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Woodstock Farm *Event* Information Sheet

In order for us to be better prepared for your event, please fill out the following information completely and submit **30 days prior** to your event date. We realize some things may change and we will adjust as necessary; this information will help us serve you better. **Due Date:** _____

Main Contact Name: _____ Event Date: _____ # Guests? _____

Second Contact Name: _____ Area in use: Barn Gates House All

Day of Contact (if different from above): _____ phone: _____ Arrival time: _____

Set-Up: Anticipated arrival time: _____

Event Start: Anticipated arrival time: _____

Meal Service: Anticipated start time: _____

Take Down: Anticipated start time: _____

PA System: The 2 available PA systems include a basic 3 channel console, speakers, and stands, and a corded on/off microphone with stand. The attendant will set up our PA systems. Please let us know if you need a system set up and where (tennis court/barn/chicken coop) _____

Fire Pit: Y N This will be set up by attendant in designated location. Cannot be used during any burn ban.

Caterer:*

Company Name: _____

Contact Name: _____

Phone: _____

Arrival time: _____

Set up needs:** (to include vehicles/prep/cooking/clearing station/tables/other _____

*Please note that catering should be considered as part of the 12 parking spots on site. This includes staff cars, equipment vehicles, food service. Staff are encouraged to carpool or shuttle from arranged shuttle location.

Please let us know if you need the Woodstock Farm coordinator to confirm set up needs with caterer.
Yes please No Thanks

Band/DJ:

Name: _____

Arrival time: _____

Where will they be setting up: (lawn, barn, chicken coop, garage, other?) _____

Will they have their own PA system? Y N If no, do you want us to set one up? Y N

Shuttle Provider: (remember we have no onsite parking for guests and only 12 spots for vendors and planners.)

Name: _____

Shuttle service time frame:

Drop-off window _____ Start time _____ End time

Pick-up window _____ Start time _____ End time

Where will you be shuttling from: _____

You will need to make arrangements for shuttle drop off and pick up locations. Woodstock Farm Coordinator can assist you with this process if you need.

Deliveries: (photographer, clergy, florist, rentals, food truck, etc.)

Name: _____

Arrival time: _____

Name: _____

Arrival time: _____

Name: _____

Arrival time: _____

Name: _____

Arrival time: _____

Alcohol

Licensed server: _____

Please attached a copy of the above servers MAST permit

Last call for alcohol is no later than 8:45pm; serving must end by 9pm.

Cleaning Crew:

Please be aware that it is the renter's full responsibility to clean the facility after use including: table, chair, and tent breakdown; packing equipment and supplies; cleaning up of all trash and messes on the grounds and in each room. A specific cleaning list will be provided. Please specify who will be in charge of clean up:

Name(s): _____

Anything else you'd like to call to our attention?