

# General Event Request Form



## Event Information

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

## Contact Information

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

Organization (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 \_\_\_\_\_

## Event Details

Type of Event (i.e. birthday, reunion, picnic, graduation): \_\_\_\_\_

Expected Number of Guests: Adults \_\_\_\_\_ Children \_\_\_\_\_ Total \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Daytime Admission		Number of Guests		Total
May-Sept.	Resident: \$4.50			\$
	Non-resident: \$7			\$
Oct.	\$6 each		Total #:	\$
Requested Rental	Resident	Non-resident	# of Hours	Total
Daytime	\$175/hour	\$225/hour		\$
After-hours	\$275/hour	\$325/hour		\$
Additional Items	Rate	Quantity		Total
Rides (2 hr. minimum)	\$75	# of hours:		\$
<input type="checkbox"/> Train <input type="checkbox"/> Carousel <input type="checkbox"/> Wagon <input type="checkbox"/> Paddle Boats				
Charcoal Grill	\$25	Flat Fee		\$
8 ft. Table	\$10 each			\$
*Alcohol	\$100	Per Event		\$
*Security Fee	\$70	# of hours:		\$
*After-hours options only Residents are those who live in Aurora, Montgomery, North Aurora or Sugar Grove.				<b>Subtotal</b> \$
				<b>Refundable Deposit</b> \$100
				<b>Total</b> \$

# THE BARN AT BLACKBERRY FARM

## General Event Agreement

### Deposit & Payment

- A \$100 damage deposit is required to secure your reservation.
- The balance of the payment is due via check or credit card seven full days prior to the event.
- Failure to pay the balance in advance will result in reservation cancellation.
- Violation of any guidelines listed below may result in forfeiture of deposit.

### Cancellations & Refunds

- Cancellations must be made at least 14 full days in advance of the event to receive a full refund.
- Cancellations made less than 14 days in advance forfeit the \$100 deposit.
- Blackberry Farm is open rain or shine. Weather-related cancellations and refunds are handled on a case-by-case basis.

### Vendors & Catering

- All vendors that will be used for your event will need to be submitted to Blackberry Farm to determine insurance requirements.
- Caterers preparing food on-site must meet with and provide the following to Blackberry Farm:
  - Certificate of Liability (Fox Valley Park District listed as additional insured) and proof of general and auto liability
  - Copy of Health Department license
  - Current liquor license
- Personal grills are not permitted but can be rented for a fee.

Please list the vendors that you will be using during your event:

<b>Moon Jump:</b>	<b>Tents/Party Equipment:</b>
<b>Entertainment:</b>	<b>Portable Restrooms:</b>
<b>Food Service:</b>	<b>Other:</b>
<b>Beverage Service:</b>	
<b>Certificate of Insurance is required for vendors NOT included on Fox Valley Park District's Registered Vendor List.</b>	
<input type="checkbox"/> My vendor(s) is a FVPD Registered Vendor - no Certificate of Insurance required	
<input type="checkbox"/> My vendor(s) is not a FVPD Registered Vendor - Certificate of Insurance attached	

### Decorations

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

### Daytime Reservations

#### ADMISSION & VISIT

- Please advise your guests to check in at the Admissions Window where they will receive their wristband.
- Guests must wear wristbands while visiting the park.
- 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 11 p.m.
- Rental of a tent or the arrival of vendors outside of rental hours will result in additional charges.
- Please be sure that the reserved area is cleaned up, garbage is placed in garbage cans and the area is vacated by guests by the conclusion of the event.

### After-Hours Reservations

#### ALCOHOL

- Alcohol service must end 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.

#### ADMISSION & VISIT

- Please advise your guests to check in at The Barn.
- 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 11 p.m.
- Rental of a tent or the arrival of vendors outside of rental hours will result in additional charges.
- Please be sure that the reserved area is cleaned up, garbage is placed in garbage cans and the area is vacated by guests by the conclusion of the event.

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## General Event Agreement

### 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 otherwise 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 this 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** \_\_\_\_\_



### Blackberry Farm

100 S. Barnes Road, Aurora 60506

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

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