserved area is cleaned up, garbage is placed in the garbage cans and the area is vacated by guests at 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.

### SAFETY REMINDERS

- For the safety of our guests, if there is lightning or thunder in the area, all rides will be shut down. Cancellations and refunds of rides due to weather are handled on a case-by-case basis.
- Vehicles are not permitted in the park unless approved by the facility manager
- Picnic tables should not be moved from their set locations unless 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.

**Rental of The Barn at Blackberry Farm does not include exclusivity to Blackberry Farm. Other areas of the park may be used by Fox Valley Park District or another renter at the discretion of 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 in the Reservations Guidelines & Agreement 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 \_\_\_\_\_