

BLACKBERRY FARM

Wedding Reservation Guidelines & Agreement

DEPOSIT & PAYMENT

- \$1,000 is due at the time of booking
- 50% of the remaining balance is due 3 months prior to your event date.
- Final balance is due 14 days prior to the event date.
- All fees are non-refundable upon cancelation.

VENDOR GUIDELINES

Catering

- Caterers must discuss requirements with and provide the following to Blackberry Farm: Certificate of Liability with the Fox Valley Park District listed as additional insured, with proof of general and auto liability
- Copy of Health Department license
- Current liquor license
- Caterer must provide day-of schedule (arrival time, serving time, service duration, etc.)
- Caterer must confirm space requirements, special needs and serving layout with Blackberry Farm
- Caterers must provide adequate amount of staff (including bussers) based on guest count
- Caterer will have access to the wedding site beginning at 3:30 p.m.
- During the event, catering staff are responsible for: Provision and set-up of all tableware
- Clearing all surfaces of plates, trash and glasses
- After service is complete, caterer is responsible for breaking down buffet tables and serving stations, left in the same condition as found.
- A catering representative must remain on-site until all meal and drink service is complete and all related items are removed from the venue.

Photography

- Photographers will grant access to Blackberry Farm and Fox Valley Park District to utilize photos taken at the facility for promotional materials.

DECORATIONS

- No permanent or damaging changes can be made to the facility (i.e. nails or tape on painted walls).
- Confetti is not allowed

ARRIVAL/DEPARTURE

- Access to The Barn starts at 4:00pm. If additional time is needed the renter will pay \$100/Hour.
- Please ensure the reserved area is cleaned up, garbage is placed in the garbage cans and the area is vacated by guests at the conclusion of the event.

ALCOHOL

- Alcohol service ending 30 minutes prior to the end of the scheduled event
- Alcohol is only permitted to guests ages 21 and up and must be served by a catering company with a valid liquor license.
- Alcohol is prohibited from being consumed or brought on rides.

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 approved by the facility manager

THIS AGREEMENT MUST BE SIGNED AND SUBMITTED TO SECURE YOUR RESERVATION.

I agree to abide by all terms and conditions set forth in the Reservations Guidelines & Agreement document, and that failure to adhere to these regulations will incur financial penalties and possible legal action.

Contact's Name _____

Contact's Signature _____ Date _____



Blackberry Farm

100 S. Barnes Road, Aurora 60506

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