

VENDOR POLICIES & GUIDELINES



The Barn at Blackberry Farm has an open vendor policy which allows renters to choose vendors they prefer provided they adhere to Fox Valley Park District Weddings Vendor Policies & Guidelines. We aim to foster a positive relationship with our vendors to ensure the perfect event for our renters, your clients! Our Vendor Guidelines provide vendors with important information while servicing renters while in our space. We look forward working with you!

GENERAL INFORMATION



THE BARN

AT BLACKBERRY FARM

100 S BARNES RD, AURORA, IL 60506

A FACILITY OF THE FOX VALLEY PARK DISTRICT

Visit us online at

[FOX VALLEY PARK DISTRICT WEDDINGS](#)

- ◆ The Barn is 4,500 square foot rustic pole barn located inside the grounds of Blackberry Farm. Inside has 3 large sliding barn doors, 3 fans, dimmable café & utility lighting, Bluetooth speakers, 2 wireless microphones, & 1 TV (HDMI hook up).
- ◆ Seats up to 200 guests. Guests are seated at 72" round tables with white garden chairs and white floor length tablecloths.
- ◆ Detached ADA compliant luxury restroom trailer with heating and air conditioning.
- ◆ Ample outlets throughout the venue.
- ◆ 2 outdoor ceremony sites (The Pavilion and The Picnic Area) are located inside the park. Ceremonies can be moved inside The Barn during extreme weather.
- ◆ Ceremonies held at the Picnic Area use chairs from The Barn and will be moved by venue staff during cocktail hour.
- ◆ The Barn has heating and air conditioning, however is not temperate controlled and can be hot or cold on depending on the outside temperature. Vendor staff should dress for the weather.



ARRIVAL & DEPARTURE PROCEDURES

- ◆ Arrive at The Barn and check in with the Venue Coordinator prior to unloading.
- ◆ Use the driveway next to The Barn to load in and out. Please relocate your vehicle to the parking lot after loading.
- ◆ Hand carts are available to use on a first come first serve basis.
- ◆ Driving within park grounds is generally not permitted. Discuss this requirement with venue staff. Driving into the park requires pre-approval, arrival and departure times, and a COI with auto liability coverage.
- ◆ A 2 seated utility golf cart, driven by staff only is available upon request. Golf carts are not exclusive to vendors. Golf cart operators first priority is to transport wedding guests from ceremony sites to The Barn.
- ◆ Vehicles can be left in the parking lot over night at their own risk.



ACCESS TIME

- ◆ Vendors have access to the venue at the start time of the rental per the venue rental contract. Access will not be given before or after the rental time.
- ◆ Venue staff offices are located in a separate area of the park. The Barn is only used for rentals and events. It is not guaranteed The Barn will be open prior to the start of the rental time. If you arrive prior the rental start time, please remain in your vehicle and contact the Venue Coordinator for further instructions.



CLEAN UP

- ◆ Vendors need to leave their designated spaces in the same condition as they arrived.
- ◆ Supply trash receptacles, trash bags and remove trash & recycling to dumpsters.
- ◆ Items left at The Barn after the end of the rental will be disposed of.

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VENDOR POLICIES & GUIDELINES



CATERING & FOOD SERVICE

- ◆ Catering receives two 8ft buffet tables with black linens to serve. Additional tables provided on request.
- ◆ Secluded catering set up area behind decorative wall with tables.
- ◆ Appliances: 17 cubic feet deep freezer(holds 20 large bags of ice) 34 cubic feet residential refrigerator with freezer.
- ◆ Potable water available from a garden hose only.
- ◆ There are no hand or 3 compartment sinks in The Barn.
- ◆ Catering is advised to bring their own water for serving.
- ◆ Caterers must remain on site to replenish the buffet, bus tables, set up and take down and remain on premises until food service is complete. The renter must secure a separate food service vendor if the catering company only delivers.
- ◆ Napkins, tableware, glassware, silverware and smores supplies are not provided by the venue.



BARTENDING

- ◆ Stationary wood bar provided inside the barn. Additional 6ft table with black linen can be set up for an outdoor bar set on the patio by request.
- ◆ Coolers are not included.
- ◆ Alcohol and ice are not provided. The renter is responsible to procure ice and alcohol delivery.



DJ/ BAND

- ◆ DJ/band receives one 6ft buffet table with black linen and a chair.
- ◆ Amplified music must end at 11:00pm without exception. Volume must be lowered at 10:30pm
- ◆ Venue staff will provide golf cart service to move equipment to ceremony sites.



PHOTOGRAPHERS/VIDEOGRAPHER/PHOTOBOOTH

- ◆ Blackberry Farm is situated on 54 scenic acres. The wedding map highlights the most picturesque areas of the park.
- ◆ Gear: Please store your gear/baggage in a matter so it does not interfere with other vendors and traffic flow of the venue.
- ◆ Photobooth vendors need to submit floor space and table request to the rental coordinator.
- ◆ Drones are only allowed when the park is closed to the public.
- ◆ We'd love to highlight your photos! Please consider sharing photographs with us for marketing materials.



FLORISTS/DECORATORS

- ◆ Florist/Decorator vendors must use non-damaging materials (zip ties, command strips) to hang flowers and decorations.
- ◆ Glitter, plastic/paper confetti, fake flower petals and rice are not permitted. Organic, biodegradable confetti is permitted with permission.
- ◆ Decorations are not allowed to be hung from the ceiling or rafters.
- ◆ Real candles are allowed, but must be placed in a candle holder.
- ◆ Alcoholic beverages is not permitted as wedding favors. All alcoholic beverages must be served by bartending staff.



THE BARN VENUE STAFF DUTIES

- ◆ A rental coordinator will contact you for COI's, day-of schedule and provide you with the rental floor plan and map.
- ◆ Venue staff will remain on site for the duration of the rental and maintain venue facilities. Staff are not permitted to leave the venue during the rental.
- ◆ Venue staff are not permitted to handle or serve food.
- ◆ Venue staff will remove trash & recyclables to the dumpsters and change trash bags.
- ◆ Refer to our website at <https://www.foxvalleyweddings.info/barn/> for more information. Please contact us with questions or to request a site tour!
- ◆ Contact: Tara Molnar, Wedding Services Supervisor—tmolnar@fvpd.net—(630) 701-9669

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VENDOR POLICIES & GUIDELINES

INSURANCE REQUIREMENTS & IMPORTANT INFORMATION



CATERING

» Caterers must discuss requirements with and provide the following to FVPD Wedding Staff:

- › Certificate of Insurance with the following requirements:
 - › Fox Valley Park District (101 W. Illinois Ave., Aurora, IL 60506) must be listed as the certificate holder.
 - › Fox Valley Park District must be listed as additionally insured, with proof of general and auto liability.
 - › A minimum of \$1,000,000 of coverage.
 - › Copy of Health Department License (if food is being prepared on-site).
 - › Current liquor license (if serving alcohol).
 - › Day of Schedule (arrival time, serving time, service duration, etc.).
 - › Space requirements, special needs, and serving layout.
 - › Adequate amount of staff (including bussers) based on guest count.
- » Caterer will have access to the wedding site at the start of the couples reservation.
- » 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.

BARTENDING

» Bartending Services must discuss requirements with and provide the following to FVPD Wedding Staff:

- › Certificate of Insurance with the following requirements:
 - › Fox Valley Park District (101 W. Illinois Ave., Aurora, IL 60506) must be listed as the certificate holder.
 - › Fox Valley Park District must be listed as additionally insured, with proof of general and auto liability.
 - › A minimum of \$1,000,000 of coverage.
 - › Dram Shop/Liquor Liability coverage— Bartenders must be BASSET certified.
- » After service is complete, Bartending Service is responsible for breaking down bar area and should be left in the same condition as found.
- » A representative from Bartending Service must remain on-site until all drink service is complete and all related items are removed from the venue.

ALCOHOL POLICIES

- » The renter provides all alcohol for the rental and assumes liability for alcohol service and consumption.
- » No alcohol self service, shots or open bottles at tables allowed. All alcohol must be served by a certified bartending service vendor. All toasts must be poured by bartending staff.
- » Alcohol is only permitted to guests ages 21 and up.
- » Alcohol service ending 30 minutes prior to the end of the scheduled event and no later than 10:30pm.
- » At any time, if the bartender or venue owner deems alcohol consumption to be excessive, venue staff has the right to close all alcohol service and evict intoxicated guests from the premises.
- » Guests cannot bring in their own alcohol.

PHOTOGRAPHY

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

ENTERTAINMENT & OTHER VENDORS

» Entertainment must discuss requirements with and upon request, provide the following to FVPD Wedding Staff:

- › Certificate of Insurance with the following requirements:
 - › Fox Valley Park District (101 W. Illinois Ave., Aurora, IL 60506) must be listed as the certificate holder.
 - › Fox Valley Park District must be listed as additionally insured, with proof of general and auto liability.
 - › A minimum of \$1,000,000 of coverage.
- › Day of Schedule (arrival time, day of timeline, etc.).
- › Space requirements, special needs, and layout.

Need day-of insurance?

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to purchase insurance online

COI's are due 30 days prior to the rental date.