

BLACKBERRY FARM

# After-Hours Reservation Request Form & Agreement

After-Hour Reservation Availability	
May-September	
Monday-Friday:	4 to 10 p.m.
Saturday/Sunday:	5:30 to 10 p.m.
October	
Saturday/Sunday:	5 to 10 p.m.

## Event Information

Requested Date \_\_\_\_\_ Time \_\_\_\_\_  
Must include set-up and tear-down time

## Contact Information

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

Organization Name (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 \_\_\_\_\_

## Event Details

Type of Event (i.e. Birthday Party, Reunion, Family/Company/Church Picnic, Graduation Party):

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Blackberry Farm**  
100 S. Barnes Road, Aurora 60506  
blackberryreservations@fvpd.net  
630-892-1550 • foxvalleyparkdistrict.org



# BLACKBERRY FARM

## After-Hours Reservation Request Form & Agreement

### After-hour Reservations (2 hour minimum)

Basic Reservation	Rates	Number of Hours	Total
<input type="checkbox"/> Rental Fee	\$100 per hour		
<input type="checkbox"/> Alcohol Fee	\$100 per event	Flat Fee	

Requested Shelter / Picnic Area	General Rates Per Hour		Non-profit, Government & School Rates Per Hour		Number of Hours	Total
	Resident*	Non-resident	Resident*	Non-resident		
<input type="checkbox"/> Performance Pavilion Seats up to 100 guests; 26 round tables (3 ft.)	\$75	\$100	\$55	\$75		
<input type="checkbox"/> Boat House Shelter Seats up to 40 guests; 9 round tables (3 ft.)	\$45	\$60	\$35	\$45		
<input type="checkbox"/> Picnic Area 1 Seats up to 256 guests; 32 picnic tables	\$60	\$80	\$45	\$60		
<input type="checkbox"/> Picnic Area 2 Up to 144 guests; 24 picnic tables	\$35	\$50	\$25	\$35		
<input type="checkbox"/> Picnic Area 3 Up to 84 guests; 14 picnic tables	\$35	\$50	\$25	\$35		
<input type="checkbox"/> Picnic Area 4 Seats up to 80 guests; 8 picnic tables	\$60	\$80	\$45	\$60		

Guests	Rate	Total
1-499	Included in rental	
500-999	\$250	
1,000+	\$500	

Additional Rental Items	Rate	Quantity	Total
Train	\$50/hour (2 hour min.)	# of hrs:	
Carousel	\$50/hour (2 hour min.)	# of hrs:	
Wagon	\$50/hour (2 hour min.)	# of hrs:	
Charcoal Grill (charcoal not included)	\$25	Flat Fee	
8 ft. Table	\$10		

### Secure Your Reservation

To secure your reservation, please send the following items to Blackberry Farm:

- Request Form and Agreement
- Reservation Guidelines Form
- If needed and/or requested:
  - Certificate of Insurance
  - 501(c)3 Form
  - \$100 Refundable Deposit

**Full payment is due 14 days before your event.** A receipt and confirmation will be emailed once the reservation has been processed. Checks should be made to Fox Valley Park District. To pay by credit card, please call 630-892-1550.

\*To qualify for the resident rate, the renter must reside in Aurora, Montgomery, North Aurora or Sugar Grove.

<b>Subtotal</b>	
<b>Refundable Deposit</b>	<b>\$100</b>
<b>Total Due</b>	

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

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

## These guidelines must be signed and submitted to secure your reservation



### Deposit & Payment

- A \$100 damage deposit is required to secure the reservation.
- Payment of the deposit can be made online. See attached step-by-step.
- The balance of 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 of the below guidelines may result in the forfeiture of the 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.

### Arrival / Departure

- Please be sure that the reserved area is cleaned up, garbage is placed in the garbage cans and that the area is vacated by guests at the conclusion of the event. Failure to do so may result in the rental deposit not being refunded.

### Admission & Visit

- Please advise your guests to check in at the event gate on the northeast side of the parking lot.
- 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.
- Rental of a tent, or the arrival of vendors outside of rental hours will result in additional charges.

### Food & Alcohol

- Personal grills are not permitted in Blackberry Farm, but can be rented for a fee.
- Food prepared by a vendor on site requires a Certificate of Insurance and Health Permit.
- Alcohol is only permitted to guests ages 21 and up during after-hour rentals and requires a \$100 alcohol fee. Special permitting may be required.
- Small kitchen appliances are not permitted.

### Safety Reminders

- For the safety of our ponies, pony rides do not operate in the rain.
- 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 location 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.

### Vendors

Please list all 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 event to determine insurance requirements.

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

**I agree to abide by all terms and conditions set forth in the Rental Guidelines Agreement and that failure to adhere to these regulations will incur financial penalties and possible legal actions.**

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** \_\_\_\_\_ **Date of Event** \_\_\_\_\_

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