

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 \_\_\_\_\_  
3-hour minimum; 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 \_\_\_\_\_

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: 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

### 1. Guest Count

After-hour Reservations (3 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	

### 2. Reservation Location

Requested Shelter / Picnic Area	General Rates Per Hour		Non-profit, Government & School Rates Per Hour		Number of Hours (3 hour minimum)	Total
	Resident*	Non-resident	Resident*	Non-resident		
<input type="checkbox"/> Performance Pavilion Seats up to 100 guests; 25 round tables (3 ft.); 2 - 8 ft. rectangle 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 230 guests; 23 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 60 guests; 6 picnic tables	\$40	\$60	\$30	\$40		
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)		\$30		Flat Fee		
8 ft. Table		\$15				

### 3. 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 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.

<b>Refundable Deposit</b> The deposit payment does not go toward the rental total balance.	<b>\$100</b>
<b>Total Due</b>	

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

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



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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. The deposit payment does not go toward the rental total balance.
- 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.

### 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 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.
- The arrival of vendors outside of rental hours will result in additional charges.
- All rentals and vendors must be pre-approved 14 days prior to reservation.

### Decorations

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

### 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.
- Pony Rides: The Pony Ride has a 70 lb. weight limit. Guests that exceed the weight limit are invited to pet the ponies.
- Paddle Boats: An adult is required to accompany children on all boat rides. An additional adult is required to remain on the boat dock to supervise children that may be waiting to ride.
- Our rides are used in the daily operation of Blackberry Farm and can be taken out of service due to unforeseen circumstances. When planning your event, 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, if there is lightning or thunder in the area, all rides will be shut down.
- Vehicles are not permitted in the park.
- Picnic tables should not be moved from their set location.
- 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. Vendors will be denied entry if they are not approved prior to the reservation.

<b>Entertainment:</b>	<b>Other:</b>
<b>Food Service:</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.**

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** \_\_\_\_\_