



Station  
No 2

**Station No. 2**  
602 S 5<sup>th</sup> Ave  
Wilmington, NC 28401  
*Boutique Event Venue*

Terry Espy, President MoMentum Company  
919-270-1711  
Donna Wallin,  
Venue Director 919-749-0330

To View Our Calendar: [StationNo2.com/](http://StationNo2.com/)

## 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.*

*\*\*Prices good through 12/31/22\*\* 5% increase annually*

<b>Number of rooms:</b> 1 hall, 2-br suite	<b>Email:</b> station2nc@gmail.com
<b>ABC License:</b> beer and wine	<b>Website:</b> stationno2.com
<b>Largest Room:</b> @1383sqft	<b>Facebook:</b> Station No. 2
<b>Outdoor courtyard + lot:</b> 1000sqft + 700sqft	<b>Instagram:</b> station_no.2
<b>Max Capacity:</b> 86 venue, 49 upstairs	<b>WIFI:</b> StationNo2booster Guest

### VIDEOS:

**Station No. 2:** <https://www.youtube.com/watch?v=ENDDsuU5bJI>  
**Walk-through:** <https://www.youtube.com/watch?v=YfAmuDhowgQ>  
**Courtyard daytime:** [https://www.youtube.com/watch?v=Crkni2f\\_w-o](https://www.youtube.com/watch?v=Crkni2f_w-o)  
**Courtyard at night:**  
<https://www.facebook.com/144987009619848/posts/769181647200378/?d=n>  
**Historic Firehouse Suite:** <https://www.youtube.com/watch?v=1uUoCbJZNB4>  
**Seated 79 bird's-eye view:** <https://www.youtube.com/watch?v=5dmEyqEgu84>  
**Set-up for 79:** <https://www.youtube.com/watch?v=V2coPh4u0Og>  
**Catering area and 79 seated:** <https://www.youtube.com/watch?v=Uda7hMc6tM>



## DAILY RATES 2022

**Fridays and Sundays: \$2300**  
**Saturdays: \$3000**  
**Monday-Thursday: \$2000**

Daily rates include the entire building with an overnight stay in the Firehouse Suite upstairs.

<b>2023:</b>	<b>\$2600 for Fri &amp; Sun</b>	<b>\$3300 for Sat</b>	<b>\$2300 for M-Th</b>
<b>2024:</b>	<b>\$2900 for Fri &amp; Sun</b>	<b>\$3600 for Sat</b>	<b>\$2600 for M-Th</b>

Firehouse Suite check in at 3pm and check out next day at 11am.  
Access to venue at 11am.  
Breakdown & cleanup by midnight

## WEEKEND PACKAGE 2022

**\$4400**

**\$4800 for 2023      \$5200 for 2024**

Our weekend event package includes use of the entire building for two days and two nights!  
Perfect for wedding rehearsals/ceremony-receptions and family reunions.

2-night rental of upstairs Firehouse Suite apartment:  
Check-in 3pm Friday, check-out 11am Sunday.  
Access to Station No. 2 venue Friday at 11am.  
Breakdown/cleanup of venue completed by Saturday night at midnight.

## Venue Rental Includes:

Entire building & outdoor spaces in historic downtown Wilmington & overnight stay(s) upstairs.  
(Upstairs accessible by stairs only.)

- Fourteen 6-ft rectangular tables
- Six 4-ft round tables
- One 5-ft rectangular table
- 80 Chiavari chairs
- 42" cake table, 31"x 24" rectangular table, 30" round table
- Sound system, 2 microphones, 70" smart tv, projector screen
- Bar Packages available or BYOB
- @1383 sqft indoor space & @1000 sqft outdoor courtyard & 700 lot
- Maximum capacity: 86 venue (80 seated at tables), 49 upstairs
- Use of any décor in our inventory
- Free ample parking & free Trolley loops downtown every 40 mins
- ADA accessible (venue on ground level)
- Pet friendly



sqft



## BAR PACKAGE

<i>Choose 2 white wines:</i> Chardonnay Moscato Pinot Grigio Sauvignon Blanc White Blend	<i>Choose 2 red wines:</i> Cabernet Sauvignon Pinot Noir Merlot Red Blend Zinfandel	<i>Choice of 3 beers on tap:</i>  Craft Beer – local breweries Domestic Imported
<b>Rosé</b> may be one of the wine choices.		

**Wine choices:**

**Beer choices:**

	Qty	Sub-Total
4-hour bar package	\$29 per person x _____	\$ _____
Guests under 21 years old (An assortment of soft drinks and juices)	\$7.00 per person x _____	\$ _____
Champagne Toast	\$6.00 per person x _____	\$ _____
Signature cocktails (wine-based only; including Champagne-based)	\$7.00 per person x _____	\$ _____
Bar Staff (Set-up/breakdown included in fee.) (1 bartender 25-50 guests, 2 bartenders 50-75 guests)	\$250 per bar staff x _____	\$ _____
Satellite Bar in courtyard (Pricing includes staffing.)	\$250 x _____	\$ _____
Additional hourly fee per Bar Staff	\$40 x _____	\$ _____

**Additional Fees**

Sales/Excise Tax: 7%  
 Staff is non-taxable.  
 Gratuities are appreciated.

**\*\*Prices good through 12/31/22. 3% increase annually.\*\***

## Station No. 2 Guidelines for Bar Service

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.

### Maximums and Service Hours

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.

### Bar Selection and Final Guest Count

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

Beverage packages do not include applicable tax, service and staffing charges, or other incidental charges. 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.

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.

## **If you Bring Your Own Beverages**

If Station No. 2's Bar Package is not purchased for client's event and client opts for BYOB:

**\*You must purchase limited occasion liability insurance.\***

In order 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/QualificationLSO/>

**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.

If you BYOB, please remember to have Station No. 2 sign the permit allowing you to bring and distribute alcohol on the premises.

***If you BYOB - In order to use the 3-tap bar kegerator, you must use our approved bartender. There is a \$250 fee for bar setup/breakdown/tap line disinfection fee and one Bar Staff service for a 4-hour event. Gratuities are accepted. If you are NOT using the taps, you may supply your own bar staff if you BYOB.***

**We also recommend "wedding insurance" from the insurance company of your choice. Here is an article for your reference:**

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

# FAQ

- 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. However, being a downtown location, we recommend our guests carpool or use car services.
- Can I hire a DJ, band, or have amplified music for my event?
  - All amplified music is allowed until 11pm. Wilmington has restrictions of 75-80 decibels at night. We have an amp/receiver with speakers inside the venue and in the courtyard along with two microphones. 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. We do not offer day-of coordinating or wedding planning services.
- 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 clean up, gather all rentals together, and remove all décor and "Command" stickers before leaving.
- 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
  - If you are planning to use caterers, please be aware that all caterers are required to be licensed and approved by Station No. 2. 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.
- 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. Our bar taps can only be used by our staff and/or approved bartenders. *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/QualificationLSO/>. 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. You must sign an agreement with Station No. 2 to allow alcohol on the premises.
- Can I move the location of the bar?
  - Our bar can be moved inside the venue. 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. Client may choose to reschedule the event date within one calendar year of the event date instead of cancelling. There is a \$100 administrative fee. Rescheduled date is subject to a price increase.
- H. Any cancellation made after rescheduling the event date will result in forfeiture of any payments made.

#### 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. All event activities must end by 11:00 p.m. Event breakdown may take place after 11:00pm if not earlier and 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 will be charged \$60 per hour, which will be deducted from the security deposit. If premises are in order at midnight, the security deposit will be refunded.
- E. Smoking is prohibited in the facility, in the courtyard and 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 80 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 charged to the credit card on file for extraneous clean up.*
- E. Notify on-site staff of any damages that may occur during the event.
- F. Day-of coordinator will have tables and chairs wiped down. Chairs are to be stacked against the inside wall before leaving. Leave tables inside the venue for Station No. 2 staff to breakdown and stow.