



### **Woodstock Farm Rental Procedures**

1. Fill out a Special Request Form and pay \$75 (\$125 if alcohol will be present) for your event (minimum 30 days prior to the event date.) Forms and procedures found on our [website](#).
2. **Reservations may be made until each weekend has been booked on a first-come, first-served basis. Reservation hours are 9:00 a.m. - 9:00 p.m. Events should end at 8:00 p.m. to allow time to clean and vacate the premises by 9:00 p.m.**
3. Building reservations have access to the Gates House, the Barn and Barn Apartment, the Garage, and the Coop.
4. There are two indoor bathrooms on site, one in the Gates House and one upstairs in the Barn Apartment. There are also two to three portable toilets, depending on the season, and a handwashing station located in the lower parking lot. One portable toilet is ADA accessible.
5. Reservations include a 12-space parking lot (see Parking and map below). If you require more than 12 spaces, we recommend hiring a shuttle service.
6. Beer and wine are permitted on the premises. Reservation groups must follow [WSLCB permit guidelines](#). Additional information can also be found at [Alcohol Use at Park Facilities](#).
7. Caterers are allowed on the premises. Please follow catering permitting guidelines provided by the County. Please note that on site food preparation at Woodstock Farm excludes dish washing, food rinsing, or dumping of wastewater down the drains. Caterers need to be made aware of this guideline by the renter.
8. Additional information may also be found at our [Park Fees](#) page

#### **Amenities (Located in the Garage)**

- Recycling bins
- Garbage bins
- Compost bin (bring your own compostable bags)
- Trash bags (located in the sink against the back wall)
- Tents: (4) 10'x20', (4) 10'x10' white pop-up tents
- Tables: 17 30"x72" rectangular tables (can fit up to 6 people per table); 4 smaller rectangular tables
- Chairs: 125 white chairs (stored in 4 sturdy cargo wagons for ceremony and reception)

#### **Day of Your Event**

1. Your reservation is for the hours indicated on your receipt and includes all set-up and clean-up time. Arriving before or staying after your reservation time is not permitted.
2. A Parks & Recreation Staff member will ensure that the top gate is open. Upon arrival, drive through the front gate down the one-way driveway and park in the lot below. Rental parties are responsible for ensuring only event guests park in the lower lot.
3. Park Ambassadors will ensure that the buildings you have access to are unlocked and do a brief walk around and check-in with you.
4. Tables and chairs are found in the Garage and provide enough seating for 125 people (including children and infants).
5. Overhead lighting for the Garage is located on the left-hand wall. To access the decorative string lights, plug in the two extension cords.
6. Overhead lighting for the Barn is located just inside the door on the right using the sliding switch. To access the decorative string lights, you will plug in one strand below the switch and the remaining three strands on the far-right wall near the apartment door.



**Bellingham Parks & Recreation**  
210 Lottie St. Bellingham WA 98225  
(360) 778-7000 – [parks@cob.org](mailto:parks@cob.org) - [cob.org/parks](http://cob.org/parks)

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7. Cleaning supplies are located at the back of the Garage, and in labeled closets in the Barn Apartment, Coop, and Gates House.
8. At the end of your event, Parks & Recreation staff will use a Cleaning Checklist (see below). Please wipe down tables and chairs and remove any tape, hanging objects or anything else that was brought to the premises. Restack the tables and chairs in the Garage as they were found at the onset of your event. Both the barn and garage are to be swept thoroughly before leaving.
9. Full trash bags are to be securely closed and placed at the front, left-hand side of the Garage for Parks & Recreation staff to dispose of.
10. Turn off and unplug all lights in all buildings accessed throughout the rental.

#### **Not Permitted on Site**

- Candles with a flame are not permitted.
- Fireworks (including lighted lanterns) are not allowed.
- Glitter, confetti, uncooked rice, hay, birdseed, chalk/crayons/markers/etc., or any materials that leave a residue or that may mark up the facility/equipment are not permitted.
- 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.

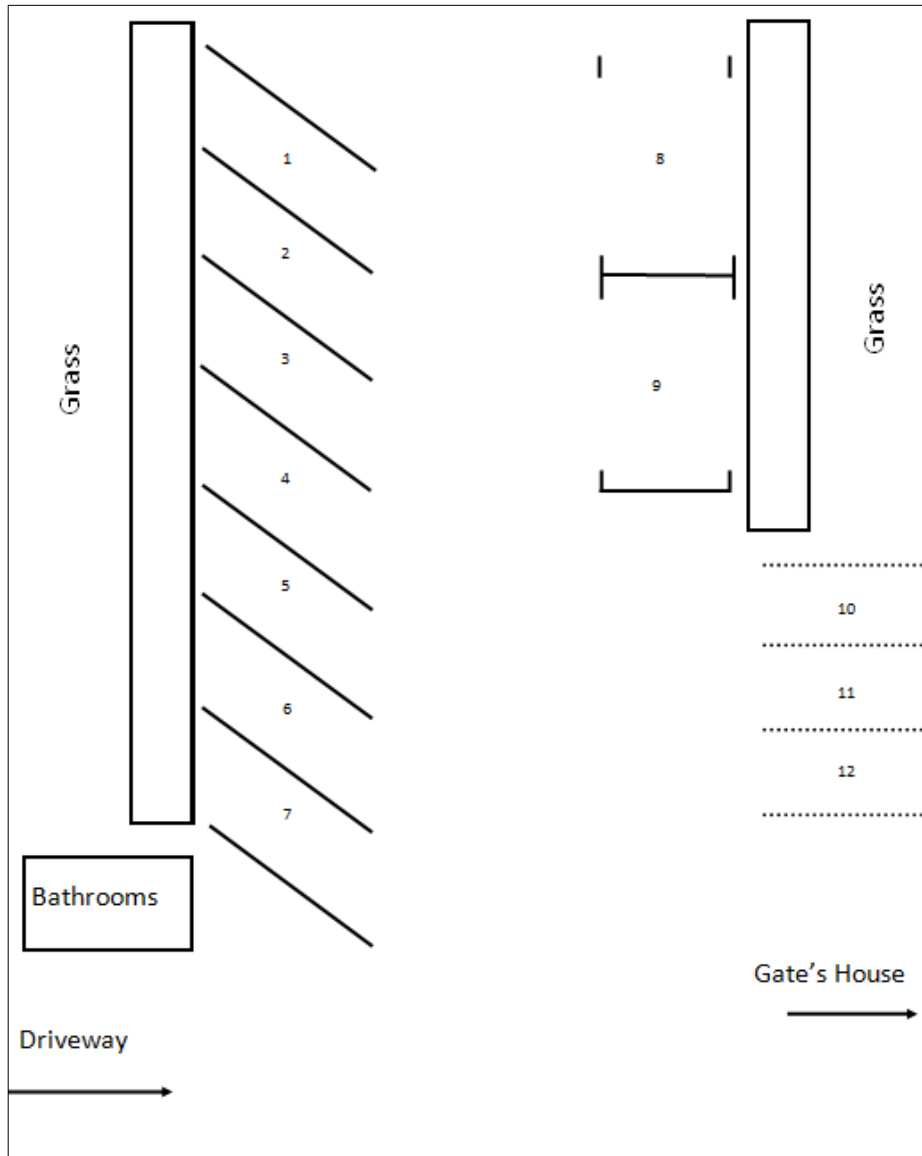
#### **Parking**

- 12 spaces are reserved for event-parking in the lower lot (see map.)
- Only one car per parking space even if more than one can fit.
- All cars must be able to independently leave at any time. No cars can be blocked in.
- Spaces 10, 11, and 12 are on the grass and do not have parking lines. These should be used last.
- Rental parties are responsible for designating the person(s) permitted to park in these spaces.



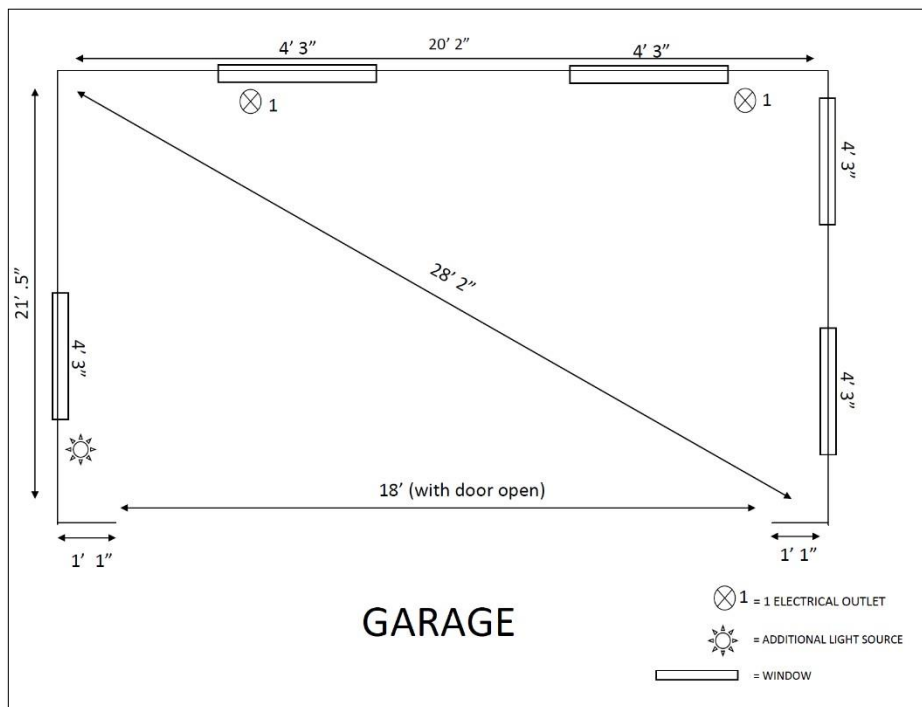
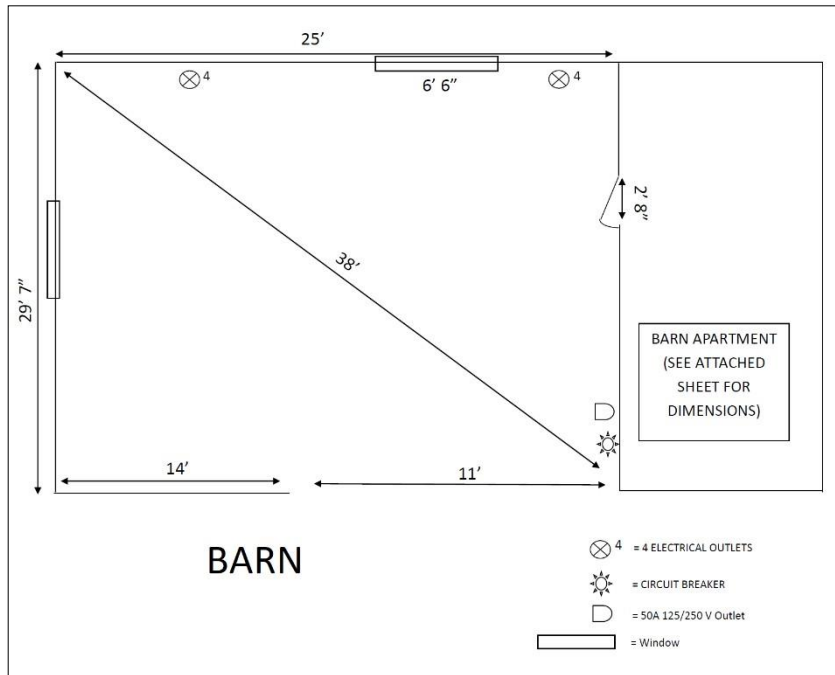
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### Building Sizes & Floor Plans

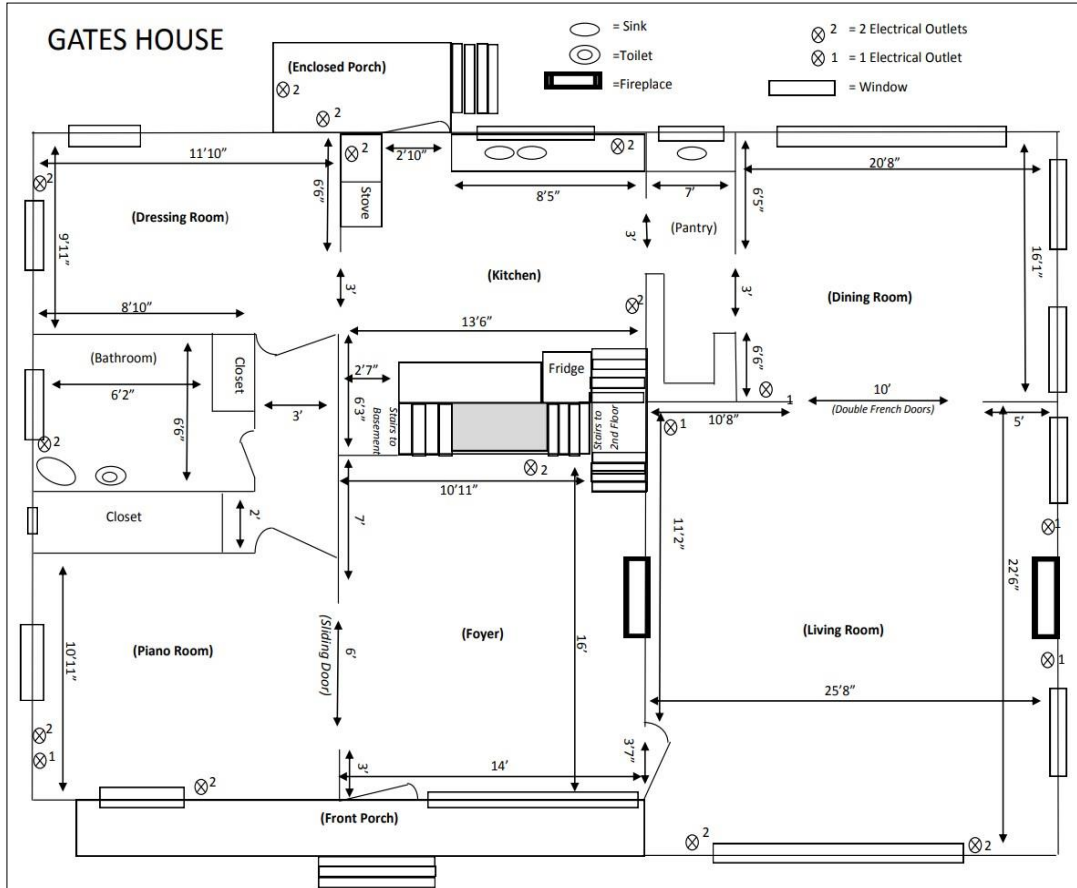
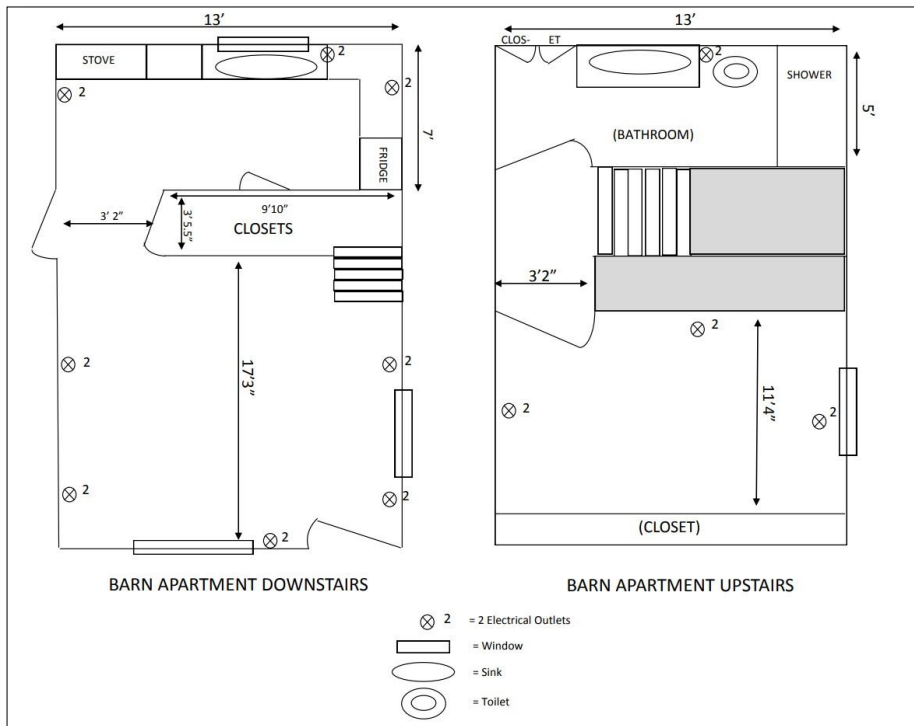
Barn 40' x 30'  
Garage 20.25' x 20.25'  
Gates House 2,240' x 6720'  
Barn Apartment 800' – 2 story  
Coop 47' x 18'





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### Woodstock Farm Cleaning Checklist

After the event, the renter and/or event coordinator must go through the premises with a Parks & Recreation representative using this Cleaning Checklist.

**Rental party or event coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parks and Recreation staff responsibilities: Department staff will be present to unlock/lock all facilities. Cleaning supplies will be provided for you on-site. At the end of the event, staff will do a final walkthrough of the facilities to ensure that all cleaning requirements have been met and sign off on this checklist.

#### General Items

- ☐ Everything brought on the day of event must be taken out at the end of the rental day.
- ☐ All garbage and recycling must be collected.
- ☐ Table and chairs must be clean, broken down and returned to original location.
- ☐ Facility equipment and supplies are to be put away at the end of the night.
- ☐ All decorations must be taken down and removed.

#### Grounds

- ☐ Woodstock equipment returned.

#### Barn

- ☐ Chairs and tables broken down and returned to the garage.
- ☐ Decorations taken down and removed.
- ☐ Floor swept.
- ☐ Kitchen cleaned.

#### Barn Apartment

- ☐ Refrigerator emptied.
- ☐ All belongings removed.
- ☐ Floor swept.

#### Garage

- ☐ Surfaces cleaned.
- ☐ Floor swept.

#### Gates House Main Floor

- ☐ Chairs and tables broken down.
- ☐ Kitchen surfaces wiped down.
- ☐ Refrigerator emptied.
- ☐ Floor swept.

#### Gates House Upstairs

- ☐ All belongings removed.
- ☐ Floor swept.

#### Chicken Coop

- ☐ All belongings removed.
- ☐ Floor swept.

**End of event sign off. If staff are required to clean up after your party, you will be charged a fee of \$50/hour. The cost of damages to facilities, extra cleaning requirements, or extra staff hours will be charged to the rental party.**

\_\_\_\_\_  
Renter or Cleaning Lead Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parks & Recreation representative (Print)

\_\_\_\_\_  
Signature

Time out of premises: \_\_\_\_\_