



Woodstock Farm Use Guidelines

- **Facilities Available and Occupancy:** Facilities that can be reserved (*All facilities used must be reserved*):
 - Gates House (49 people)
 - Barn/Barn Apartment (49 people)
 - All facilities, includes grounds (50 guests)

- **Hours:** 10am-11:30pm
 - Last call for alcohol by 8:45pm. Stop serving at 9pm
 - All activities must shut down by 10pm
 - All facilities must be cleaned and vacated by 11:30pm
 - Reserved hours must include set up and clean up by renter

- **Refunds:**
 - 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 Regulations:**
 - Beer, wine, hard cider, and champagne only (no hard alcohol allowed).
 - Serving must end and the bar must close no later than 9pm. "Last call" must be no later than 8:45pm.
 - Applicants must obtain a **Banquet Permit** in accordance with State Liquor Control Board requirements, and provide a copy to the City not less than 30 days prior to the reservation.
 - Applicants must obtain a **Certificate of Insurance** (private event insurance) providing \$1 million coverage per occurrence with the contracting party listed as the insured. The certificate must name the City of Bellingham as additional insured and include an endorsement form. This certificate must be received by the Parks and Recreation Department not less than 30 days prior to the reservation.
 - All alcohol must be served by a licensed server. A copy of their **MAST** license should be submitted no less than 30 days prior to event.

- **Security:** A facility attendant will be on the site for unlocking, locking, assisting renters, monitoring water use, restrooms/kitchens, and attendance numbers during the hours of their rental use. We cannot be responsible for crowd control or other security needs and these arrangements will need to be made by the rental party.
- **Restrooms:** The Gates House and Barn Apartment restrooms are for limited use only by the wedding party and family. A handicapped portable toilet, regular portable toilet, and hand washing station are provided for event attendees.
- **Restrooms/kitchen water use:** All sinks and toilets are regulated by low volume or push button flows. The Whatcom County Health Department regulates septic use at Woodstock Farm. The following are considered unpermitted and undesirable uses:
 - Continuous running of non-push button lavatories in case of unauthorized access
 - Continuous flushing of toilets
 - Disposal of deleterious substances in toilets or drains connected to the OSS (on-site septic system)
 - Intensive clean-up activity resulting in large volumes of liquid entering the OSS
 - **On Site food preparation shall be limited to that which requires *minimal* water use. No dish washing, food rinsing, or dumping of waste water down the drains shall be allowed.** Caterers shall be made aware of this guideline.
- **Parking:** Limited to 12 vehicles on site. (12 *includes* spaces for photographer, DJ, catering staff, wedding party, etc.) Renter is responsible for designating the persons permitted to park in these spots.
- **Shuttle:** Shuttle must be provided for events of more than 40 people (12 cars worth of people). We can make recommendations for possible shuttle pick up locations, but renters must make arrangements with the property owner (other than publicly owned property like Civic Field).
- **Caterer:** Renters can use any caterer. Selected caterer must be listed on the Wedding Information Form due 30 days prior to reservation. Caterer must follow all facility guidelines.
- **Food Preparation:** On Site food preparation shall be limited to that which requires *minimal* water use. No dish washing, food rinsing, or dumping of waste water down the drains shall be allowed. Caterers shall be made aware of this guideline.
- **Toward Zero Waste:** We are working to become a toward zero waste event venue, meaning that we strive to greatly reduce the amount of waste that goes into our landfills. In that regard, we ask you to be sure all material 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, 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.

- **Equipment:** See the supply list of equipment available. *All set up, deliveries, clean up, and equipment removal must be done within the rental timeframe.*
- **Pets:** Animals including dogs, leashed or unleashed, are not allowed (except certified service dogs).
- **Smoking:** Smoking or vaping is not allowed on city park property.
- **Candles:** Not allowed inside any buildings. Outside is fine if in non-flammable container.
- **Set Up:** The renter is responsible for *all* set up. The on-site attendant can provide guidance and assistance.
- **Clean Up:** Use of the facility is conditioned upon the renter returning 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.*
- **Fireworks:** Are not allowed, this includes lighted lanterns. Sparklers may be used on concrete driveway.
- **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 exception of certified service animals, animals are not permitted in any portion of the facility without written permission of the City.

Signature of Understanding: I have read these guidelines with a Bellingham Parks and Recreation representative, and I agree to follow these at all times. **Return signed copy to emccainanderson@cob.org or return paper copy to Parks office with application paperwork.**

Renter's Printed Name	Renter's Signature	Date
Park's Printed Name	Park's Signature	Date