

# After-Hours Event Request Form

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

## Event Information

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

## Contact Information

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

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

## 90 Day Policy

Prime reservation season for The Barn at Blackberry Farm is May 1 - Oct. 31. Reservations looking to reserve a Saturday must meet the minimum package pricing in order to book.

During our prime season, general event bookings in The Barn are only valid for reservations on Fridays and Sundays. Saturdays during prime season will only be booked 90 days prior to the event date.

## Event Details

Type of Event (i.e. birthday, reunion, picnic, graduation): \_\_\_\_\_

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

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

The Barn	Price	# of Hours	Total
Resident*	\$325/hour		\$
Non-resident	\$375/hour		\$
Park Attractions (minimum of 2 hours)	Price	# of Hours	Total
Train	\$50/hour		\$
Carousel	\$50/hour		\$
Hay Wagon	\$50/hour		\$
Additional Items	Price	Amount	Total
Bonfire	\$100	Flat Fee	\$
Fireplace	\$100	Flat Fee	\$
Charcoal Grill (charcoal not included)	\$25	Flat Fee	\$
Alcohol Fee	\$100	Flat Fee	\$
White Round Table Linens	\$17/each		\$

\*Residents are those who live in Aurora, Montgomery, North Aurora or Sugar Grove.

<b>Subtotal</b>	\$
<b>Refundable Deposit</b>	<b>\$250</b>
<b>Total</b>	\$

### Office Use Only

Deposit Paid on \_\_\_\_\_  
 Final Balance Due on \_\_\_\_\_

# THE BARN AT BLACKBERRY FARM

## General Event Agreement

### Deposit & Payment

- A \$250 damage deposit is required to secure your reservation.
- Payment of the deposit can be made online.
- The balance of the 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 guidelines listed below may result in forfeiture of 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.

### Vendors & Catering

- All vendors that will be used for your event will need to be submitted to Blackberry Farm to determine insurance requirements.
- Caterers staying on-site must meet 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
  - Copy of Health Department license (if preparing food on-site)
- Personal grills are not permitted but a charcoal grill can be rented for a fee. Charcoal is not included.

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 your event to determine insurance requirements.

<b>Catering:</b>	<b>Other:</b>
<b>Beverage Service:</b>	
<b>Entertainment:</b>	
<b>Rental Decor:</b>	

### Decorations

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

### After-Hours Reservations

#### ALCOHOL

- Alcohol service must end 30 minutes prior to the end of the scheduled event.
- Alcohol is only permitted to guests ages 21 and up, and requires a \$100 alcohol fee. Special permitting may be required.
- Alcohol is not permitted during Blackberry Farm public open hours.
- General liability (host) insurance purchased through [theeventhlep.com](http://theeventhlep.com) is required for renters that are permitted to self-serve alcohol.

#### ADMISSION & VISIT

- Please advise your guests to check in at The Barn.
- 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.
- Arrival of vendors outside of rental hours will result in additional charges.
- Please be sure that the reserved area is cleaned up, garbage is placed in garbage cans and the area is vacated by guests by 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. Failure to do so may result in the rental deposit not being refunded.

### Safety Reminders

- 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 locations unless otherwise 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.
- Inflatables such as bounce houses or moon jumps are not permitted.

# THE BARN AT BLACKBERRY FARM

## General Event Agreement

**This agreement must be signed and submitted to secure your reservation. I agree to abide by all terms and conditions set forth this document, and that failure to adhere to these regulations will incur financial penalties and possible legal action.**

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 judgment 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.

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

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



### **Blackberry Farm**

100 S. Barnes Road, Aurora 60506

thebarn@fvpd.net

630-892-1550 • Fax 630-892-1597 • [foxvalleyparkdistrict.org](http://foxvalleyparkdistrict.org)

