

Blackberry Farm

Wedding Package

Request Form & Agreement

Wedding Information

Requested Date _____ Time _____

Contact Information

Contact's Name _____

Name _____ Bride Groom

Name _____ Bride Groom

Contact's Address _____

City _____ State _____ Zip _____

Contact Phone Number _____

Cell Phone Number _____ Main Contact Date of Birth _____

Email _____ Fax _____

Emergency Contact Name _____ Phone Number _____

Wedding Details

Expected Number of Guests: Adults _____ Children _____ Total _____

Wedding Activities: Ceremony Cocktail Hour Reception

Caterer: _____ Music/DJ: _____

Photographer: _____ Videographer: _____

Florist: _____ Tents/Chairs/Rentals: _____

Other: _____

Additional Comments: _____

FOR OFFICE USE ONLY

Reservation Complete

Reservation has been booked.

STAFF INITIALS _____

DATE _____

Additional Rental Items

Additional rental items have been ordered for this event. See attached rental agreement.

STAFF INITIALS _____

DATE _____

Confirmation Call (One week before event)

Confirmation call completed.

STAFF INITIALS _____

DATE _____



Blackberry Farm

100 S. Barnes Road, Aurora 60506

Holly Wiggins: blackberryreservations@fvpd.net

630-892-1550 • Fax 630-892-1597 • foxvalleyparkdistrict.org



Blackberry Farm

Wedding Package

Request Form & Agreement

Ceremony, reception and cocktail hour reservations include on-site attendant during event, use of tables, chairs and picnic tables. Tents, additional tables and chairs area available for rent.

Ceremony Options (8 a.m. to 5 p.m.)			
Location	Resident	Non-resident	Total
<input type="checkbox"/> Performance Pavilion	\$500	\$750	
Reception Options (8 a.m. to 10 p.m.)			
Location	Resident	Non-resident	Total
<input type="checkbox"/> Performance Pavilion & Area 1	\$1,750	\$2,500	
Other Amenities			
<input type="checkbox"/> Bridal Room	\$50 per hour	\$60 per hour	
<input type="checkbox"/> Rides	\$75 (2 hours; may be split between 2 rides)		
<input type="checkbox"/> Alcohol Permit	\$100 per event		
<input type="checkbox"/> Bonfire	\$75 flat fee		
<input type="checkbox"/> Security Fee (required with alcohol permit)	\$70 per hour		
			Subtotal
			Refundable Deposit
			Total Due

Secure Your Reservation

To secure your reservation, please send the following items to Blackberry Farm:

Request Form and Agreement \$100 Refundable Deposit

Reservation Guidelines Form

If needed and/or requested:

Additional Rental Items Form 501(c)3 Form

Certificate of Insurance Health Permit

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

Full payment is due 7 days before your wedding. 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 630-264-7408.

Contact's Signature _____ Date _____

Staff Signature _____ Date _____



Blackberry Farm

100 S. Barnes Road, Aurora 60506

Holly Wiggins: blackberryreservations@fvpd.net

630-892-1550 • Fax 630-892-1597 • foxvalleyparkdistrict.org

