

BLACKBERRY FARM

Daytime Reservation Request Form & Agreement

Daytime Reservation Availability	
May-September	
Monday-Friday:	10 a.m. to 3 p.m.
Saturday:	10 a.m. to 4:30 p.m.
Sunday:	11:30 a.m. to 4:30 p.m.
October	
Saturday/Sunday:	11:30 a.m. to 3:30 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 (1+): Total _____

Additional Comments: _____



Blackberry Farm
 100 S. Barnes Road, Aurora 60506
 blackberryreservations@fvpd.net
 630-892-1550 • Fax 630-892-1597 • foxvalleyparkdistrict.org



Daytime Reservation Request Form

Daytime Reservations (Groups of 10 or more)			
Residency	Rates Per Person	Number of Guests	Total
<input type="checkbox"/> Resident*	\$6		
<input type="checkbox"/> Non-resident	\$9		
<input type="checkbox"/> In-district organization* (Non-profit, government group or school)	\$4.50		
<input type="checkbox"/> Out-of-district organization (Non-profit, government group or school)	\$7		
<input type="checkbox"/> October only (resident & non-resident)	\$7		

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; 25 round tables (3 ft.); 2 8ft. tables	\$80	\$100	\$70	\$80			
<input type="checkbox"/> Boat House Shelter Seats up to 40 guests; 10 round tables (3 ft.); 2 8ft. tables	\$50	\$70	\$40	\$50			
<input type="checkbox"/> Picnic Area 1 Seats up to 300 guests; 30 picnic tables	\$60	\$80	\$50	\$60			
<input type="checkbox"/> Picnic Area 2 Up to 140 guests; 14 picnic tables	\$50	\$70	\$40	\$50			
<input type="checkbox"/> Picnic Area 3 Up to 110 guests; 11 picnic tables	\$45	\$65	\$35	\$45			
<input type="checkbox"/> Picnic Area 4 Seats up to 80 guests; 8 picnic tables	\$40	\$60	\$30	\$40			
Additional Items				Rate	Quantity	Total	
<input type="checkbox"/> Charcoal Grill (20x40") Charcoal not included				\$25	Flat Fee		
					Refundable Deposit		\$100
					Total Due		

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 (non-profit only)

Full payment is due 7 days before your event.

A confirmation and receipt will be emailed once the reservation has been processed. **Deposit must be paid online within 48 hours through your FVPD account.** Directions will be sent via email to you.

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

Please read the following guidelines and sign Page 3 before submitting your reservation.



Blackberry Farm

100 S. Barnes Road, Aurora 60506

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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.
- The balance of payment is due via check or credit card 7 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.
- Additional guests or fees will be deducted from deposit.

Cancellations & Refunds

- Cancellations must be made at least 7 full days in advance of the event to receive a full refund.
- Cancellations made less than 7 days in advance forfeit the \$100 deposit.
- Cancellations made less than 48 hours 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 Admissions Window where they will receive their wristband.
- Guests must wear their wristbands while visiting the park and will need to show it to re-enter.
- 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.

Decorations

- No confetti, piñatas, staples, or nails.
- Balloons are allowed.
- Use of these decorations may result in the rental deposit not being refunded.

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.
- Small kitchen appliances are not permitted.
- Outside food and beverages are permitted (no alcohol).

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.
- Only service dogs are allowed inside Blackberry Farm, all other animals are prohibited.

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.

Entertainment:
Food Service:
Beverage Service:

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.

I certify that all the information above is correct. I have read the Facility Rental Regulations pertaining to use of Fox Valley Park District facilities and will (1) be responsible for all injuries caused by such use, (2) adhere to the rental hours agreed to through the signed contract, and (3) reimburse the Fox Valley Park District for all loss or damage to FVPD equipment/property caused by such use. In consideration or participation as specified at the location requested, for the date(s) and time(s) requested, it is fully understood and agreed by the parties that user shall fully defend, indemnify, and hold harmless the Fox Valley Park District, including its officers, employees, volunteers, and agents against any and liabilities claims, damages, losses, costs, and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this agreement.

Contact's Name _____ **Date of Event** _____

Contact's Signature _____ **Date** _____

Staff Signature _____ **Date** _____