

# 2024 Wedding Reservation Guidelines & Agreement



## Wedding Information

Requested Date \_\_\_\_\_ Day of Week \_\_\_\_\_ Rental Package:  Ceremony & Reception (Noon-12 a.m.)  
 Reception Only (Noon-12 a.m.)  
*(Wedding ends at 11 p.m. with 1 hour to clean-up)*

## Renter Information

Renter's Name \_\_\_\_\_ Renter's Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Wedding Couple Details

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

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

Wedding/Theme Vision: \_\_\_\_\_

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

The Barn at Blackberry Farm is an "as is venue." Staff are not responsible for decor of any kind, catering, flatware, glassware, cake, photographer, transportation, flowers, special lighting, music, bar, alcohol, servers, ceremony officiates etc.

## To Secure Your Reservation

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.



# BLACKBERRY FARM

## Wedding Reservation Guidelines & Agreement

<b>Ceremony Options</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</b> • Seats up to 200			
<b>The Barn (May through October)</b>	<b>Price</b>	<b># of Hours</b>	<b>Total</b>
<input type="checkbox"/> Friday or Saturday	\$6,447	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>Other Amenities</b>			
<b>Park Attractions (1 hour minimum)</b>	<b>Price</b>	<b># of Hours</b>	<b>Total</b>
<input type="checkbox"/> Train	\$50/hour		
<input type="checkbox"/> Carousel	\$50/hour		
<input type="checkbox"/> Wagon	\$50/hour		
<b>Amenity</b>	<b>Price</b>	<b># of Hours</b>	<b>Total</b>
<input type="checkbox"/> Fireplace	\$100	Flat Fee	
<input type="checkbox"/> Bonfire	\$100	Flat Fee	
<input type="checkbox"/> Prep Room (based on availability)	\$100	Flat Fee	
<input type="checkbox"/> Rehearsal (1 hour; based on availability)	\$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 (max of 2 hours)</b>	\$100/hour		
<b>Subtotal</b>			
<b>Deposit</b> (Due at booking)			<b>-\$1,000</b>
<b>Remaining Balance</b>			

### DEPOSIT & PAYMENT

#### FOR OFFICE USE ONLY

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

- All checks should be made payable to the Fox Valley Park District.
- All fees are non-refundable upon cancellation.
- Late payments after due dates listed above may result in event cancellation.

### CANCELLATION POLICY

- In the event the renter cancels the event, the renter shall notify Blackberry Farm immediately in writing.
- All fees paid up until the date of cancellation are not refundable.

# Wedding Reservation Guidelines & Agreement

## RENTAL PACKAGE OVERVIEW & POLICIES

### Reception Only Package

Reception Space & Time:

- 12 hour rental (Noon - 12 a.m.)
- On-site venue staff
- 2 venue meetings
- 6ft round guest tables with white linen
- White Garden Chairs
- Farmhouse tables (3)
- 8' or 6' tables (max of 5) with black linen
- Cocktail tables (4)
- 3 patio tables with 4 chairs at each table
- Bar/Deep freezer
- Garbage removal

### Ceremony & Reception Package

- Reception Only Package Plus
- Ceremony Space & Time
  - Choice of ceremony site
  - 140 guest chairs
  - 6ft table with black linen
  - Ceremony coordination

## WEDDING CEREMONY POLICIES

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. Please see the chart below to see the available wedding ceremony start times for your specific wedding day. We offer three ceremony start times: 4:15 p.m., 4:30 p.m. or 5:15 p.m. Wedding ceremonies typically last 30 to 45 minutes. Please inform our staff if your ceremony will run longer than 45 minutes.




Blackberry Farm Wedding Ceremony Start Times			
<b>May</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Closing Time	Closes at 2 p.m.	Closes at 5 p.m.	Closes at 5 p.m.
Available Start Times	4:15 p.m. • 4:30 p.m. • 5:15 p.m.	5:15 p.m.	5:15 p.m.
<b>June-September</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Closing Time	Closes at 3:30 p.m.	Closes at 5 p.m.	Closes at 5 p.m.
Available Start Times	4:15 p.m. • 4:30 p.m. • 5:15 p.m.	5:15 p.m.	5:15 p.m.
<b>October</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Closing Time	Closed to the Public	Closes at 4 p.m.	Closes at 4 p.m.
Available Start Times	4:15 p.m. • 4:30 p.m. • 5:15 p.m.	4:15 p.m. • 4:30 p.m. • 5:15 p.m.	4:15 p.m. • 4:30 p.m. • 5:15 p.m.

- Ceremony start times must be submitted 8 to 6 months prior to the wedding date and finalized at the 3-month Meeting. Ceremony start times cannot be changed after the 3-month Meeting.
- Ceremonies are scheduled for 45 minutes. This includes giving guests time to arrive and take their seats, walking time from ceremony space to reception, and allows for guests to visit with each other. If you believe your ceremony will last longer than 45 minutes, please let us know.
- We recommend that you plan to start your ceremony 10 to 15 minutes **after** your invitation start time to allow for late arrivals. (If your invitation time is 4 p.m., the actual procession will not begin until 4:10 p.m.). Wedding guests have a long walk from the parking lot to the ceremony site and they usually take a few minutes to greet each other prior to taking their seats.
- Blackberry Farm staff will not decorate or plan ceremonies.
  - Setting up any decorative personal items. This includes things like flowers, bubbles, aisle runners, etc.
- Blackberry Farm Staff will assist with running the rehearsal and/or ceremony.
  - Escorting couple to ceremony location
  - Lining up bridal party
  - Cueing music

# Wedding Reservation Guidelines & Agreement

## WEDDING RIDES POLICIES

- Ride rentals are available for the Train, Wagon & Carousel.
- Ride rentals are offered during cocktail hour only. If there is no cocktail hour, they will be available during the hour prior to dinner.
- Ride rentals are booked based on your selected wedding ceremony start time, if applicable.
- Ride rentals must be booked for a minimum of one hour.

				
Ceremony Time	Ceremony End Time	Ride Start Time	Ride End Time	Reception Start Time
4:15 p.m.	5 p.m.	5 p.m.	6 p.m.	6 p.m.
4:30 p.m.	5:15 p.m.	5:15 p.m.	6:15 p.m.	6:30 p.m.
5:15 p.m.	6 p.m.	6 p.m.	7 p.m.	7 p.m.

- We discourage starting your reception and/or dinner while your rides are operating.
- Ride Rentals are not available after 7 p.m.
- All rides must be booked and finalized by the 3-month meeting. The 3-month meeting is the last opportunity to cancel and receive a refund for the ride. If you are wanting to adjust your rides after the 3-month meeting, it will be based on availability and is not guaranteed.
- Rides are a fun and unique addition to your wedding! Our rides are used in the daily operation of Blackberry Farm. If a ride must be taken out of service due to unforeseen circumstances, your ride will be substituted with a working ride, or you will be refunded the cost of the closed ride. We do our best to inform you with as much notice as possible if a ride should be unavailable. When planning your wedding, please be aware it is possible that rides could become unavailable on short notice, and we apologize for any inconvenience.
- For the safety of our guests and staff, if there is lightning or sever weather in the area, all rides will be shut down. Refund requests due to weather will be handled on a case-by-case basis and approved by the Wedding Services Supervisor.

## WEDDING DAY TIMELINE SUGGESTIONS

Our policies for ceremony start time and rides provide structure to your wedding timeline. These start times will allow your vendors the time they need to set up prior to your ceremony. Below are suggested wedding day timelines based on the available ceremony start times:

4:15 p.m. Ceremony Start Time Timeline	4:30 p.m. Ceremony Start Time Timeline	5:15 p.m. Ceremony Start Time Timeline
4:15 p.m. ● Ceremony	4:30 p.m. ● Ceremony	5:15 p.m. ● Ceremony
5 p.m. ● Cocktail Hour - Ride Rental Begins	5:15 p.m. ● Cocktail Hour - Ride Rental Begins	6 p.m. ● Cocktail Hour - Ride Rental Begins
6 p.m. ● Grand Entrance, Cake Cutting & Dinner	6:15 p.m. ● Grand Entrance, Cake Cutting & Dinner	7 p.m. ● Grand Entrance, Cake Cutting & Dinner
6:45 p.m. ● Speeches	7:15 p.m. ● Speeches	7:45 p.m. ● Speeches
7 p.m. ● First Dance	7:30 p.m. ● First Dance	8 p.m. ● First Dance
10:55 p.m. ● Couple Send Off	10:55 p.m. ● Couple Send Off	10:55 p.m. ● Couple Send Off
11 p.m. ● Wedding Ends & Guest Depart	11 p.m. ● Wedding Ends & Guest Depart	11 p.m. ● Wedding Ends & Guest Depart

# BLACKBERRY FARM

## Wedding Reservation Guidelines & Agreement

### RULES & REGULATIONS

The Barn at Blackberry Farm is an "as is venue". Event planning and coordination with all vendors is the sole responsibility of the renter or wedding couple.

### WEDDING PLANNING & COORDINATION

- The couple is responsible for all planning and day-of coordination.
- Couples will need to submit a completed timeline and vendor list to Blackberry Farm.
- The Blackberry Farm Wedding team is responsible for the needs of the venue and physical space and will not provide planning services. The Wedding Team is more than happy to answer questions and provide recommendations.
- Blackberry Farm Wedding Team will provide two opportunities for in person meetings scheduled around the payment due dates.
  - 3-Month Meeting
    - › Rehearsal, rides, and prep room will be scheduled
    - › Submit vendors
    - › Select floorplan
    - › Make 50% payment
  - Final Meeting
    - › Submit final timeline
    - › Make final payment
    - › Finalize floorplan & guest count
- Blackberry Farm staff is responsible for the following:
  - Set up tables, chairs and included linens.
  - Lighting, HVAC control, upkeep of facility, running the rides.
  - Direct vendors to their set-up locations.
  - Provide managerial and janitorial staff

Below are all other aspects of planning and coordination that is the sole responsibility of the couple or hired planner.

#### **Day of Setup:**

- Setting up any decorative personal items. This includes items such as flowers, centerpieces, guest book, candles, photographs, memory table pictures, seating chart/name cards, decorating arbors, putting flowers on the cake, etc.
- Arrange place settings (fold napkins, plates, silverware, and glassware etc.).

#### **Rehearsal/Ceremony:**

- At our final meeting, we can offer opinions or suggestions on how a ceremony is best run, but ultimately the run of the ceremony is up to you. We will assist in running the rehearsal and/or ceremony (lining up, cueing music, etc.).
- It is the responsibility of the couple, DJ, and/or officiate to plan the ceremony and processional/recessional (timing of the songs, what is said, how and when each person is walking).

#### **Reception:**

- Running of the timeline during reception including: releasing tables, plating food, cutting cake, restocking cupcakes.
- All of these would fall under the scope of work of your vendors (DJ, caterer, photographer, day-of coordinator, etc.).

#### **End of the night and cleanup:**

- Gathering and packing up items to be taken that night: all leftover food and alcohol, all decor items, any personal items in the bridal/preparation room and cards/gifts.
- Making sure all guests are accounted for, have a way to get home, and everyone has departed by midnight.
- Paying any outstanding payments to vendors settled.

# BLACKBERRY FARM

## Wedding Reservation Guidelines & Agreement

### 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

#### Meals are required to be supplied by a professional insured and licensed caterer.

- Caterers must discuss requirements 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. Auto Liability is required if vehicles will be operating inside the park.
    - › 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 venue beginning at the start of the couples reservation.
- During the event, catering staff are responsible for: Provision and set-up of all tableware at the start of the couples reservation.
- Bussing all tables of plates, trash, glasses and clearing all prep and food service areas.
- After service is complete, caterer is responsible for breaking down buffet tables and serving stations. Tables need to be 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.

### EVENT SERVICE

If your catering company does not provide day-of services, an additional service vendor is required to handle the clean up and remain on site for the duration of the meal.

### 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. Auto Liability is required if vehicles will be operating inside the park.
    - › 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. Bar area 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.

# BLACKBERRY FARM

## Wedding Reservation Guidelines & Agreement

### ALCOHOL

**To adhere to permit requirements, all alcohol rules are strictly enforced.**

- Alcohol is not allowed to be consumed during open park hours.
- All guests must adhere to state and local laws governing alcohol use.
- All alcohol must be served by a certified bartending service.
- No alcohol self-service, shots, or open bottles at tables. All toasts must be poured by bartending staff.
- Alcohol brought in outside the rental time will be removed from the premises by Blackberry Farm Wedding Staff.
- Alcohol service must end 30 minutes prior to the end of the scheduled event.
- Alcohol is only permitted to guests ages 21 and older.
- The renter assumes liability for alcohol service and consumption.
- Renters/couples are responsible for providing all of the alcohol for the event, either purchasing it themselves or having their caterer/bartender provide it.
- At any time, if the bartender or venue owner deems alcohol consumption to be excessive, the staff has the right to close all alcohol service and/or evict any intoxicated guest from the premises.
- All alcohol must be removed at the conclusion of the event. Any items left will be disposed.

### SMOKING

- By the direction of the Executive Director, smoking is permitted at the Barn at Blackberry Farm in conjunction with a private rental.
- Smoking is only permitted in designated areas outside of the venue, all other areas in the park are smoke-free, and smoking is strictly prohibited
- Smoking and vaping are prohibited inside the grounds of Blackberry Farm or in the interior of the venue.

### 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 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
- Music is allowed until 11 p.m. Starting at 10:30 p.m. the volume must be lowered.

### DECORATIONS

- All decorations must be pre-approved by the Final Meeting.
- No permanent or damaging changes can be made to the facility (i.e. nails, staple guns).
- Tossed confetti, fake flower petals, and rice are not allowed. Biodegradable items to toss are allowed with prior approval.
- All decorations must be removed at the conclusion of the event. Any items left will be disposed.
- Smoke/fog machines and fireworks are prohibited.
- Real candles and sparklers are allowed with prior approval.

# BLACKBERRY FARM

## Wedding Reservation Guidelines & Agreement

### ARRIVAL/DEPARTURE

- Access to The Barn begins at your contracted rental start time.
- If additional time is needed the renter will pay \$100/hour.
  - Occupying the space before/after your contracted rental time, may result in additional time being charged.
- 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 and will be disposed of.
- The wedding must end at 11 p.m. All personal items and guests must vacate Blackberry Farm by midnight.
- Prep room reservation can be made 90 days prior to the wedding date, based on availability.
  - Prep room will remain unlocked for the day. Do not leave valuables in the prep room.
  - All personal items must be removed from the prep room by 9 p.m.
  - Any items left will be disposed of.

### SAFETY REMINDERS

- The Fox Valley Park District is not responsible for lost/stolen items.
- 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.
- 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.
- Vehicles are not permitted in the park unless approved by the Facility Manager with required insurance.
- Picnic tables should not be moved from their set locations unless approved by the Facility Manager.
- Only service dogs are allowed inside Blackberry Farm, all other animals are prohibited.

**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 Wedding Reservations Guidelines & Agreement document, and that failure to adhere to these regulations will incur financial penalties and possible legal action.
- I am responsible for any damage to the premises and site, including the behavior of my guests and vendors.

For consideration of use of Fox Valley Park District property for a special use event, I recognize and acknowledge that there may be certain risks of personal injury and property loss arising from the event and I agree to assume the full risk of any injuries, including death, loss or damage of property from conducting the event. I agree to waive and relinquish all claims I may have as a result of hosting the event. I do hereby fully release and discharge the Fox Valley Park District and its Commissioners, agents, servants and employees from any and all claims from injuries, including death, damage or loss which may occur to participants through activities of conducting the event. District reserves the right to require certificate of insurance for any event that increases the district's liability. If required the User shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the dates(s) and nature of the event no later than twenty-one (21) days prior to the event. If alcoholic beverages are being served or consumed, User must also provide proof of Dram Shop and Liquor Liability insurance. User's insurance shall be primary insurance as respects the District. Any insurance or self-insurance maintained by the District shall be excess of user's insurance and shall not contribute with it. User's insurer shall agree to waive all rights of subrogation against the District. District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the District from any and all losses, claims, suits or judgement or damages that user might sustain as a result of any and all activities connected with or associated with this Agreement. I have read and fully understand the above details and Waiver and Release of all claims.

**Renter's Name** \_\_\_\_\_

**Renter's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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