



Cobblestone Farm

City of Ann Arbor - Parks & Recreation
2781 Packard Road, Ann Arbor, MI 48108
734.794.6230 x 0 cinfo@a2gov.org
www.a2gov.org/cobblestone



Private Event Rental Information

Cobblestone Farm is proudly owned by the City of Ann Arbor and as such residents (those living within the Ann Arbor city limits) receive a discount on the rental fee. Rentals of Cobblestone Farm include use of the facility & grounds, tables & chairs, and the presence of Cobblestone Farm staff throughout the event. Below are the rental fees for Cobblestone Farm based on residency, month, and day.

	Residents	Non-Residents
Monday - Thursday 5 hours	\$490	\$610
Monday - Thursday 10 hours	\$605	\$750
Monday - Thursday 14 hours	\$695	\$850
May 1 – Oct. 31 Weekends		
One Rental per Weekend	\$4,310	\$4,580
(Rental includes Friday, Saturday, and Sunday)		
Friday (12:00 p.m. – 8:00 p.m.)		
Saturday (9:00 a.m. – 12:00 a.m.)		
Sunday (11:00 a.m. – 3:00 p.m.)		
Nov. 1 – Apr. 30 Weekends		
Friday 14 hours	\$1,428	\$1,764
Saturday 14 hours	\$1,596	\$1,932
Sunday 14 hours	\$1,260	\$1,596
Add'l Day*	\$800	\$800
(Friday or Sunday 10 hours, 10:00 a.m. – 8:00 p.m.)		

****Add'l Day fee applies to events which have already paid for a Saturday rental Nov. 1 – Apr. 30.***

Rental hours are between 10:00 a.m. – 12:00 a.m. unless otherwise noted above.

In addition to the rental fee there is a \$300 damage/policy deposit due at the time of reservation, which may be refunded after your rental if there are no violations or damages.

This document does not contain all information related to rentals and events at Cobblestone Farm. Please read through the ***Cobblestone Farm Building Policies & Regulations*** for more information about hosting an event.

Cobblestone Farm staff are generally available by phone and email, Monday-Friday 9:00 a.m. – 4:00 p.m. to answer questions about available dates, event details and to schedule a time to tour. Please contact us using the information above. Thanks!



Cobblestone Farm

734.794.6230 X 0

cfinfo@a2gov.org

cobblestone@a2gov.org



Building Policies & Regulations

Overview

The rental of Cobblestone Farm (CF) includes use of the facility and grounds, tables and chairs for indoors only and the presence of a CF staff person throughout the event. CF is equipped with indoor restrooms, heating and air conditioning. CF may be reserved up to 18 months in advance for private rentals. Non-profit groups may reserve the facility no more than six (6) months in advance.

Reservation Process

CF is reserved on a first-come first-served basis. Those interested in reserving a date may submit a date request to CF staff either in person, over the phone (734.794.6230 x 0) or via email (cfinfo@a2gov.org and cobblestone@a2gov.org). Email requests are strongly encouraged. Date requests may be submitted as early as 12:00 a.m. EST (midnight), exactly 18 months in advance of the event date for private events and at 12:00 a.m. EST exactly six (6) months in advance of the event date for non-profit events. CF staff will respond to date requests on the following business day for additional information, if needed. Dates at CF are considered reserved once a signed Facility Rental Contract and full payment of the rental fee and damage/policy deposit have been received by CF staff.

Cancellations

All cancellations must be made in writing or emailed to CF staff for review. Cancellations for weekend events (Friday-Sunday) must be made 90 days or more in advance of the rental date, for a 50% refund of the rental fee. Cancellations made less than 90 days in advance of the rental date are non-refundable. Cancellations for weekday events (Monday-Thursday) must be made 30 days or more in advance of the rental date, for a 50% refund of the rental fee. Cancellations made less than 30 days in advance of the rental date are non-refundable. The damage/policy deposit will be refunded in full once a cancellation request is reviewed by CF staff.

Date Changes

Requests for date changes are subject to availability and will require a new signed contract. If the date change results in a different rental fee, the following apply:

- If the date change results in a *higher* rental fee, the difference must be paid within 14 days of the request.
- If the date change results in a *lower* rental fee, the date change request must occur more than 90 days in advance of the original date to receive a 50% refund of the fee difference after the event date.
- If the date change results in a *lower* rental fee, and the date change request occurs less than 90 days in advance of the original date, no refund will be issued.
- Any cancellations for date changes will be reviewed by CF staff based upon the cancellation policy for the original date reserved.

Damage/Policy Deposit

A \$300 damage/policy deposit is due at the time of rental reservation. The damage/policy deposit will be applied to any damage incurred or any policies violated during an event. The rental party is responsible for reimbursing the City for of Ann Arbor for any damage to CF facility and grounds caused by the rental party; its employees, representatives, agents and guests within 30 days of the event. Full or partial deposit may be refunded, following an inspection of the facility, within 30 days of event.

Contracted Rental Time

Contracted Rental Time: May 1-October 31

CF is available for use during the contracted rental time as specified on the signed Facility Rental Contract.

All weekend events taking place between May 1 and October 31 are full weekend rentals that include Friday, Saturday and Sunday as the contracted rental period. The contracted rental times for each of these days are:

- Friday: 12:00 p.m. – 8:00 p.m.
- Saturday: 9:00 a.m. – 12:00 a.m.
- Sunday: 11:00 a.m. – 3:00 p.m.

Events taking place on Saturday must end no later than 11:00 p.m. (including music/entertainment) and all guests must leave the facility at this time. The rental party may stay until 12:00 a.m. or as indicated on the Facility Rental Contract to complete clean-up.

Private events on Monday-Thursday may have 5, 10 or 14 hours of contracted rental time to be used between 10:00 a.m. and 12:00 a.m. Events may extend their contracted rental time (e.g. 5 to 10, 5 to 14, 10 to 14) if requested, no less than 60 days prior to the rental date by paying the difference in fees. All rental hours must be used consecutively and not applied to other days.

Contracted Rental Time: November 1-April 30

CF is available for use during the contracted rental time as specified on the signed Facility Rental Contract.

Private events taking place Friday, Saturday or Sunday have 14 hours of contracted rental time starting at 10:00 a.m. and ending at 12:00 a.m.

Private events on Monday-Thursday may have 5, 10 or 14 hours of contracted rental time to be used between 10:00 a.m. and 12:00 a.m. Events may extend their contracted rental time (e.g. 5 to 10, 5 to 14, 10 to 14) if requested no less than 60 days prior to the rental date by paying the difference in fees. All rental hours must be used consecutively and not applied to other days.

Events must end no later than 11:00 p.m. (including music/entertainment) and all guests must leave the facility at this time. The rental party may stay until 12:00 a.m. or as indicated on the Facility Rental Contract to complete clean-up.

End of Event Cleanup

In general, the rental party is responsible for cleanup of all items brought in to CF. Cleanup consists of removing all personal and event items, decorations and leftover food, beverages and ice. Wiping down tables, sweeping and mopping may be required for large messes that may attract bugs or leave lasting odors in the barn.

End of Event and Cleanup: Full Weekends May 1 – October 31

On Friday and Saturday, the required cleanup is to throw away or properly store all leftover food and beverage items and to take out the trash and recycling. Personal items, event items and decorations can be left in the barn Friday and Saturday night. Items and equipment brought by contracted service providers may also be left in the barn overnight Friday and Saturday night however, CF strongly recommends that service providers remove their items by the end of the contracted rental time on Saturday night.

By the end of the contracted rental time on Sunday, all cleanup must be complete. Cleanup consists of removing all personal and event items, decorations, signs, table and chair coverings, trash, recycling, leftover food, beverages, ice and anything else brought for the event. All items and equipment brought by contracted service providers must also be removed by this time. Any amount of time spent past the contracted rental time will be noted on the event checkout form and may result in double the hourly rate deducted from the damage/policy deposit.

End of Event and Clean-up: Weekdays All Year and Weekends November 1-April 30

The rental party is responsible for cleanup of all items brought in to CF. All cleanup must be completed prior to the end of the rental time. Cleanup consists of removing all personal and event items, decorations, signs, table and chair

coverings, trash, recycling, leftover food, beverages, ice and anything else brought for the event. All items and equipment brought by contracted service providers must also be removed by this time. Wiping down tables, sweeping and mopping may be required for large messes that may attract bugs or leave lasting odors in the barn. All items and equipment brought by contracted service providers must also be removed by this time. Any amount of time spent past the contracted rental time will be noted on the event checkout form and may result in double the hourly rate deducted from the damage/policy deposit.

Additional Contracted Day

CF is reserved up to 18 months in advance with many multiple day rentals. In order to guarantee access the day before or after your event, you must pay for additional contracted rental days. Additional days can be rented for five hours or 10 hours to be used between 10 a.m. and 8 p.m. All rental hours must be used consecutively and not applied to other days. This policy does not apply to full-weekend rentals during the months of May–October.

Building Access

Event related activities must take place during the contracted rental days and hours as indicated on the Facility Rental Contract. Types of activities include, but are not limited to, decorating, set up, actual event, clean-up, DJ/band tear-down and a final walkthrough and completion of event checkout form.

Capacity

The maximum seated capacity is 190 guests with no dance floor. This includes no more than 142 on the main floor and 48 people in the loft per the Ann Arbor Fire Department. The recommended maximum seated capacity, with a small dance floor is 160 guests. The maximum seated capacity includes the main floor and loft and includes all those in attendance. (e.g. for a wedding, this includes all guests and the wedding party.)

Beverages

All beverages must be kept in a container that does not sweat or leak to prevent damage to the floors and/or walls of CF. Kegs must be placed in containers that do not “sweat” or develop condensation and must also be placed on a rug provided by CF for use under bar area. If there is liquid spill or leakage, please contact CF staff immediately for assistance.

Alcohol

Beer and wine may only be served to adults 21 and older. Hard liquor of any kind is prohibited on the premises of CF and Buhr Park, including parking lots. If hard liquor is found, it will be disposed of immediately by CF staff & one warning will be given. If hard liquor is found more than once, this will result in immediate termination of the event and full loss of the damage/policy deposit (\$300). Kegs and ice must be placed in containers that do not “sweat” or develop condensation.

Selling Alcohol

The sale of any alcoholic beverages (such as a cash bar, or ticketed event with the consumption of alcohol) is prohibited, except with a temporary liquor license (Special License) from the Michigan Liquor Control Commission (MLCC). All MLCC requests must be approved by the Ann Arbor Police Department and CF staff before the submission of the application to the state. A Special License does not permit the consumption of hard liquor.

Event Items: Delivery and Pick-up

Event items refers to any items brought or rented for indoor or outdoor use by the rental party or contracted service providers. All delivery and pick-up of event items must be communicated to CF staff for review and approval. Delivery and pick-up may only take place during the contracted rental time unless otherwise arranged and approved by CF staff. Indoor event items must be removed from the barn at the end of the event unless approved by CF staff. Indoor and outdoor items scheduled for next day pick-up must be approved by CF staff and may be stored in the outdoor storage shed or other approved location.

Tables and Chairs (all events)

There are 190 chairs and various sized tables provided for indoor use only that will be set up and broken down by CF staff. The rental party will submit a floor plan 14 days prior to the event indicating how they wish the tables and chairs to be set

up, which may be adjusted as needed by CF staff. The rental party is welcome to make changes to the table and chair set up upon their arrival. CF staff may not be available to assist with changes. Tables and chairs that are not being used are stacked and hidden behind screens or curtains. Six round tables and 48 chairs remain in the loft at all times. CF will only set up 60-inch round tables in the loft. CF will not set up banquet tables (72" x 30") in the loft. If the rental party sets up additional tables/chairs, they are responsible for bringing them back to the main level. Failure to remove extra tables/chairs from the loft may result in a deduction of \$25/table or chair from the damage/policy deposit. The rental party is responsible for all outdoor items – tables, chairs, arches, etc. Rented tables and chairs for indoors and/or outdoors as well as their schedule for delivery, set up and removal times, must be reviewed and approved by CF staff at least 14 days prior to the event date.

Outdoor Tents

CF staff must be notified at least 30 days prior to the event date with the following information:

- Tent dimensions
- Rental company name and contact information
- Time the rental company will arrive for set up and pick up
- Time guests will arrive for the event
- The estimated number of people who may be using the tent at one time
- A brief description of what the tent will be used for and the estimated number of tables and chairs located under the tent
- A map of where the tent will be located on CF property

For a tent larger than 400 square feet (20x20), an inspection is required by the City of Ann Arbor. The inspection fee must be paid prior to the event date.

CF Grounds

The ramp on the south side of the CF barn may be used by the rental party or service providers to unload and load into the main event space. No vehicles (personal or service providers) are allowed on the grass at CF. Do not throw trash, cigarette butts, ice, or any other materials onto the ramp or into the flowerbeds on either side. Leftover ice may be dumped outside on the grass or in the driveways (ice left in sinks are prohibited). Do not allow any person to climb or run through the gardens around the property and on the ramp as the area may not be safe and they may damage the plants/flowers.

Elevator Usage

CF is equipped with a barrier free lifting device, which functions as a passenger-only elevator. The lift has a maximum weight capacity of 700 pounds. The internal dimensions of the lift are 33 inches by 52 inches with a clearance of 28 inches through the door. The passenger-elevator is to be used ONLY by people who are unable to use the stairs or guests with strollers and may not be used for event related equipment or items. The rental party is encouraged to notify all vendors that CF does not have an elevator for freight. Transporting freight of any kind is prohibited. The ramp located on the south side of the barn and the kitchen service staircase on the north side of the barn are intended for freight deliveries. Any use of the elevator for freight will result in full loss of the damage/policy deposit (\$300) and/or payment for any repair to the elevator that is results from the improper use.

Dumbwaiter Usage

CF is equipped with a dumbwaiter used to transport items into the kitchen area and may only be used with the assistance of CF staff. The weight limit for the dumbwaiter is 200 pounds. If the dumbwaiter becomes stuck during an event, items inside will not be available until the next business day. Associated repair charges may be deducted from the damage/policy deposit. Any amount due in excess of the deposit shall be immediately reimbursed to the City of Ann Arbor.

Parking

Parking is provided in the lot north of CF accessible from the Buhr Park entrance. Parking is not permitted in the CF Farm House gravel parking area, or on the grounds surrounding CF. There are just over 100 parking spaces in the CF parking lot located on the north side of the property and overflow parking for guests nearby at Buhr Park. Approximately two (2) hours

before guests arrive, CF staff will place event parking signs directing guests to the parking lot and where not to park. One catering vehicle may be parked in a location approved by CF staff and must leave a 20-foot safety vehicle access drive. All other vehicles including DJs/bands, caterers, friends, etc. must be in the parking lot. During the event, vehicles parked in unapproved areas, in areas deemed inappropriate by CF staff, or areas signed *No Parking* may be ticketed and towed.

Entertainment: DJs, Bands and Noise

It is the rental party's responsibility to make the DJ/Band aware of volume restrictions. The local noise ordinance specifies that events may not exceed 61 decibels before 10:00 p.m. and 55 decibels after 10:00 p.m. A representative from the DJ or band must introduce themselves on the event day to CF staff. All entertainment must be shut down and turned off by 11:00 p.m. Please inform DJs or bands of the contracted rental time so they allow time to break down their equipment. Recommended break down time is one (1) hour. If the DJ or band stays past the contracted rental time, double the hourly rate will be deducted from the damage/policy deposit. The barn ramp doors must be closed and remain closed after 10:00 p.m. due to noise level restrictions. Failure to comply with requests by CF staff regarding noise levels, windows or ramp doors may result in a deduction of \$50 per occurrence from the damage/policy deposit.

Decorations

All decorations and rental activities shall be in accordance with all fire and safety regulations of local authorities. Staples, nails, screws, tacks etc. are prohibited in affixing decorations to the building, inside or outside. Painter's tape, Scotch 3M Quick Release plastic hooks or a similar type of product that will not damage paint, walls, or wood surfaces is permissible. Damage may include paint tears or dents in the walls and holes in the walls or wood from tacks, nails, staples etc. \$25 per area of damage will be deducted from the damage deposit. Candles are allowed if the flame is protected; for example, pillar candles in hurricanes. Unity candles are allowed only during a ceremony. Use of outdoor sky lanterns and other similar outdoor items are prohibited. Acceptable outdoor items used for send-off are limited to bird seed, real flower petals or sparklers upon CF staff approval. CF staff may require they be picked up after the event. Confetti (biodegradable, plastic or other) and glitter are prohibited indoors/outdoors. If floral decorations will be assembled indoors, special care should be taken to prevent any damage to the wood floors. Please contact CF staff if spills occur. The location of outdoor directional signage placed or affixed on CF grounds, Buhr Park, or along Packard Road must be approved by CF staff to prevent damage to sprinkler system. All outdoor decorations must be removed immediately after the event. Bales of hay or straw must be removed along with other decorations at the end of the event and taken off the property. Any items left on site will be held for up to 14 days. Artificial floral decorations are prohibited outside on the grounds as they are considered litter. If artificial floral decorations are used or other outdoor decorations are left on the grounds a deduction of \$100 will be taken from the damage/policy deposit.

Draping and Decorative Lighting Indoors

Decorative lighting may be brought in as long as fixtures can be plugged into existing outlets. No alteration or use of the fuse box or other electrical systems for additional lighting is allowed. CF has one 6-foot ladder available for use; additional ladders will need to be provided by rental party. All decorative lighting and draping on the beams may be installed during contracted rental time and must be removed during contracted rental time. As a reference, the wood beams used for lighting and draping are approximately 10' and 20' high and the barn is approximately 40' wide. Name and contact information for lighting and draping vendors must be provided to CF staff on Event Times and Details form. CF encourages rental party to meet onsite with vendor to finalize draping and lighting before event day.

Balloons

Non-helium balloons are permitted for use indoors and must be removed at the end of the event. Helium balloons are prohibited indoors. Use of helium balloons indoors will result in immediate termination of your event and loss of damage/policy deposit (\$300).

Additional Event Activities

Additional event activities, (including, but not limited to, bounce houses, dunk tanks, petting zoos, non-domesticated animals, indoor and outdoor cooking, face painting, sparkler sendoffs, smoke machines, etc.) must be noted on the Event Times and Details form for CF staff review and approval.

Trash, Recycling and Compost

The rental party is responsible for disposing of trash and recyclables in receptacles located in the trash corral on the north side of the barn. CF will provide trash bags; all bags must be tied shut prior to putting in the trash chute. CF may also provide compostable bags upon request. Please notify CF at least 14 days in advance if requesting compostable bags. Failure to comply with proper use of the trash chute and/or removal of waste will result in a \$25/bag deduction from the damage/policy deposit.

Use of Grills and Outdoor Cooking

Any grilling or outdoor cooking must take place in the graveled area at the bottom of the ramp or at least 20 feet away from the CF barn and outbuildings. Any grilling or outdoor cooking must be at least 20 feet away from the CF barn and outbuildings. Failure to comply with CF restrictions on the location of grills and outdoor cooking will result in full loss of the damage/policy deposit (\$300) and an immediate termination of the event. Recreational fire pits are not allowed at CF.

Animals

No animals are allowed indoors, except service dogs. Guests are welcome to visit the animals in the barnyard; however, guests prohibited in the enclosure. Please be aware the chickens wander the grounds. Do not feed the animals. Feeding the animals will result in the immediate expulsion of the offender from farm grounds.

Smoking

CF is a non-smoking/vaping facility. Smoking and vaping are permitted only in designated outdoor areas and must be at least 20 feet away from the CF barn and outbuildings.

Buhr Park Usage

Buhr Park is open for public use year-round therefore some public traffic is to be expected. Use of the grounds surrounding CF (Buhr Park) must be pre-approved by CF staff. Inquiries regarding use of softball diamonds (immediately east of CF) during rental functions can be made by contacting CF staff.

Required Supplemental Forms

The following forms must be completed prior to your event at CF. These include but are not limited to:

- Building Policies and Regulations Acknowledgement Form
- Event Times and Details
- Final Rule Checklist
- Floor Plan (Using Social Tables)
- Event Checkout Form

These forms are available by email and USPS. Please contact CF staff with questions.