



Woodstock Farm Rental Procedures

1. Complete and submit a Special Request Form and pay the associated fee (minimum 30 days prior to the event date.) Forms and procedures can be found on our [website](#).
2. **Reservations may be made up to 1 year in advance. Reservable hours are 9:00 a.m. - 9:30 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 one to two portable toilets that are also on site, depending on the season, and a handwashing station is 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; spirits (*hard alcohol) are not allowed. Reservation groups must follow [WSLCB permit guidelines](#) and pay an additional \$75 non-refundable fee. Additional information can also be found at [Alcohol Use at Park Facilities](#).
7. Caterers are allowed on the premises. Please follow the [Whatcom County Health Department](#) guidelines. Note: 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 and Barn)

- Recycling bins
- Garbage bins
- Compost bin (bring your own compostable bags)
- Trash bags (located in the sink against the back wall)
- Tents: (4) 10' x 20', (4) 10' x 10' white pop-up tents
- Tables: (21) 30" x 8' rectangular tables, (13) 5' round, miscellaneous serving and gift tables
- Chairs: 133 white chairs (stored in 4 cargo wagons)
- On site Wi-Fi

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 City 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. City staff 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 100 people.
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 to the right using the sliding switch. To access the decorative string lights, plug one strand in below the light switch and the remaining three strands on the far-right wall near the apartment door.
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, staff will use a Cleaning Checklist (see below). Please wipe down tables and chairs and remove any tape, hung 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 staff to dispose of.
10. Turn off and unplug all lights in all buildings accessed throughout the rental.

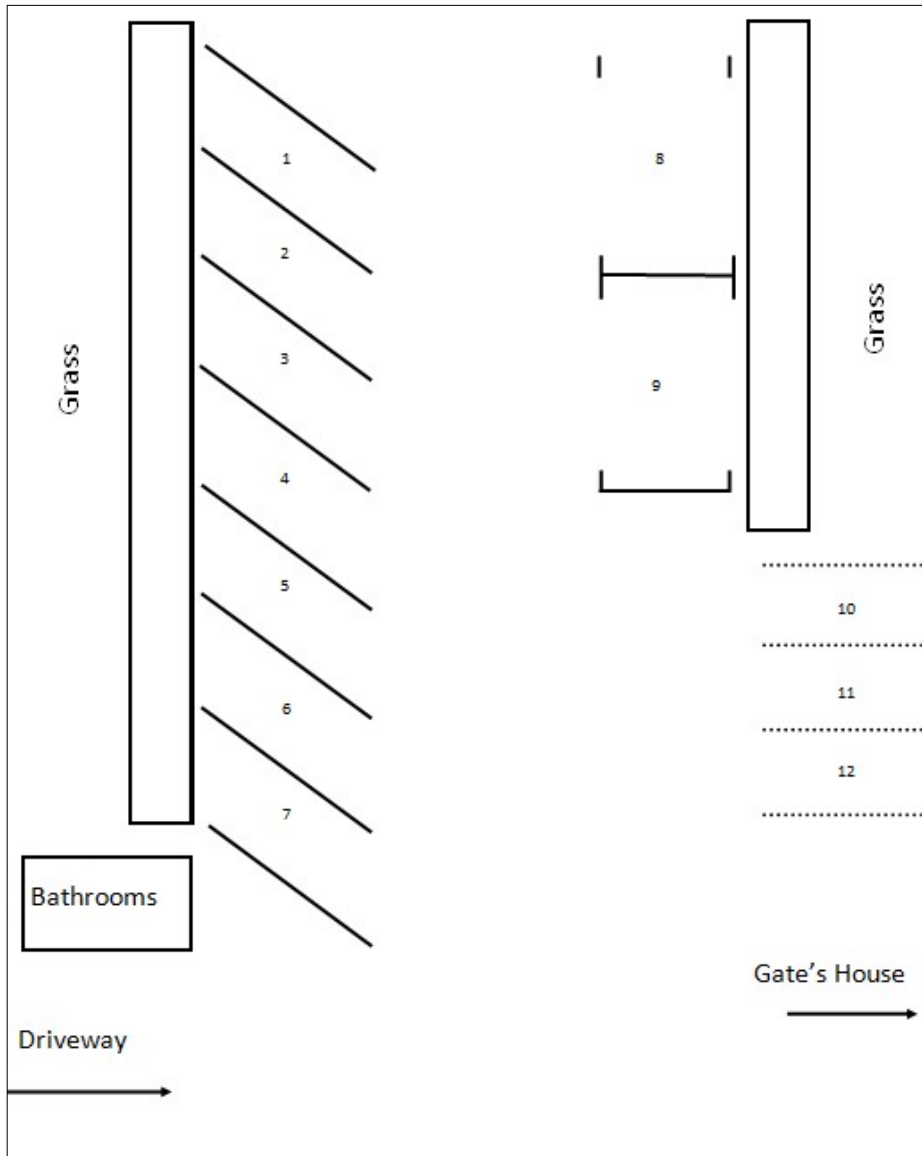
Not Permitted on Site:

- Candles with a flame
- Fireworks (including lighted lanterns)
- Glitter, confetti, rice, hay, birdseed, chalk/crayons/markers/etc., or any materials that leave a residue or that may mark up the facility/equipment

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. Additional fees may also be incurred.

Parking

- 12 spaces are reserved for event parking in the lower lot (see map).
- Only one car per parking space.
- 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.



Building Sizes & Floor Plans

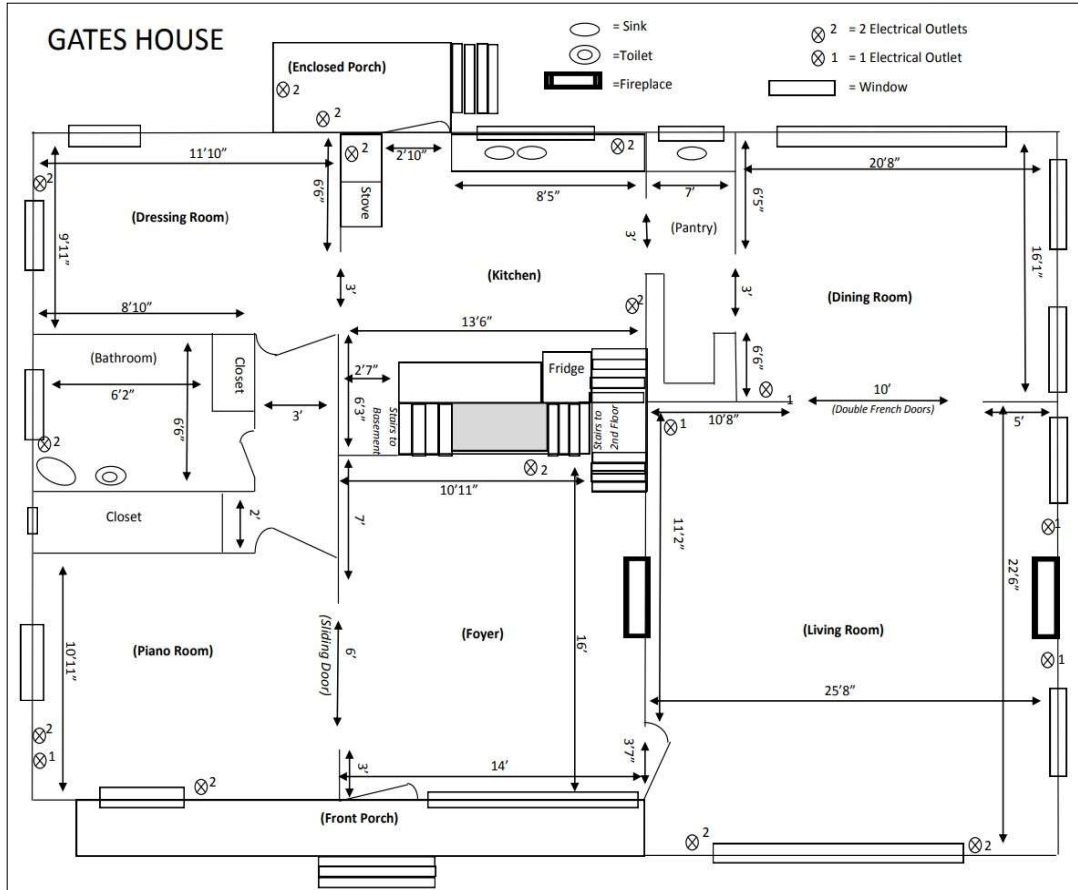
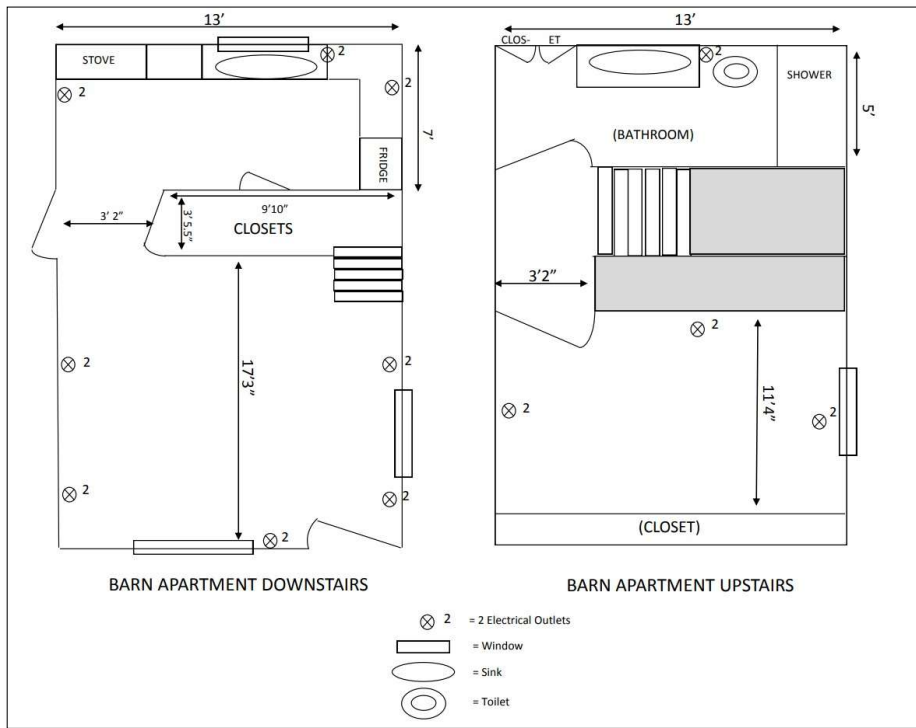
Barn: 40' x 30'

Garage: 20' x 20'

Gates House: 2,240' x 6,720'

Barn Apartment: 800' – 2 story

Coop: 47' x 18'





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 & 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

Barn Apartment

- Everything brought on the day of event must be taken out at the end of the rental day.
- All garbage and recycling collected and placed in the garage.
- Facility equipment and supplies are put away.

Grounds

- Woodstock equipment returned.

Barn

- Chairs and tables folded and returned to the garage.
- Decorations taken down and removed.
- Floor swept.
- Kitchen cleaned.
- Refrigerator and freezer emptied.
- All belongings removed.
- Floor swept.

Garage

- Surfaces cleaned.
- Floor swept.
- Canopies, tables and chairs are clean, folded and returned to original location.

Gates House Main Floor

- Chairs and tables folded and put away.
- Kitchen surfaces wiped down.
- Refrigerator and freezer 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 an additional fee. The cost of damage 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: _____