



**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

### Woodstock Farm *Wedding* Information Sheet

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

circle

Main Contact Name: \_\_\_\_\_ (Bride, groom, other?) Wedding Date: \_\_\_\_\_

circle

Second Contact Name: \_\_\_\_\_ (Bride, Groom, other?) # Guests? \_\_\_\_\_

Event Lead/Wedding Planner: \_\_\_\_\_ Relationship \_\_\_\_\_

phone: \_\_\_\_\_ Arrival time: \_\_\_\_\_

**Set-Up:** Anticipated arrival time: \_\_\_\_\_

**Guests:** Anticipated arrival time: \_\_\_\_\_

**Ceremony:** Anticipated start time: \_\_\_\_\_

**Meal:** Anticipated start time: \_\_\_\_\_

**Take Down:** Anticipated start time: \_\_\_\_\_ (guests should depart no later than 10PM)

**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 (ceremony/barn/chicken coop) \_\_\_\_\_

If you are bringing your own, please indicate here: Y      N

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

**Caterer:**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Arrival time: \_\_\_\_\_

Set up requirements: (to include vehicles/prep/cooking/clearing station/tables/other \*\* \_\_\_\_\_

\*Please note that catering vehicles must be considered when planning to use the lower 12 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 site coordinator to confirm set up needs with caterer.

Yes please      No need

**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

**Shuttle Provider:** (remember, we have no onsite parking for guests and 12 spots for vendors and planners and wedding party)

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: \_\_\_\_\_

Locations nearby for shuttle pick up, you must make arrangements. Fairhaven Park, Fairhaven Middle School, Civic Field, Hotels (if guests are staying there).

**Photographer:**

Name: \_\_\_\_\_

Arrival time: \_\_\_\_\_

**Officiant:**

Name: \_\_\_\_\_

Arrival time: \_\_\_\_\_

**Other Vendors/Deliveries:** (makeup/hair, floral, cake/other food, food truck, rentals, 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: tables, chairs, 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): \_\_\_\_\_