

# 2023 Wedding Reservation Guidelines & Agreement



## Wedding Information

Requested Date \_\_\_\_\_ Day of Week \_\_\_\_\_ Rental Package:  Ceremony & Reception (Noon-12 a.m.)  
 Reception Only (Noon-12 a.m.)  
*(Wedding ends at 11 p.m. with 1 hour to clean-up)*

## Renter Information

Renter's Name \_\_\_\_\_ Renter's Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Wedding Couple Details

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

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

Wedding/Theme Vision: \_\_\_\_\_

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

The Wilds at Red Oak is an "as is venue." Staff are not responsible for decor of any kind, catering, flatware, glassware, cake, photographer, transportation, flowers, special lighting, music, bar, alcohol, servers, ceremony officiates etc.

## To Secure Your Reservation

To secure your reservation, a tour is required to reserve the venue. Please complete the request form and return to the Wedding Services Team. \$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. Late payments may result in event cancellation.



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| <b>Ceremony – Seats up to 100</b>           | <b>Price</b> | <b># of Hours</b> | <b>Total</b>    |
|---|--------------|-------------------|-----------------|
| Patio                                       | \$500        | Flat Fee          |                 |
| <b>Reception- Seats up to 150</b>           | <b>Price</b> | <b># of Hours</b> | <b>Total</b>    |
| Friday and Saturday                         | \$5,495      | Flat Fee          |                 |
| Sunday                                      | \$3,295      | Flat Fee          |                 |
| Additional Decorating Time (max of 2 hours) | \$100/hour   |                   |                 |
| <b>Subtotal</b>                             |              |                   |                 |
| <b>Deposit</b> (Due at booking)             |              |                   | <b>-\$1,000</b> |
| <b>Remaining Balance</b>                    |              |                   |                 |

## DEPOSIT & PAYMENT

### FOR OFFICE USE ONLY

| <b>Payments</b>  | <b>Due Date</b>                 |
|--|---------------------------------|
| <b>\$1,000 Deposit</b>   | At Booking with Signed Contract |
| <b>50% of Remaining Balance Paid</b> • 3 months prior to event |                                 |
| <b>Final Payment Paid</b> • 14 days prior to event             |                                 |

- All checks should be made payable to the Fox Valley Park District.
- Late payments after due dates listed above may result in event cancellation.

## CANCELLATION POLICY

- In the event the renter cancels the event, the renter shall notify the Wedding Services Team immediately in writing.
- All fees paid up until the date of cancellation are not refundable.

## RENTAL PACKAGE OVERVIEW & POLICIES

### **Reception Only Package**

Reception Space & Time:

- 12 hour rental (Noon - 12 a.m.)
- 2 venue meetings
- Black Garden Chairs
- 8’ or 6’ tables (max of 5) with black linen
- 2 patio tables with 4 chairs at each table
- Garbage removal
- On-site venue staff
- 6ft round guest tables with white linen
- Head tables (3)
- Cocktail tables (4)
- Bar/Deep freezer

### **Ceremony & Reception Package**

- **Reception Only Package Plus**
- Ceremony Space & Time
  - 100 guest chairs
  - 6ft table with black linen
  - Day-of Ceremony coordination

## **Wedding Reservation Guidelines & Agreement**

### **RULES & REGULATIONS**

The Wilds at Red Oak is an "as is venue". Event planning and coordination with all vendors is the sole responsibility of the renter or wedding couple.

### **WEDDING CEREMONY POLICIES**

- Ceremony start times must be submitted 8 to 6 months prior to the wedding date and finalized at the 3-month Meeting. Ceremony start times cannot be changed after the 3-month Meeting.
- Wedding Services Staff will assist with running the rehearsal and/or ceremony.
  - Escorting couple to ceremony location
  - Lining up bridal party
  - Cueing music

### **WEDDING PLANNING & COORDINATION**

- The couple is responsible for all planning and day-of coordination.
- Couples will need to submit a completed timeline and vendor list to the Wedding Services Team.
- The Wedding Services Team is responsible for the needs of the venue and physical space and will not provide planning services. The team is more than happy to answer questions and provide recommendations.
- The Wedding Services Team will provide two opportunities for in person meetings scheduled around the payment due dates.
  - 3-Month Meeting
    - › Submit vendors
    - › Select floorplan
    - › Make 50% payment
  - Final Meeting
    - › Submit final timeline
    - › Make final payment
    - › Finalize floorplan & guest count
- Wedding Services Team is responsible for the following:
  - Set up tables, chairs and included linens.
  - Lighting, and upkeep of facility
  - Direct vendors to their set-up locations.
  - Provide managerial and custodial staff

Below are all other aspects of planning and coordination that is the sole responsibility of the couple or hired planner.

#### **Day of Setup:**

- Setting up any decorative personal items. This includes items such as flowers, centerpieces, guest book, candles, photographs, memory table pictures, seating chart/name cards, decorating arbors, putting flowers on the cake, etc.
- Arrange place settings (fold napkins, plates, silverware, and glassware etc.).

#### **Reception:**

- Running of the timeline including: releasing tables, plating food, cutting cake, restocking desserts.
- All timeline events would fall under the scope of work of your vendors (DJ, caterer, photographer, day-of coordinator, etc.).

#### **End of the night and cleanup:**

- Gathering and packing up all items to be taken that night: leftover food and alcohol, decor items, and cards/gifts.
- Making sure all guests are accounted for, have a way to get home, and everyone has departed by midnight.
- Paying any outstanding payments to vendors.

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### VENDOR GUIDELINES

- All vendors that will be used for your event must be submitted to the Fox Valley Park District in order to determine insurance requirements.

### CATERING

#### Meals are required to be supplied by a professional insured and licensed caterer.

- Caterers must discuss requirements with and provide the following to the Fox Valley Park District:
  - 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. Auto Liability is required if vehicles will be operating inside the park.
    - › 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 venue beginning at the start of the couple's reservation.
- During the event, catering staff are responsible for: Provision and set-up of all tableware at the start of the couples reservation.
- Bussing all tables of plates, trash, glasses and clearing all prep and food service areas.
- After service is complete, caterer is responsible for breaking down buffet tables and serving stations. Tables need to be 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.

### EVENT SERVICE

If your catering company does not provide day-of services, an additional service vendor is required to handle the cleanup and remain on site for the duration of the meal.

### BARTENDING

- Bartending services must discuss requirements with and provide the following to the Fox Valley Park District:
  - 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. Auto Liability is required if vehicles will be operating inside the park.
    - › A minimum of \$1,000,000 of coverage
    - › Dram Shop/Liquor Liability coverage
  - Bartenders must be BASSET certified.
  - Day-of schedule (arrival time, serving time, service duration, etc.)
  - Space requirements, special needs and layout
  - Adequate amount of staff/bartenders based on guest count
- After service is complete, bartending service is responsible for breaking down bar area. Bar area 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.

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### **ALCOHOL**

**To adhere to permit requirements, all alcohol rules are strictly enforced.**

- All guests must adhere to state and local laws governing alcohol use.
- All alcohol must be served by a basset trained and insured bartending service.
- No alcohol self-service, shots, or open bottles at tables. All toasts must be poured by bartending staff.
- Alcohol brought in outside the rental time will be removed from the premises by Wedding Staff.
- Alcohol service must end 30 minutes prior to the end of the scheduled event.
- Alcohol is only permitted to guests ages 21 and older.
- The renter assumes liability for alcohol service and consumption.
- Renters/couples are responsible for providing all of the alcohol for the event, either purchasing it themselves or having their caterer/bartender provide it.
- At any time, if the bartender or venue representative deems alcohol consumption to be excessive, the Fox Valley Park District staff has the right to close all alcohol service and/or evict any intoxicated guest from the premises.
- All alcohol must be removed at the conclusion of the event. Any items left will be disposed.

### **SMOKING**

- By the direction of the Executive Director, smoking is permitted at The Wilds at Red Oak in conjunction with a private rental.
  - Smoking is only permitted in designated areas outside of the venue, all other areas in the park are smoke-free and strictly prohibited.
  - Smoking and vaping are prohibited in all park areas or in the interior of the venue.

### **PHOTOGRAPHY**

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

### **ENTERTAINMENT**

- Entertainment must discuss requirements with and provide the following to the Fox Valley Park District:
  - 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.
- Music is allowed until 11 p.m. Starting at 10:30 p.m. the volume must be lowered.

### **DECORATIONS**

- All decorations must be pre-approved by the Final Meeting.
- No permanent or damaging changes can be made to the facility (i.e. nails, staple guns).
- Tossed confetti, fake flower petals, and rice are not allowed. Biodegradable items to toss are allowed with prior approval.
- All decorations must be removed at the conclusion of the event. Any items left will be disposed.
- Smoke/fog machines and fireworks are prohibited.
- Real candles and sparklers are allowed with prior approval.

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## ARRIVAL/DEPARTURE

- Access to The Wilds begins at your contracted rental start time.
- If additional time is needed the renter will pay \$100/hour (2 hours maximum)
  - Occupying the space before/after your contracted rental time, may result in additional time being charged.
- 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.
- Items including decorations, alcohol or other event materials may not be left outside of the reserved event time and will be disposed of.
- The wedding must end at 11 p.m. All personal items and guests must vacate The Wilds at Red Oak by midnight.

## SAFETY REMINDERS

- The Fox Valley Park District is not responsible for lost/stolen items.
- Vehicles are not permitted on trails and grassy areas.
- The Fox Valley Park District is not responsible for monitoring nor reporting approaching weather systems to its renters nor to participants and spectators at events held on District property. All risk of injury or death from weather-related conditions that may arise is expressly assumed by Renters, participants, and spectators.
- Only service dogs are allowed inside the venue, all other animals are prohibited.

**Rental of The Wilds at Red Oak does not include exclusivity to Red Oak Nature Center. Other areas of the park may be used by Fox Valley Park District or another renter at the discretion of 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 Wedding Reservations Guidelines & Agreement document, and that failure to adhere to these regulations will incur financial penalties and possible legal action.
- I am responsible for any damage to the premises and site, including the behavior of my guests and vendors.

For consideration of use of Fox Valley Park District property for a special use event, I recognize and acknowledge that there may be certain risks of personal injury and property loss arising from the event and I agree to assume the full risk of any injuries, including death, loss or damage of property from conducting the event. I agree to waive and relinquish all claims I may have as a result of hosting the event. I do hereby fully release and discharge the Fox Valley Park District and its Commissioners, agents, servants and employees from any and all claims from injuries, including death, damage or loss which may occur to participants through activities of conducting the event. District reserves the right to require certificate of insurance for any event that increases the district's liability. If required the User shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the dates(s) and nature of the event no later than twenty-one (21) days prior to the event. If alcoholic beverages are being served or consumed, User must also provide proof of Dram Shop and Liquor Liability insurance. User's insurance shall be primary insurance as respects the District. Any insurance or self-insurance maintained by the District shall be excess of user's insurance and shall not contribute with it. User's insurer shall agree to waive all rights of subrogation against the District. District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the District from any and all losses, claims, suits or judgement or damages that user might sustain as a result of any and all activities connected with or associated with this Agreement. I have read and fully understand the above details and Waiver and Release of all claims.

**Renter's Name** \_\_\_\_\_

**Renter's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

