



# 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

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<b>Ceremony Options (1 to 5 p.m.)</b>			
<b>Location</b>	<b>Price</b>	<b># of Hours</b>	<b>Total</b>
<input type="checkbox"/> Performance Pavilion	\$500	Flat Fee	
<input type="checkbox"/> Picnic 1	\$500	Flat Fee	
<input type="checkbox"/> Picnic 4	\$500	Flat Fee	
<b>Reception Options (4 to 11 p.m.)</b>			
<b>The Barn</b>	<b>Price</b>	<b># of Hours</b>	<b>Total</b>
<b>May 1 through November 15</b>			
<input type="checkbox"/> Friday or Saturday	\$5,400	Flat Fee	
<input type="checkbox"/> Sunday	\$4,900	Flat Fee	
<b>November 16 through April 30</b>			
<input type="checkbox"/> Friday, Saturday or Sunday	\$3,250	Flat Fee	
<b>Other Amenities</b>			
<b>Amenity</b>	<b>Price</b>	<b># of Hours</b>	<b>Total</b>
<input type="checkbox"/> Bridal Room	\$50		
<input type="checkbox"/> Rides (2 hours per ride)	\$75		
<input type="checkbox"/> Train <input type="checkbox"/> Carousel <input type="checkbox"/> Wagon <input type="checkbox"/> Paddle Boats			
<input type="checkbox"/> Bonfire	\$75	Flat Fee	
<input type="checkbox"/> Rehearsal	\$200	Flat Fee	
<input type="checkbox"/> Additional Decorating Time	\$100		
<b>Subtotal</b>			
<b>Deposit</b>			<b>\$1,000</b>
<b>Total Due</b>			

### Secure Your Reservation

To secure your reservation, please complete the request form and return to Blackberry Farm. \$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. All fees are non-refundable upon cancellation.

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

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_



### Blackberry Farm

100 S. Barnes Road, Aurora 60506

Rebecca Harling: [blackberryreservations@fvpd.net](mailto:blackberryreservations@fvpd.net)

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



# 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

- All vendors that will be used for your event will need to be submitted to Blackberry Farm in order to determine insurance requirements.

### 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. Please read this carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services and vehicle operations, when provided). I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the District, including its officials, agents, program instructors, volunteers and employees. I hereby authorize and give my consent to the District to photograph/video my child (or me), and without limitation, to use such photographs/video in connection with promoting/advertising the services, programs, and facilities of the District, without consideration of any kind. I have read and fully understand the above important information, warning of risk, assumption of risk, waiver and release of all claims, and photo/video authorization. If registering online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

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

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