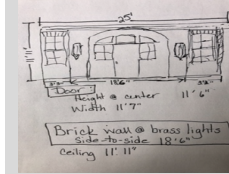
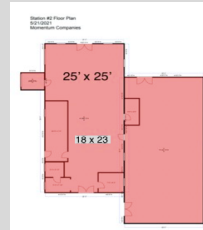




Station
No 2

STATION NO. 2 IG @ STATION_NO.2 DONNA 919-749-0330 DREW 919-602-7029

What are the dimensions of the venue? What are the measurements at the big red doors? The front area is basically 25' x 25'. The stairwell wall narrows the space in the back to 18' wide. Ceilings are 12' at the higher areas and the cross beams are 11'.



INCLUSIONS:

- 80** CHIAVARI CHAIRS - MEDIUM FRUITWOOD
- 50** CHIAVARI CHAIRS - LIGHT FRUITWOOD
- SIX** 4' ROUND FOLDING TABLES (RENT TABLECLOTH: FLOOR LENGTH: 108") SEATS UP TO 6
- FOURTEEN** 6' RECTANGULAR FOLDING TABLES (RENT TABLECLOTH: FLOOR LENGTH: 90" X 132") SEATS UP TO 8
- ONE** 5' RECTANGULAR FOLDING TABLE (RENT TABLECLOTH: FLOOR LENGTH: 90" X 120")
- TEN** COLLAPSIBLE 30"W X 40"H HIGH-TOP TABLES (RENT 110" TO FLOOR - 120" PUDDLED/SASHED)
- TEN** COLLAPSIBLE 26"W X 29"H BISTRO TABLES (RENT 90" TO FLOOR - 100" PUDDLED/SASHED LINENS)
- ONE** 42" WHITE "CAKE" TABLE (RENT 102" ROUND TABLECLOTH OR 108" AND PUDDLE)
- ONE** SMALL 30" ROUND TABLE (RENT 90" ROUND TABLECLOTH OR 108" AND PUDDLE)
- ONE** 31" X 24" RECTANGULAR TABLE (RENT 108" TABLECLOTH AND PUDDLE)
- AMP/RECEIVER BLUETOOTH
- (2) WIRELESS MICROPHONES
- 70" SMART TV



CAN I USE YOUR INVENTORY?

YOU ARE WELCOME TO USE ANYTHING IN THE COAL BIN. PLEASE CLEAN AND RETURN ANY ITEMS BEFORE YOU LEAVE.

CAN I HANG DRAPERY FABRIC AND LIGHTS INSIDE?

YES, YOU CAN! THERE ARE HOOKS IN THE CEILING BEAMS. PLEASE BE CAREFUL AS THEY ARE IN THE TIN CEILING, NOT IN WOOD. THERE ARE 4 BEAMS. THERE ARE 3 OUTLETS NEAR THE CEILING FOR THE 3 MAIN BEAMS.

VACANT LOT NEXT TO COURTYARD WHAT SIZE TENT FITS IN THE LOT? THE LEVEL, GRAVEL AREA IS @ 700 SQFT. MOST PEOPLE POP A 20' X 30' TENT ON THE LOT AND USE IT FOR A LOUNGE AREA OR GAMES. WE HAVE OUTDOOR GAMES! AN EXTRA BAR OR A FOOD TRUCK ARE OFTEN PLACED THERE.

COURTYARD DIMENSIONS: LENGTH 40' WIDEST PART 17' NARROWEST AT ARCH 11' ARCH: 52"W X 78"H X 17"D

HOW MANY CHAIRS FIT IN THE COURTYARD FOR A CEREMONY? YOU CAN FIT 80 CHAIRS IN THE COURTYARD.

CAN I USE THE CHIAVARI CHAIRS OUTSIDE? YOU CAN USE THEM OUTSIDE AS LONG AS WEATHER PERMITS. IN ORDER TO REDUCE THE HUSTLE OF A FLIP, I HIGHLY RECOMMEND RENTING THE WHITE OUTDOOR COLLAPSIBLE CHAIRS. BENCHES DON'T FIT AS WELL DUE TO THE CURVY BORDER OF THE PLANTINGS ALONG THE FLAGSTONE.

IS THERE A TENT FOR THE COURTYARD? WE HAVE A 16' X 32' TENT. LET US KNOW A DAY OR SO AHEAD OF TIME IF YOU WANT TO USE IT. RENTAL FEE \$275 IF YOU WOULD LIKE EDISON BULBS STRUNG IN THE TENT, THE FEE IS \$50.

WHERE IS THE TORCH FUEL? TORCH FUEL AND CANS ARE IN THE COAL BIN. AT THE END OF THE NIGHT, ALL CANS ARE RETURNED TO THE COAL BIN. THIS IS THE DAY-OF COORDINATOR'S RESPONSIBILITY TO OVERSEE.

WHERE DO WE PARK? YOU MAY PARK FOR FREE IN THE MISSION PARKING LOT ACROSS THE STREET AFTER 4PM MONDAY - SATURDAY; SUNDAYS ANYTIME. 5TH AVE AND CASTLE STREET HAVE NO METERS. IF YOUR GUESTS INTEND TO DRINK ALCOHOL, PLEASE ENCOURAGE THEM TO UBER!

WHERE DO I FIND THE PORT CITY TROLLEY SCHEDULE AND INFORMATION? THE TROLLEY IS FREE!
[HTTPS://WWW.WAVETRANSIT.COM/FREE-DOWNTOWN-TROLLEY-SCHEDULE/](https://www.wavetransit.com/free-downtown-trolley-schedule/)

WHAT TIME IS QUIET TIME DOWNTOWN? ALL AMPLIFIED MUSIC MUST END AT 11PM. THE NOISE LEVEL OUTSIDE OF THE BUILDING MUST NOT BE OVER 75 DECIBELS.

CATERING & VENDORS WE ALLOW WHOMEVER YOU LIKE TO CATER YOUR EVENT. YOU CHOOSE YOUR OWN VENDORS. IF YOU NEED SUGGESTIONS, WE CAN SEND OUR SUGGESTED VENDORS. WE HAVE A LIST OF ENTERTAINMENT, FLORISTS, BAKERS, PLANNERS, RENTAL COMPANIES, PHOTOGRAPHERS, OFFICIANTS, ETC. FOOD TRUCKS ARE WELCOME! MANY USE THE VACANT LOT NEXT TO THE COURTYARD. HERE ARE A COUPLE OF LINKS TO FIND LOCAL FOOD TRUCKS: [HTTPS://ROAMINGHUNGER.COM/FOOD-TRUCKS/WILMINGTON-](https://roaminghunger.com/food-trucks/wilmington-)

PLANNERS

IT IS REQUIRED TO HAVE A DAY-OF COORDINATOR FOR WEDDINGS AND AN EVENT PLANNER FOR PARTIES/REHEARSALS

WHY DO I NEED A DAY-OF COORDINATOR?

IT IS REQUIRED TO HAVE A DAY-OF COORDINATOR FOR WEDDING CEREMONIES. YOU CANNOT "DIRECT THE SCENE AND STAR IN THE LEADING ROLE." YOUR PLANNER HANDLES EVERYTHING FROM COORDINATING THE FLOW WITH VENDORS DROPPING OFF/PICKING UP, YOUR TIMELINE, FLOOR PLANS, FLIPS, DIRECTS CATERERS, MAKES SURE RULES ARE FOLLOWED (I.E. NO CIGARETTE BUTTS ON THE GROUND, FLOWER PETALS ARE RAKED UP, NO TAPE, GLITTER, CONFETTI, OR GOLD FOIL "COINS" ARE USED) AND MAKES YOUR DAY EFFORTLESS! THEY END THE FUN NO LATER THAN 11PM, & MUST STAY UNTIL LOCK-UP TO ENSURE EVERYTHING IS AS IT WAS FOUND. ALL PERSONAL ITEMS MUST BE REMOVED BY MIDNIGHT.

FOR REHEARSALS & PARTIES, YOU MUST HAVE A CONTACT PERSON SUCH AS AN EVENT PLANNER TO BE HELD RESPONSIBLE FOR COORDINATING THE DAY, FROM SETTING UP TO BREAKING DOWN/CLEANING UP. AGAIN, THIS PERSON MUST STAY UNTIL THE VENUE IS CLEANED, ALL PERSONAL ITEMS REMOVED, & THE VENUE IS LOCKED UP.

BREAKDOWN and CLEAN UP CHECKLIST

Begins NO LATER THAN 11pm

"Leave it like you found it!"

- 1. Remove all personal property from the venue.*
- 2. Place all rentals near the inside front doors for early morning pickup. Outdoor chairs may remain outside in the courtyard.*
- 3. Wipe down tabletops and wipe off any debris on chairs.*
- 4. LEAVE tables in venue.*
- 5. Stack chairs 6 high against the walls.*
- 6. Return all used Station No. 2 inventory to their proper bins and store in the coal bin closet.*
- 7. Remove all tape or COMMAND strips.*
- 8. Rake up any petals. (There should be no glitter, paper confetti or foil confetti to clean up.)*
- 9. Pick up any trash inside and outside (including any cigarette butts) and place trash in large trash bags. Place trash bags in the large trash cans in the back. DO NOT place loose food or drinks directly into trash cans! Bag them before placing in outdoor trash cans.*
- 10. A staff member begins cleaning the floors immediately after the event ends. If the venue is not cleaned out appropriately, there will be a \$60/hour charge for the staff member to supervise your cleanup after midnight*

11. PLANNER MUST STAY AND SUPERVISE UNTIL LOCK-UP!

AIRBNB & HOTELS

AIRBNBS

House next door: <https://abnb.me/iA8ecpbEfeb> 3br/2.5bath up to 8 guests

The View on Front Street

Our company, MoMentum Companies, Inc., has a beautiful 3300 sqft 2-BR/2.5 bath penthouse located at 103 S. Front Street. There is a 2-night minimum. 4 guests maximum. Weekend rates start at \$550/night + 14% taxes & additional fees (cleaning fee is \$200). We offer a special rate to our Station guests and their friends & family of \$1000 for two nights with no additional fees. You can see it on Airbnb. Contact Donna for more information. 919-749-0330

<https://www.airbnb.com/h/theviewonfrontpenthouse>

<https://www.vrbo.com/2725414?unitId=3296256>

Ardmore House

Our company-owned, newly renovated 1908 home on Wrightsville Ave near Market Street and 17th Street. There is a 2-night minimum. 3-BR/2 bath 6 guests maximum. Pet friendly. We offer a special rate for our Station guests and their friends & family of \$750 for two nights. No additional fees. Contact Donna for more information. 919-749-0330

<https://www.airbnb.com/h/historicardmorehouse>

<https://www.vrbo.com/3050160?unitId=3622209>

Private Apt Short Walk to Downtown - One block from Station

<https://www.airbnb.com/h/private-suite-in-historic-downtown-wilmington>

2br/1bath 4 guests

602 Church Street by Shellreef LLC - One block from Station

<https://www.airbnb.com/rooms/615871712198943730?>

2br/1bath 4 guests

<https://www.airbnb.com/rooms/630617989724600992?>

2br/2bath 4 guests

HOTELS

The Hive <https://www.thehivewilmington.com/>

Courtyard Marriott Downtown Wilmington

[https://www.marriott.com/hotels/travel/ilmwc-courtyard-wilmington-downtown-historic-district/?scid=bblal89a-fec3-4dl9-a255-](https://www.marriott.com/hotels/travel/ilmwc-courtyard-wilmington-downtown-historic-district/?scid=bblal89a-fec3-4dl9-a255-54ba596febe2&y_source=1_MjgxODI5My03MTUtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D)

[54ba596febe2&y_source=1_MjgxODI5My03MTUtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D](https://www.marriott.com/hotels/travel/ilmwc-courtyard-wilmington-downtown-historic-district/?scid=bblal89a-fec3-4dl9-a255-54ba596febe2&y_source=1_MjgxODI5My03MTUtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D)

[54ba596febe2&y_source=1_MjgxODI5My03MTUtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D](https://www.marriott.com/hotels/travel/ilmwc-courtyard-wilmington-downtown-historic-district/?scid=bblal89a-fec3-4dl9-a255-54ba596febe2&y_source=1_MjgxODI5My03MTUtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D)

Hampton Inn <https://www.hilton.com/en/hotels/ilmdohx-hampton-wilmington-downtown/>

Embassy Suites <https://www.hilton.com/en/hotels/ilmcces-embassy-suites-wilmington-riverfront/>

Aloft <https://www.marriott.com/en-us/hotels/ilmal-aloft-wilmington-at-coastline-center/overview/>

Front Street Inn <https://www.frontstreetinn.com/>

ARRIVE Wilmington <https://www.arrivehotels.com/wilmington>

STATION NO. 2

BAR OPTIONS

BYOB	Bring your own alcohol. Must hire our Bar Staff (4-hour service)	\$250 BARTENDER FEE
ALCOHOL DELIVERY SERVICE	Beer & Wine delivered for you. (Bottles: 8 red, 8 white, 8 bubbles, & two pony kegs) = 96 glasses of wine/110 glasses of beer You bring soft drinks, water, ice, glassware, etc. Must hire our Bar Staff. (4-hour service)	\$1000 \$250 BARTENDER FEE
BAR PACKAGE BEER & WINE	Choose 2 reds, 2 whites, 2-3 beers on tap Champagne Toast Champagne Wall 2 Signature Drinks (wine-based only) Satellite Bar in Courtyard (includes bar staff) Bar Staff	\$29/PERSON \$7/UNDER 21 \$6/PERSON \$6/PERSON \$7/PERSON \$250 \$250 EACH
BAR PACKAGE COCKTAILS, BEER & WINE	Choose 2 reds, 2 whites, 2-3 beers on tap Champagne Toast Champagne Wall Top shelf mixed drinks Well mixed drinks Satellite Bar in Courtyard (includes bar staff) Bar Staff	\$32/PERSON \$7/UNDER 21 \$6/PERSON \$6/PERSON \$12/DRINK* \$8/DRINK* \$250 \$250 EACH

*Liquor-based drinks tallied at end of event. Credit Card on file pays total charges.

BYOB SERVING LIQUOR : CLIENT ON VENUE CONTRACT MUST SHOW NC ABC LIMITED SPECIAL OCCASION PERMIT PRIOR TO DISTRIBUTING ALCOHOL. MUST ALSO PURCHASE LIQUOR LIABILITY INSURANCE.

BAR STAFF \$250 FEE IS FOR 4-HOUR SERVICE. ADDITIONAL HOURLY FEE \$40/HOUR

602 SOUTH 5TH AVE. WILMINGTON, NC 28401 919-749-0330 STATION2NC@GMAIL.COM

Do I need Limited Occasion Liability Insurance? You must purchase event liability insurance. The insurance covers you for any damages or accidents while renting the venue. Most clients purchase this online for around \$100. In case of any unforeseen need to cancel, the wedding insurance will refund your deposits! If you serve liquor, get your host liquor liability.

We require “wedding insurance” from the insurance company of your choice. Here is an article for your reference:

<https://www.brides.com/best-wedding-insurance-4800550>

REMEMBER TO PURCHASE EVENT INSURANCE! Unfortunately, life can be unpredictable. Be prepared so you don't lose your deposits.

<https://www.eventsured.com/wedding-insurance/>

<https://www.wedsafe.com/Pages/home.aspx?>

<https://www.theeventhelper.com/?>

<https://www.specialeventinsurance.com/>

What if I need to cancel or change my date?

You may need to change your date for unexpected reasons. We allow a reschedule within one year. There is a \$100 fee. *Please read the following cancellation policy:*

Cancellation Policy:

A. All cancellations must be in writing.

B. Cancellations made by client within three (3) days of signing this Rental Agreement: All money paid is refunded less a \$100.00 administrative fee.

C. Cancellations made by client more than 30 days prior to the event:

*50% of the **TOTAL** rental fee is forfeited* by client, meaning **nonrefundable**. \$150 of the \$250 administrative fee/damage/security deposit/cleaning fee will be returned to client with \$100 held as an administrative fee for our time and efforts.

D. Cancellations made by client less than 30 days prior to the event:

The entire rental fee is forfeited by client, meaning all payments made are **nonrefundable**, as well as the \$250 administrative fee/damage/security deposit/cleaning fee.

E. Station No. 2 may cancel client's event due to federal or North Carolina State of Emergency such as hurricanes, emergency conditions, pandemic regulations, or events beyond the control of Station No 2. In case of cancellation initiated by the Station No. 2, all rental and deposit monies will be refunded minus \$100 fee for administrative time and effort.

F. If the governor of NC implements restrictions that reduce Station No. 2 maximum capacity affecting client's guests count, but does not close down Station No. 2, client may choose to reschedule within 12 months of event date.

G. In the event that client must reschedule the event date, it must be within one calendar year of the initial contracted event date. Any cancellation made after rescheduling the event date will result in forfeiture of any payments made. There is a \$100 administrative reschedule fee. Price of rental is subject to any increase in rental fees for the rescheduled date.

AFTER YOU LEAVE...

We try hard to please! If you have any questions or concerns, I promise we will do our very best to help you. After the excitement is over, would you please rate us on Google?

<https://g.page/Station2nc/review?gm>