



PARKS AND RECREATION DEPARTMENT, 210 Lottie Street, Bellingham, Washington 98225
Telephone: (360) 778-7000 Fax: (360) 778-7001 TTY (360) 778-7011 Email: parks@cob.org

Due: _____

Facility Rental # _____ Return Form by: ____/____/____ Dept. use only

Woodstock Farm Rental Application

Contact Person: _____ Organization: _____
Address: _____
City: _____ State: _____ Zip/Postal: _____
E-mail: _____ Phone: _____
Type of Activity: _____ Est. Attendance: _____
Date Requesting: _____ Start Time: _____ End Time: _____

(to include set up and clean up time)

Check all facilities requested:

Facility

- Barn/Barn Apartment
Main Floor Gates House
All Areas

Department Use

Total Due: _____

Describe your activity in detail: _____

Other Requests or needs: _____

- If alcohol is to be served, user agrees to provide the City of Bellingham with a certificate of liability insurance (Special Event Insurance) in the amount of \$1,000,000 per occurrence, with liquor liability, be primary and non-contributory and have a separate endorsement that names the city as additional insured.
User agrees to indemnify and hold harmless the City and all of its officers, agents, and employees as to any claims for losses or damages or injuries to persons, to property, or to agents of the User as to claims for infringement or deprivation of constitutional rights that arise in connection with the activities carried on under this agreement where such liability is incurred in whole or in part as a result of the actions of the User, its employees, assignee's, agents, invitees or licensees.

Signature of Contact Person: _____ Date: ____/____/____

-Department Use Only-

Park Department responsible for _____

Certificate of Liability Insurance Received [] Banquet Permit Received

Manager Signature: _____ Date: ____/____/____

Director signature required for some request(s).

Director Signature: _____ Date: ____/____/____

Woodstock Farm Activity Use Regulations

Requirements

- Renters must be 18 years of age or older; be responsible for all payment of fees (from set up through clean up); be responsible for any damages to equipment and property which is incurred; and make full payment at time of reservation in US funds.
- All scheduling must be confirmed and payment made at the Parks and Recreation Office prior to use in person or via phone.
- Reservations of facilities may be made up to one year in advance. If the one-year mark falls on a weekend or holiday, we accept the reservation on the previous business day.
- Renters are required to conduct their activities in accordance with these Parks Facilities Use Regulations, and City policies, ordinances, and codes. Subsequent use of facilities to renters abusing the facilities or violating regulations will be denied. The cost of damages to facilities or extra cleaning requirements will be charged to the renter.
- Renters are responsible for security. The City of Bellingham does not assume responsibility for providing security for any persons or items, personal or otherwise, brought to the facility by the renter, persons, or businesses affiliated with the rental.
- Motor vehicles may only be operated and parked in designated paved or graveled roadways and parking areas, unless prior authorization is given (BMC 8.04.050).

Payment/Refund Policy

- A \$250 non-refundable reservation fee holds your date (up to 365 days in advance) All fees must be paid in full 90 days prior to event date. To be eligible for a refund, less the non-refundable deposit, the renter must notify the Park and Recreation Department at least 90 days prior to event date. Events booked less than 90 days prior to the event date must be paid in full and are not eligible for a refund.
- Individual Woodstock Farm facilities may be booked on an hourly or daily basis. For events not using the entire grounds, payment must be made in full at the time of reservation. To receive a refund, renters must notify the Parks and Recreation Department 5 days prior to the event date. All refunds are charged a \$20 cancellation fee.

Alcohol/Insurance

- Beer, wine, hard cider and Champagne only. All alcohol must be served by a licensed server. Alcohol service must end by 9pm.
- Applicants are required to obtain a Banquet Permit in accordance with State Liquor Control Board requirements and adequate insurance coverage. Copies of obtained documents are required for the City. Banquet Permits are available at www.WSLCB.wa.gov/
- User agrees to provide the City of Bellingham with a certificate of liability insurance (Special Event Insurance) in the amount of \$1,000,000 per occurrence, with liquor liability, be primary and non-contributory and have a separate endorsement that names the city as additional insured. Insurance certificate and endorsement must be submitted at least twenty (20) days prior to the event date. Special Event Insurance can be purchased from any number personal insurance providers and can be applied for online.

Clean Up

- Use of the facility is conditioned upon the return of the premises to a neat, clean, and undamaged condition. *Glitter, confetti, uncooked rice), hay, chalk/crayons/markers/etc., or any materials that can leave residue or that may mark up the facility/equipment are not permitted. **Clean up must be completed by the renter within the timeframe of the rental agreement.** To avoid additional charges, clean up must be completed within the time block. Overages for any reason shall be charged to the user.*

Toward Zero Waste

- We are a TZW event venue, meaning that we strive to greatly reduce the amount of waste that goes into our landfills. In that regard, we encourage you to be sure all materials that will be disposed of during your event be compostable: food waste, paper plates and cups, thin cardboard, compostable corn cups and utensils) and recyclable: cans and glass, some plastics. We will provide compost, recycling and landfill bins for your event. If you need more information on what is compostable and recyclable, please contact the Woodstock Farm Coordinator at 360-733-1213.

Conduct

- All activities shall be conducted in a civil manner consistent with community standards. Individuals or groups providing false or misleading information to reserve the facility, being disruptive, or causing damage may be asked to leave and/or denied subsequent use of the facility. With the exceptions of certified assistance animals, animals are not permitted in any portion of the facility without express written permission of the City.

Exceptions

- Any requests not covered by these guidelines will be reviewed by the Parks and Recreation Department Director for potential approval.

I have read the above regulations for the use of Woodstock and agree to abide by these regulations.

Printed Name: _____ Signature: _____ Date: _____/_____/_____