



BLACKBERRY FARM

# Self-Guided Field Trip Reservation Form

Office Use	
Reservation # _____	
Household # _____	
Lunch Area 1 2 3 4	
Lunch Time a.m/p.m. _____	
<input type="checkbox"/> Email Confirmation	<input type="checkbox"/> Final Payment
<input type="checkbox"/> Reminder Email Sent	<input type="checkbox"/> Refund Submitted

## Group Information

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

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Organization Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Field Trip Coordinator \_\_\_\_\_ Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Day-Of Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## Program Information

Requested Date \_\_\_\_\_ Alternative Date \_\_\_\_\_

Arrival Time \_\_\_\_\_ a.m. / p.m. Departure Time \_\_\_\_\_ a.m. / p.m.

Requested Picnic Time \_\_\_\_\_ a.m. / p.m. (Outdoor picnic area for 30 minutes)

No. of Students (1+ years) \_\_\_\_\_ No. of Chaperones \_\_\_\_\_ No. of Teachers \_\_\_\_\_ Total No. Attending \_\_\_\_\_

How will you be arriving to Blackberry Farm?  School Bus  Small Bus  Van  Individual Cars

### On the Farm Field Trip (May-September)

May: M-F, 9:30 a.m.-2 p.m. June-Aug: M-F 9:30 a.m.-2:30 p.m. Sept. Fridays 9:30 a.m.-3:30 p.m.  
Suitable For Grades (Pre-K to Grade 5)

#### Resident Groups

(Organization is located in Aurora, North Aurora, Montgomery, or Sugar Grove)

	Rate Per Person	Number of Guests	Total
Resident Student	\$5		\$
Resident Chaperone (Within 1:5 Ratio)	Included	-	\$
Additional Resident Chaperone	\$5		\$
Teachers	Included	-	\$
		<b>Total Due</b>	\$

#### Non- Resident Groups

	Rate Per Person	Number of Guests	Total
Non-Resident Student	\$6.50		\$
Non-Resident Chaperone (Within 1:5 Ratio)	Include	-	\$
Additional Non-Resident Chaperone	\$6.50		\$
Teachers	Included	-	\$
		<b>Total Due</b>	\$

## Booking Information

- Please complete the front page with your trip information as well as read and sign the guidelines on the second page.
- Email the completed field trip form to [blackberryreservations@fvpd.net](mailto:blackberryreservations@fvpd.net)
- Once we receive your field trip request form, we will make the reservation and send you a confirmation receipt. If requested date is not available, we will reach out for an alternative date if one is not indicated on the form.
- Payment in full is due the day of the field trip date based on the number of students, teachers, and chaperones present. We will accept credit card or a check.
  - Checks should be made payable to Fox Valley Park District.

## Cancellations

- Cancellations must be made within 24 hours of scheduled program.
- Weather-related cancellations may be rescheduled based on availability.
- Refunds will be handled on a case-by-case basis.

## Buses & Arrival

- Bus drivers are welcome to enter the park free of charge.
- Please inform all bus drivers to follow the posted signage to unload in the proper areas.
  - Buses are not permitted to drive through or unload in Circle Drive.
  - Buses can drop off groups along the North-East side on the parking lot near the colored flags.
  - Buses must park on the south side of the parking lot.
- Unload all passengers and lineup against the wooden fence.
  - Take a final headcount (teachers, chaperones, & students) and give to Blackberry Farm field trip coordinator.
  - Blackberry Farm's field trip coordinator will submit the final guest count electronically.
  - The group representative will walk to the Giftshop to make the final payment. Your group should remain against the fence. Staff in the giftshop will take the final payment and email a copy of the receipt.
  - Head back to your group and Blackberry Farm's field trip coordinator will walk your group to the Special Events Gate. Groups are not allowed to enter through the main entrance.



## Reminders

- Blackberry Farm is open to the public during self-guided field trips.
- Scheduled groups will be provided a picnic area for a 30-minute lunch.
- Field trips will be booked back-to-back at the picnic areas. Personal belongings should not be left at the picnic area outside of your lunch timeslot.
- We do not have an area to leave lunches. We encourage all students/campers to have a backpack to carry their belongings.
- A minimum of 1 chaperone per 5 students is recommended. Chaperones within this ratio are free of charge. All others are charged admission.

## Attractions

- Pony Rides: The Pony Ride has a 70 lb. weight limit. Students that exceed the weight limit are invited to pet the ponies.
- Paddle Boats: An adult chaperone is required to accompany children on all boat rides. An additional chaperone is required to remain on the boat dock to supervise children that may be waiting to ride.
- We understand that our pony rides and paddle boat attractions may not be suitable for all groups, please communicate to all chaperones if you would like your group to participate in these attractions during your visit.
- Attractions will close due to inclement weather. Participants will be instructed to take shelter at an indoor location or on the bus.
- 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.

## Waiver

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.

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_



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

