

# Blackberry Farm Birthday Party Request Form

## Event Information

Requested Date \_\_\_\_\_ Time \_\_\_\_\_

Birthday Child's Name \_\_\_\_\_

## 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 \_\_\_\_\_ Fax \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Birthday Party Package Options	First 15 Guests		Number of Add'l Guests		Each Additional Guest			Total
	Resident*	Non-resident	# of children	# of adults	Resident Child*	Non-resident Child	Adult	
<input type="checkbox"/> <b>Blackberry Experience</b> All-day admission for 15 guests, 1 hour in reserved party area with a birthday party attendant, pizza, drink and paper products. Includes commemorative party gift for each child.	\$150	\$180			\$10	\$12	\$4.50	
<input type="checkbox"/> <b>Blackberry Premium Experience</b> All-day admission for 15 guests, 1.5 hours in reserved party area with a birthday party attendant, pizza, dessert treat, drink and paper products. Includes commemorative party gift for each child.	\$180	\$210			\$10	\$12	\$4.50	

## Secure Your Reservation

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

\$50 Refundable Deposit

**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 630-264-7408.

<b>Subtotal</b>	
<b>Refundable Deposit</b>	<b>\$50</b>
<b>Total Due</b>	

## FOR OFFICE USE ONLY

### Reservation Complete

Reservation has been booked.

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

## Birthday Party Guidelines Agreement

### Deposit and Payment

- The \$50 refundable deposit is required to secure the reservation.
- The balance of payment is due via check or credit card 7 full days prior to the event.
- The deposit will be refunded within 10-15 business days less any additional costs, i.e. additional guests or food.

### Cancellations & Refunds

- Cancellations must be made at least 14 days in advance of the event to receive a full refund. Cancellations made less than 14 days in advance forfeit the \$50 deposit.
- Cancellations made less than 7 days in advance are responsible for the full payment of the selected birthday party package.
- Weather refunds are determined on a case by case basis.
- Refunds take up to 10-15 days to be processed.

### Guests

- If less than 15 children attend, adults can be included in the package.
- The birthday child and birthday party parents are free and do not apply toward the 15 guests included in the package.
- Children under the age of 2 are free. Food, beverage and commemorative gift are not included with children under 2.

### Birthday Party General Information

- Birthday parties are held at one of two of Blackberry Farm's Birthday Party Decks located near the adventure playground. The deck includes tables and chairs for 35 guests and is decorated with two balloon bouquets for each party.
- All Blackberry Farm rides and amenities are included with the birthday party packages. Special activities outside of daily admissions fees are not included.
- Each child age 2 and up receives a Blackberry Farm "mood cup" that changes color to take home.
- The Blackberry Experience and Premium Blackberry Experience package include two pizzas and juice box for each child. Additional food and drink can be purchased or families may bring in additional food and drink. Alcohol is not permitted. Minor items such as cake for your party can be stored in the Blackberry Farm admissions office until the start of your party. **Refrigeration is not available.**

### Weather

- Blackberry Farm is open rain or shine, weather related cancellations are handled on a case by case basis.

I agree to abide by all terms and conditions set forth in the Birthday Party Guidelines Agreement and that failure to adhere to these regulations will incur financial penalties and possible legal actions.

Contact Name \_\_\_\_\_ Date \_\_\_\_\_

Contact Signature \_\_\_\_\_ Date \_\_\_\_\_



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