



Station  
No 2

## The Firehouse

Built in April 1915 by local architect, James F. Gause, Engine Company 2 was home to six men, two horses, and a two-horse hose wagon. The Station used horse-drawn wagons until 1918 when the last fire horse was retired. Engine Company 2 was relocated in 1956. Over the years it has been both a residential and commercial space. In 2017, the building was upfitted as an event space and opened to the public.

**Station No. 2** is a boutique venue that boasts both an indoor and outdoor event space. The historic red doors are an integral part of Wilmington's history and make a beautiful backdrop for any event. The interior has all original floors, exposed brick walls, and tin ceilings. To the left of the venue is a walled-in, private garden courtyard. Jasmine-covered original iron ladders, aged brick walls, and lovely landscaping surround the flagstone pavers making this intimate setting perfect for a small ceremony or cocktail hour.

Upstairs is the gorgeous **Firehouse Suite**. It is beautifully decorated with two bedrooms, a full kitchen, and a large bathroom. The original shower tilework and fireman's lockers have been fully restored to their functionality. Rates include overnight stay(s) in the Firehouse Suite.

### Reserving Station No. 2

*Reservations require a signed rental agreement accompanied by 50% of the total cost of the venue.  
Balance is due 30 days prior to event.*



**Number of rooms:** 1 hall, 2-br suite  
**ABC License:** beer, wine & liquor  
**Largest Room:** @1383sqft  
**Outdoor courtyard + lot:** 1000sqft + 700sqft  
**Max Capacity:** 99 venue (80 seated at tables)  
49 upstairs

**Email:** [station2nc@gmail.com](mailto:station2nc@gmail.com)  
**Website:** [StationNo2.com](http://StationNo2.com)  
**Facebook:** [Station2nc](https://www.facebook.com/Station2nc)  
**Instagram:** [station\\_no2](https://www.instagram.com/station_no2) (*See highlights!*)  
**WIFI:** StationNo2Guest

**Station No. 2 video:** <https://www.youtube.com/watch?v=ENDDsuU5bJI>

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>

# Station No. 2



## 2024 Rates

Mon- Thurs	\$2600
Fri & Sun	\$2900
Sat	\$3600

### 2-Day Packages

Fri/Sat Sat/Sun	\$5200
Thurs/Fri Sun/Mon	\$4900
Mon/Tues Tues/Wed Wed/Thurs	\$4500

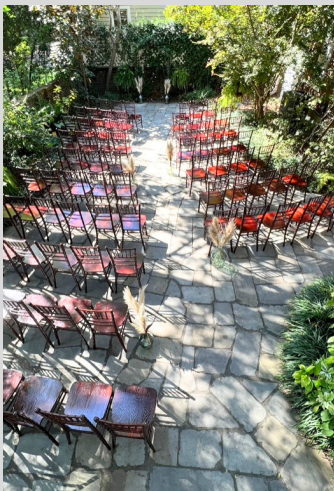
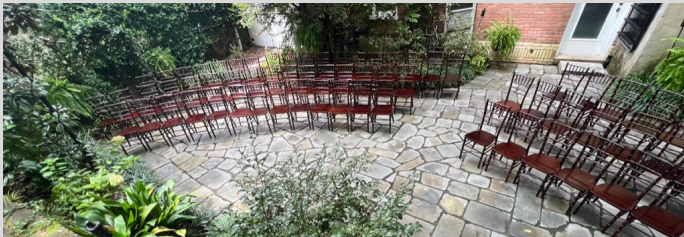
## 2025 Rates

Mon- Thurs	\$2900
Fri & Sun	\$3200
Sat	\$3900

### 2-Day Packages

Fri/Sat Sat/Sun	\$5600
Thurs/Fri Sun/Mon	\$5200
Mon/Tues Tues/Wed Wed/Thurs	\$4800

StationNo2.com  
919-749-0330  
602 S.5th Ave.  
Wilmington, NC 28401  
IG @station\_no.2



# STATION NO. 2

## BAR OPTIONS

<p><b>BYOB</b></p>	<p>Bring your own alcohol. Must hire our Bar Staff (4-hour service)</p>	<p><b>\$250 BARTENDER FEE</b></p>
<p><b>ALCOHOL DELIVERY SERVICE</b></p>	<p>Beer &amp; Wine delivered for you. (Bottles: 8 red, 8 white, 8 bubbles, &amp; 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)</p>	<p><b>\$1200</b> <b>\$250 BARTENDER FEE</b></p>
<p><b>BAR PACKAGE BEER &amp; WINE</b></p>	<p>Choose 2 reds, 2 whites, 2-3 beers on tap</p> <p>Champagne Toast Champagne Wall 2 Signature Drinks (wine-based only) Satellite Bar in Courtyard (includes bar staff) Bar Staff</p>	<p><b>\$29/PERSON</b> <b>\$7/UNDER 21</b></p> <p>\$6/PERSON \$6/PERSON \$7/PERSON</p> <p>\$250</p> <p>\$250 EACH</p>
<p><b>BAR PACKAGE COCKTAILS, BEER &amp; WINE</b></p>	<p>Choose 2 reds, 2 whites, 2-3 beers on tap</p> <p>Champagne Toast Champagne Wall Top shelf mixed drinks Well mixed drinks (You may set a max tab) Satellite Bar in Courtyard (includes bar staff) Bar Staff</p>	<p><b>\$29/PERSON</b> <b>\$7/UNDER 21</b></p> <p>\$6/PERSON \$6/PERSON \$12/DRINK* \$8/DRINK*</p> <p>\$250</p> <p>\$250 EACH</p>

\*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  
NC 7% ALCOHOL TAX NOT INCLUDED

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



# Details

## STATION NO. 2 GUIDELINES FOR BAR PACKAGE

ALL CONTRACTS AND DEPOSITS MUST BE SUBMITTED NO LESS THAN 30 DAYS PRIOR TO THE EVENT. **DECREASES IN BAR PACKAGES ARE NOT ALLOWED.** INCREASES MAY BE MADE UP TO 14 DAYS PRIOR TO EVENT.

THE MAXIMUM LENGTH OF ANY BAR SERVICE FOR ANY EVENT IS 6 HOURS. AT THE END OF THE EVENT ALL REMAINING ALCOHOL MAY NOT LEAVE THE PREMISES AND IS THE PROPERTY OF STATION NO. 2. ALL SERVICES END PROMPTLY AFTER AGREED-UPON HOURS OF SERVICE UNLESS CONTRACT STATES OTHERWISE.

ALL FINAL BAR SELECTIONS MUST BE MADE 30 DAYS PRIOR TO THE EVENT. FINAL GUESTS COUNT MUST BE RECEIVED 14 DAYS PRIOR TO THE EVENT. YOU WILL BE BILLED THE GUARANTEED NUMBER, OR THE SPECIFIED BEVERAGE MINIMUM, WHICHEVER IS MORE. ADDITIONS MAY BE MADE UP UNTIL 7 DAYS PRIOR TO YOUR EVENT, HOWEVER SUBTRACTIONS MAY NOT BE MADE AFTER FINAL GUEST COUNTS ARE RECEIVED 14 DAYS PRIOR TO YOUR EVENT. IN THE EVENT OF UNFORESEEN CHANGES IN THE AVAILABILITY OF CERTAIN BAR SELECTIONS, STATION NO. 2/MOMENTUM COMPANIES WILL NOTIFY THE CLIENT AND OFFER ALTERNATIVES TO THE CLIENT AT NO ADDITIONAL COST TO THE CLIENT.

SERVICE CHARGES, SALES TAX AND PAYMENT BAR PACKAGES: ALL ALCOHOL IS TO BE CHARGED THE STATE SALES/EXCISE TAX AT THE CURRENT NORTH CAROLINA RATE OF 7%. IN ADDITION, A \$250 STAFFING FEE IS ADDED TO ALL BAR PROPOSALS (SUBJECT TO CHANGE BASED ON NUMBER OF GUESTS, BAR SELECTIONS AND HOURS OF SERVICE) AND SET-UP/BREAK-DOWN FEE IS INCLUDED IN THE BAR STAFFING FEE. ALL BAR SERVICE STAFFING INCLUDES A MINIMUM OF 1 BAR STAFF PER 50 PEOPLE AND IS DEPENDENT ON BAR SELECTIONS AND HOURS OF SERVICE.

A DEPOSIT OF 50% OF THE TOTAL CONTRACTED FEE MUST BE PAID UPON SIGNING THE CONTRACT NO LESS THAN 30 DAYS PRIOR TO CLIENT'S SCHEDULED EVENT. FINAL PAYMENT OF THE BALANCE IS DUE 14 DAYS PRIOR TO EVENT. PLEASE CALL 919-749-0330 TO MAKE A CREDIT CARD PAYMENT OR MAKE CHECKS PAYABLE TO: MOMENTUM COMPANIES  
103 S. FRONT ST.  
WILMINGTON, NC 28401

### PROCEDURES AND PROTOCOLS

ANY ALCOHOL-RELATED PROBLEMS OR DISTURBANCES WHICH ARE NOT SATISFACTORILY RESOLVED WILL CAUSE THE IMMEDIATE FORFEITURE OF THE ENTIRE DEPOSIT AND POSSIBLE EARLY CLOSURE OF THE EVENT.  
BARTENDERS AND STATION NO. 2 RESERVE THE RIGHT TO REFUSE SERVICE TO ANY GUEST WHO IS DISRUPTIVE OR OVER THE LIMIT.  
YOU MUST USE OUR BARTENDER(S) IF SERVING ALCOHOL.  
ALCOHOLIC BEVERAGES ARE ALLOWED IN THE VENUE, COURTYARD, AND STATION NO. 2 LOT NEXT DOOR ONLY.  
ALCOHOL MAY NOT BE CONSUMED IN RESTROOMS, PARKING LOTS, SIDEWALKS AND MAY ONLY BE SERVED AND CONSUMED DURING THE HOURS LISTED ON THE RENTAL AGREEMENT.  
ALCOHOL MAY NOT BE SERVED TO MINORS.  
ANY VIOLATION OF ALCOHOL USE POLICIES MAY RESULT IN THE CLOSURE OF EVENT.  
CONSUMPTION OF ALCOHOL DURING AN EVENT WITHOUT IT BEING LISTED IN THE RENTAL AGREEMENT WILL RESULT IN THE FORFEITURE OF DEPOSIT AND POSSIBLE EARLY CLOSURE OF THE EVENT.  
ALL GUESTS ARE REQUIRED TO BE ABLE TO PROVIDE A VALID ID TO BE SERVED AND MUST PRESENT ONE WHEN ASKED.  
NO ONE UNDER THE AGE OF 21 WILL BE SERVED ALCOHOL. ANY GUEST PROVIDING ALCOHOL TO A MINOR (UNDER THE AGE 21) WILL BE REQUIRED TO LEAVE THE GROUNDS IMMEDIATELY.  
BEVERAGES CONTAINING ALCOHOL ARE NOT ALLOWED TO LEAVE THE PREMISES AND MUST STAY INSIDE THE BUILDING OR COURTYARD.  
BEVERAGES MAY NOT BE CONSUMED ON THE PUBLIC SIDEWALK OUTSIDE OF THE VENUE AS IT IS IN VIOLATION OF NORTH CAROLINA STATE LAW.

BYOB: IN ORDER FOR INDIVIDUALS TO SERVE MALT BEVERAGES EXCEEDING 15% ABV AND/OR FORTIFIED WINE EXCEEDING 16% ABV AND/OR ANY LIQUOR, CLIENT IS REQUIRED TO PURCHASE A \$50 NC LIMITED SPECIAL OCCASION PERMIT FROM THE STATE:

[HTTPS://ABC.NC.GOV/PERMIT/QUALIFICATION/LSOL/](https://abc.nc.gov/permit/qualification/lsol/)

NORTH CAROLINA ABC-LIMITED SPECIAL OCCASION PERMIT A LIMITED SPECIAL OCCASION PERMIT AUTHORIZES THE PERMITTEE TO BRING FORTIFIED WINE AND SPIRITUOUS LIQUOR ONTO THE PREMISES OF A BUSINESS, WITH THE PERMISSION OF THE OWNER OF THAT PROPERTY, AND TO SERVE THOSE ALCOHOLIC BEVERAGES TO THE PERMITTEE'S GUESTS AT A RECEPTION, WEDDING, PARTY, OR OTHER SPECIAL OCCASION BEING HELD THERE. THE PERMIT MAY BE ISSUED TO ANY INDIVIDUAL OTHER THAN THE OWNER OR POSSESSOR OF THE PREMISES. AN APPLICANT FOR A LIMITED SPECIAL OCCASION PERMIT SHALL HAVE THE WRITTEN PERMISSION OF THE OWNER OR POSSESSOR OF THE PROPERTY ON WHICH THE SPECIAL OCCASION IS TO BE HELD. COMPLETE AN APPLICATION FOR LIMITED SPECIAL OCCASION PERMIT AND SUBMIT WITH THE \$50 FEE.

# Frequently Asked Questions

- **WHERE CAN MY GUESTS PARK? DO YOU HAVE A PARKING LOT?**

- STATION NO. 2 DOES NOT HAVE ITS OWN PARKING LOT. ALL OF THE STREET PARKING IN THE BLOCKS SURROUNDING THE STATION OFFER FREE PARKING WITH NO METERS OR TRICKY SIGNS TO READ. ALSO, THE PARKING LOT ACROSS THE STREET IS AVAILABLE TO STATION GUESTS AFTER 4PM; ANYTIME ON SUNDAYS. HOWEVER, BEING A DOWNTOWN LOCATION, WE RECOMMEND YOUR GUESTS WHO DRINK ALCOHOL TO CARPOOL WITH A DESIGNATED DRIVER OR USE CAR SERVICES LIKE UBER.

- **CAN I HIRE A DJ, BAND, OR HAVE AMPLIFIED MUSIC FOR MY EVENT?**

- ALL AMPLIFIED MUSIC IS ALLOWED INDOORS UNTIL 11PM. WILMINGTON HAS RESTRICTIONS OF 75 DECIBELS AT NIGHT. WE HAVE AN AMP/RECEIVER WITH SPEAKERS INSIDE THE VENUE AND IN THE COURTYARD ALONG WITH A MICROPHONE. ALL MUSIC MUST END BY 11PM.

- **CAN I USE THE STATION NO. 2'S CHAIRS OUTSIDE IN THE GARDEN?**

- OUR CHIAVARI CHAIRS ARE FOR INSIDE OR OUTSIDE USE. THE GARDEN COURTYARD GROUNDS ARE FLAGSTONE PAVERS. PLEASE NOTE THAT IF IT RAINS, THE CHAIRS MUST BE MOVED INDOORS.

- **WHAT SHOULD I EXPECT FROM MY ONSITE FACILITIES PERSON?**

- YOUR STATION NO. 2 ONSITE FACILITIES STAFF WILL UNLOCK THE BUILDING, GREET YOU AND YOUR VENDORS, ANSWER ANY STATION NO. 2 QUESTIONS THAT YOU MAY HAVE AND MAINTAIN THE CLEANLINESS OF THE GROUNDS AND BUILDING. THEY ARE ALSO PREPARED TO RESPOND IN THE EVENT OF AN EMERGENCY. RING DOORBELLS WITH CAMERAS ARE IN SEVERAL LOCATIONS FOR YOUR CONVENIENCE IF YOU NEED HELP.

- **FOR MY WEDDING, WHAT IS MY PROFESSIONAL DAY-OF COORDINATOR RESPONSIBLE FOR?**

- YOUR PROFESSIONAL DAY-OF COORDINATOR WILL BE RESPONSIBLE FOR HELPING YOU CREATE YOUR TIMELINE, SCHEDULE, AND FLOOR PLAN. THEY WILL COORDINATE YOUR VENDORS, AND CONTRACTS, COORDINATE YOUR REHEARSAL, CEREMONY, AND RECEPTION. THEY WILL ALSO BE IN CHARGE OF SETUP AND BREAKDOWN/CLEANUP AS WELL AS HANDLE ANY "FLIPS." WE DO NOT OFFER DAY-OF COORDINATING OR WEDDING PLANNING SERVICES. WE CAN, HOWEVER, RECOMMEND EXCELLENT DAY-OF'S/PLANNERS.

- **DO I NEED A DAY-OF COORDINATOR FOR MY EVENT?**

- FOR WEDDING CEREMONIES AND RECEPTIONS STATION NO. 2 REQUIRES YOU TO HAVE A PROFESSIONAL DAY-OF COORDINATOR. FOR NON-WEDDING EVENTS WE DO NOT REQUIRE A PROFESSIONAL DAY-OF COORDINATOR, HOWEVER WE DO REQUIRE THAT YOU HAVE A POINT PERSON FOR SETUP AND BREAKDOWN/CLEANUP. YOUR COORDINATOR OR POINT PERSON MUST ALSO CLEAN UP, GATHER ALL RENTALS TOGETHER, AND REMOVE ALL DÉCOR AND "COMMAND" STICKERS BEFORE LEAVING. THEY MUST STAY UNTIL LOCK UP.

- **IS THE STATION VENUE AND FIREHOUSE SUITE PET FRIENDLY?**

- ABSOLUTELY! PLEASE LEASH YOUR PET OUTDOORS AND PICK UP THE POOP WHEN WALKING YOUR POOCH! WE ALSO ASK THAT YOU KEEP THEM OFF THE FURNITURE.

- **CATERING & BAR**

- WE CAN PROVIDE YOU WITH A LIST OF VENDORS IF NEEDED. ALCOHOL MAY BE ORDERED AND DISTRIBUTED THROUGH STATION NO. 2 AS AN ABC LICENSED VENUE. BAR PACKAGES ARE AVAILABLE. YOU MAY BYOB. YOU MUST HIRE OUR BAR STAFF.

- **CAN I BRING IN MY OWN ALCOHOL OR KEG FOR MY EVENT?**

- STATION NO.2 IS ABC LICENSED TO PROVIDE YOUR BEER AND WINE THROUGH OUR BAR PACKAGE WITH COMPETITIVE PRICES. YOU MUST HIRE OUR BARTENDER(S) IF SERVING ALCOHOL. IF YOU PREFER TO BRING YOUR OWN ALCOHOL, SUCH AS LIQUOR, BEER EXCEEDING 15% ABV, OR WINE EXCEEDING 16% ABV, REMEMBER TO PURCHASE A PERMIT TO SERVE ALCOHOL FROM THE STATE, [HTTPS://ABC.NC.GOV/PERMIT/QUALIFICATIONNLSO/](https://abc.nc.gov/permit/qualificationnls/). YOU MUST PURCHASE SPECIAL EVENT LIABILITY INSURANCE TO PROTECT YOURSELF FROM ANY INCIDENTS OR ACCIDENTS THAT MAY OCCUR AS A RESULT OF ALCOHOL CONSUMPTION WHICH YOU PROVIDED.

- **CAN I MOVE THE LOCATION OF THE BAR?**

- NO. OUR BAR IS BEST LOCATED IN THE BACK IN ORDER TO GIVE YOU MAXIMUM SPACE FOR SET UP. A SATELLITE BAR CAN BE ARRANGED FOR THE COURTYARD WITH ADDITIONAL BAR STAFF.

- **WHAT IS YOUR 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. RESCHEDULING MUST BE MADE NO LATER THAN 120 DAYS PRIOR TO THE INITIAL SCHEDULED 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 FEE IS SUBJECT TO ANY INCREASE IN RENTAL FEES FOR THE RESCHEDULED DATE. THE REQUEST FOR RESCHEDULING MUST BE IN WRITING. THE DIFFERENCE IN RENTAL FEES MUST BE PAID WITH THE ADMINISTRATIVE FEE BEFORE FINAL CHANGES. ADDENDUM MUST BE SIGNED BY THE CLIENT TO BE VALID.

**PLEASE READ THE FOLLOWING CAREFULLY:**

**1. TERMS AND CONDITIONS:**

- A. USE OF PREMISES AND GROUNDS: FACILITY AND GROUNDS ARE ONLY TO BE USED FOR STATED PURPOSE(S). THE VENUE INCLUDING THE GROUNDS ARE FOR YOUR USE ONLY.
- B. SET UP AND BREAKDOWN: TIMES MUST FALL WITHIN THE TOTAL RENTAL TIME PERIOD. THE CLIENT MUST HAVE A DAY-OF COORDINATOR OR PLANNER. IT IS THE RESPONSIBILITY OF THE CLIENT'S COORDINATOR TO MOVE EQUIPMENT, TABLES, AND CHAIRS WITHIN THE FACILITY OR ON THE GROUNDS BEFORE, DURING, AND AFTER THE EVENT. RENTAL DELIVERIES TO THE VENUE OCCUR NO EARLIER THAN 10:00 AM UNLESS OTHERWISE AGREED UPON BY STATION NO. 2.
- C. ANY CLIENT RENTING THE VENUE THE FOLLOWING DAY MUST HAVE ACCESS FROM 10AM-11AM PRIOR TO YOUR START TIME.
- D. ALL EVENT ACTIVITIES MUST END BY 11:00 P.M. EVENT MUST END NO LATER THAN 11:00PM AND ALL PERSONAL ITEMS REMOVED BY MIDNIGHT. IT IS RECOMMENDED THAT AT LEAST 1 HOUR BE ALLOWED FOR EVENT BREAKDOWN AND CLEAN UP AFTER EVENT ENDS. STATION NO. 2 REPRESENTATIVE MAY REMAIN ONSITE FOR THE DURATION OF YOUR EVENT AND BREAKDOWN. INSPECTION BEGINS AT MIDNIGHT. IN THE EVENT THE ONSITE REPRESENTATIVE MUST REMAIN AFTER MIDNIGHT, CLIENT AGREES TO BE CHARGED \$60 PER HOUR TO THE CREDIT CARD ON FILE.
- E. SMOKING IS PROHIBITED IN THE FACILITY AND IN THE COURTYARD WITHIN 10 FEET OF ALL ENTRANCES, EXITS, WINDOWS AND AIR TAKE VENTS.
- F. NO RICE, BIRD SEED, CONFETTI, FOIL "COINS," OR GLITTER IS ALLOWED INSIDE OR OUTSIDE THE FACILITY. ONLY SOAP BUBBLES AND LOOSE ROSE PETALS ARE PERMITTED. SPARKLERS ARE ACCEPTED OUTSIDE THE VENUE.
- G. WE ARE A PET-FRIENDLY VENUE. WITH THAT COMES YOUR RESPONSIBILITY TO CLEAN UP BEHIND YOUR PET. CITY CODE REQUIRES ANIMALS OUTSIDE ON THE GROUNDS TO BE LEASHED.
- H. CANDLES MUST BE IN HOLDERS THAT PREVENT WAX FROM DRIPPING ON SURFACES.
- I. DJS/BANDS/MUSICIANS: PLEASE RESPECT THAT STATION NO. 2 IS LOCATED IN A MIXED-USE COMMUNITY. CONTINUED USE DEPENDS UPON THE GOOD WILL OF OUR NEIGHBORS. LOUD MUSIC OR NOISE OVER 75 DECIBELS WILL JEOPARDIZE OUR RELATIONSHIP WITH THE COMMUNITY. DJS/BANDS/ MUSICIANS THAT ABUSE OUR USAGE RULES WILL NOT BE ALLOWED BACK. AMPLIFIED MUSIC MUST END BY 11PM.
- J. CHILDREN MUST ALWAYS BE SUPERVISED.
- K. IF TENTS ARE USED, ONLY APPROVED RENTAL COMPANIES ARE PERMITTED TO INSTALL A TENT.
- L. ON-SITE STAFF MAY MONITOR EVENT ACTIVITIES AND HAVE THE AUTHORITY TO ENFORCE CONTRACT RULES. STAFF CAN TERMINATE RENTAL IF RENTER DOES NOT HONOR CONTRACT OR LOCAL LAW.
- M. STATION NO. 2 AND THE UPSTAIRS OVERNIGHT ACCOMMODATIONS, THE FIREHOUSE SUITE, WILL NOT BE HELD RESPONSIBLE FOR ITEMS LOST OR MISSING DURING THE EVENT THAT HAVE NOT BEEN REMOVED OR SECURED.
- N. CATERING: CATERING STAFF IS REQUIRED TO REMAIN ON PREMISES FOR THE DURATION OF THE EVENT. ALL CATERING RELATED RENTALS SHALL BE REMOVED FROM THE INTERIOR OF THE PREMISE AT THE END OF THE EVENT. CATERING STAFF IS EXPECTED TO CLEAR PLATE, GLASSWARE, AND TRASH FOR THE DURATION OF THE EVENT. ALL TRASH MUST BE REMOVED AND PLACED IN APPROPRIATE RECEPTACLES AT THE END OF THE EVENT. UPSTAIRS KITCHEN, IF USED AS A STAGING AREA OR CATERING KITCHEN, SHOULD BE CLEARED AND CLEANED AT THE END OF THE EVENING.
- O. CLIENT AGREES TO STATION NO. 2'S RIGHT TO TAKE AND SHARE PHOTOS, VIDEOS, AND DIGITAL RECORDINGS OF THE EVENT FOR ADVERTISING PURPOSES AND SOCIAL MEDIA USE.

**SET-UP AND BREAKDOWN**

- A. DELIVERIES MUST BE MADE THE DAY OF YOUR EVENT BETWEEN 10AM-11AM. ALL RENTAL EQUIPMENT MUST BE REMOVED FROM THE PREMISES NO LATER THAN 10:00 AM THE FOLLOWING MORNING UNLESS OTHERWISE AGREED UPON BY STATION NO. 2.
- B. DO NOT USE NAILS, TACKS, OR STAPLES IN THE WALLS/WOODWORK. IF TAPE IS USED, IT MUST BE PAINTER'S TAPE. COMMAND REMOVABLE STRIPS ARE ALLOWED. ALL DECORATIONS, STRIPS, AND TAPE MUST BE REMOVED AFTER EVENT BEFORE MIDNIGHT.
- C. ALL TRASH AND RECYCLABLES MUST BE REMOVED FROM THE VENUE AND PLACED IN TRASH AND RECYCLING BINS OUTSIDE.
- D. EVENT TRASH ON THE GROUNDS, SIDEWALKS, AND STREET (INCLUDING CIGARETTE BUTTS) MUST ALSO BE REMOVED FROM SITE AND TAKEN TO THE DESIGNATED TRASH OR RECYCLING BINS. IF SIGNS WERE PLACED IN NEIGHBORHOOD, THEY MUST ALSO BE REMOVED. ROSE PETALS ARE TO BE RAKED UP. FAILURE TO DO SO WILL RESULT IN AN HOURLY FEE OF \$60/HOUR CHARGED TO THE CREDIT CARD ON FILE FOR EXTRANEIOUS CLEAN UP.
- E. NOTIFY ON-SITE STAFF OF ANY DAMAGES THAT MAY OCCUR DURING THE EVENT.
- F. DAY-OF COORDINATOR (OR POINT OF CONTACT FOR PARTIES) WILL HAVE TABLES AND CHAIRS WIPED DOWN. CHAIRS ARE TO BE STACKED SIX HIGH AGAINST THE INSIDE WALL BEFORE LEAVING. LEAVE TABLES INSIDE THE VENUE FOR STATION NO. 2 STAFF TO BREAKDOWN AND STOW.
- G. ALL PERSONAL ITEMS MUST BE REMOVED FROM THE VENUE BY MIDNIGHT.