



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 Event Reservation Checklist

- Contact Bellingham Parks & Recreation to reserve the date.
 - \$250 non-refundable deposit to reserve or hold date (This fee will be subtracted from the total rental fee. Remainder is due 90 days prior to rental date.)
- Turn in a **Woodstock application and signed regulation form** to the Parks & Recreation office in person, mail, fax or scanned email. Contact information above.
- Schedule a walk through with Parks & Recreation staff. Email emccainanderson@cob.org or call to leave a message for Erin at (360) 778-7000 or (360) 733-1213.
 - Note: A walk through can be scheduled at any time throughout this process.
- Turn in all necessary paperwork and pay final balance no less than **90 days prior** to the reservation.
 - Non-Alcohol Events -
 - Pay final balance Due: _____
 - Event Information Form Due: _____
 - Alcohol Approved Events -
 - Pay final balance Due: _____
 - Banquet Permit Due: _____
 - Certificate of Insurance Due: _____
 - Photocopy of licensed server's MAST Due: _____
 - Event Information Form Due: _____
- Clean up the facility (beginning no later than 10pm) immediately following the event. Renter must go through exit checklist with attendant **prior** to vacating the facility. See attached cleaning check list.



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Woodstock Farm Cleaning Checklist

Event Reservation: _____ Date: _____

Lead: _____

Event Attendant Responsibilities: The attendant is responsible to *monitor and assist* the set up and takedown crew provided by the event lead. All cleaning supplies are located in closets near the room in reference.

General Items:

- Everything brought in day of event must be taken out at the end of the rental day
- All Garbage and recycling must be collected and disposed into designated areas
- Table and chairs must be wiped down and broken down and returned to original location
- Facility equipment and supply put away at the end of the night
- All decorations must be taken down and brought out

Grounds

- Woodstock Equipment returned

Barn

- Floors Swept
- Chairs and tables cleaned and broken down and returned to the garage.

- Decorations taken down

Barn Apartment

- Kitchen cleaned and floors swept
- Remove personal items

Garage

- Surfaces cleaned
- Floors swept

Gates House Main Floor

- Floors swept
- Chairs and tables cleaned, broken down and cleaned
- Kitchen surfaces wiped down

Gates House Upstairs

- Bridal Party belongings removed
- Floor Swept

Chicken Coop (If used)

- Remove all personal items

End of night sign off. If staff is required to clean up after your party, you will be charged a cleaning fee.

Event Lead Name (Print) X
Signature

COB Attendant Name (Print) X
Signature



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Woodstock Farm Event Activity Areas

- **Grass Tennis Court**
 - Ceremony/Service/other
 - Cannot be used as a reception area

- **Gates House**
 - Bridal party changing
 - Family use

- **Barn and Courtyard**
 - Reception activities (*Barn limited to 49 people*)
 - Grass areas cannot be used to set up tables and chairs for eating

- **Garage**
 - Food service
 - Alcohol service
 - Band

- **Parking**
 - Gates House
 - 12 total parking spots including catering/photographer/DJ/band/etc.
 - Emergency vehicle and shuttle turnaround
 - Entrance
 - Five (5) total parking spots

- **Barn Apartment**
 - Upstairs: Optional groomsmen changing area
 - Downstairs: Staging area and caterer use

- **Chicken Coop**: Optional groomsmen changing area

- **Cowman's Cottage**: not available

- **Cook's House**: not available



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Woodstock Farm Available Equipment & Supplies

Item	Description
Folding chairs	250 white chairs
Sandbags	16 to weight down tents
Tables	(35) 30"x72" rectangular tables (6 people per table)
Lighting package	barn and garage
Spider power box	for higher electrical needs
PA system	(2) 2-mic systems that service up to 400 w/ exterior inputs
Power distribution box	Voltage Rating 120/240VAC, Amps 50, Outlet (6) 5-20R
Microphones/stands/cords	variety
Garbage/recycling	garbage cans and recycling totes provided
Garden carts	(5) for moving chairs
Hand trucks	(2)
Microwaves	(2)
Refrigerators	(2)
Cleaning supplies	provided
Bathroom supplies	provided
Signage	"Private Event" and "Shuttle Parking" provided
Portable toilets	(1) handicapped, (1) standard, (1) wash station
Wheelchair ramp	(1) for entry stairs to Gates House
Portable Fire Pit	(1) Portable fire pit (cannot be used during burn ban)



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