



The

LOADING DOCK

CORPORATE | PRIVATE | PUBLIC EVENTS



At The Loading Dock, we believe in radical hospitality; in preparing a space for all who walk through the door. We believe in the power of community and the art of gathering.

We welcome you to our campuses, and hope that our venues will be the perfect backdrop for your event.

Cheers,

Jessie Hathcock
COO, The Loading Dock



How EVENTS WORK

- 01 VIEW THE EVENT SPACE**

Discover what each of our unique event spaces have to offer, and find which one is right for you. Feel free to set up a tour at any of our three locations [here](#).
- 02 BOOK YOUR EVENT ONLINE**

Once you have selected which location works best for you, [book directly](#) on our website.
- 03 SIGN & PAY**

After reserving your date online, you will receive an email from our Event Coordinator to capture your [logistical information](#), send over your event agreement, and pay for your booking.
- 04 IT'S EVENT TIME!**

On the day of your event we'll have the venue configured to meet your needs, and have an onsite/on-call staff member to assist with set up, clean up, or any last minute needs!



Wake Forest

@ THE LOADING DOCK

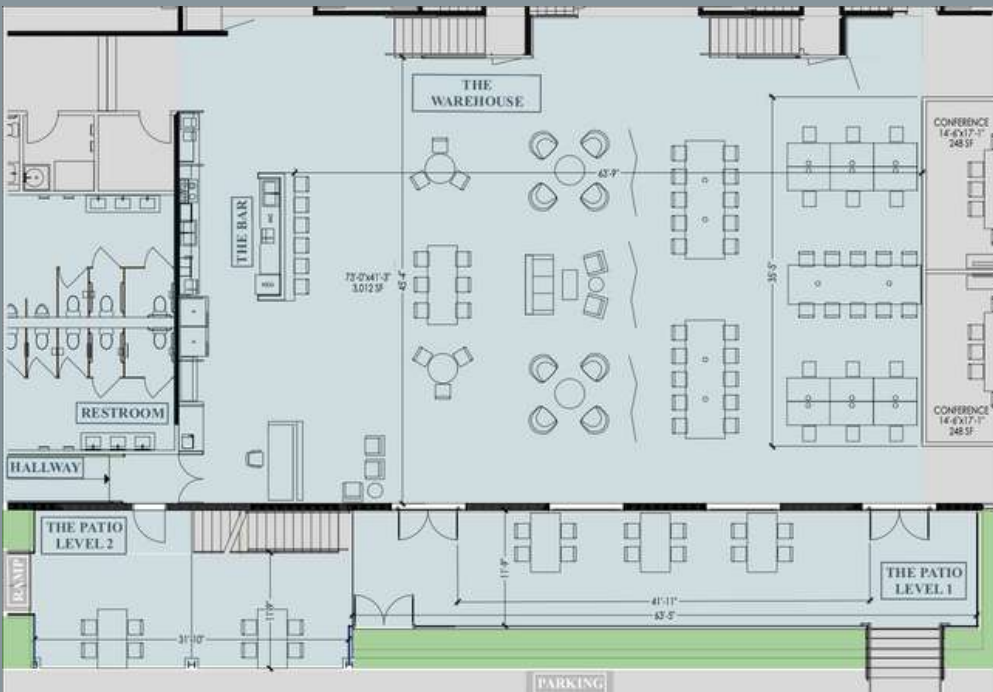
525 SOUTH WHITE ST | WAKE FOREST, NC 27587

The Warehouse + Dock

@ WAKE FOREST



This creative and on-of-a-kind warehouse, along with its spacious two level dock, is the perfect place to host your next event. Whether you are looking to host a corporate, networking, community, or special event, this space has it all.



THE DOCK

Capacity	50	Heaters	2
Farm Tables	5	Wifi	✓
Dining Chairs	20	Parking	✓

WHAT'S INCLUDED?

THE WAREHOUSE

Capacity	250
Farm Tables	7
Rolling Chairs	42
Bar	1
Bar Stools	6
Lounge Chairs	10
Sofas	1
Coffee Tables	3
Pipe & Drape	✓
Wifi	✓
Parking	✓

[CLICK TO VIEW](#)

[GALLERY](#)

EVENT PACKAGES

@ WAKE FOREST

BOOK EVENT

TIER 1
\$800

TIER 2
\$3000

TIER 3
CONTACT FOR PRICING

THE WAREHOUSE + DOCK
75 MAX

THE WAREHOUSE + DOCK
125 MAX

THE WAREHOUSE + DOCK
250 MAX

SET UP + EVENT + CLEAN UP
4 HRS

SET UP + EVENT + CLEAN UP
6 HRS

SET UP + EVENT + CLEAN UP
9 HRS

EVENT ATTENDANT
1

EVENT ATTENDANTS
2

EVENT ATTENDANTS
2

ON-SITE FURNITURE
INCLUDED

ON-SITE FURNITURE +
5 COCKTAIL TABLES (NO LINENS)

ON-SITE FURNITURE +
5 COCKTAIL TABLES + 8 ROUND
TABLES (NO LINENS) + 100 CHAIRS

ON-SITE CONFIGURATION
FURNITURE LAYOUT STAYS AS IS

ON-SITE CONFIGURATION
RECONFIGURE FURNITURE LAYOUT

ON-SITE CONFIGURATION
REMOVE FURNITURE + ADD RENTALS

ADDITIONAL SERVICES
NONE

ADDITIONAL SERVICES
WATER STATION

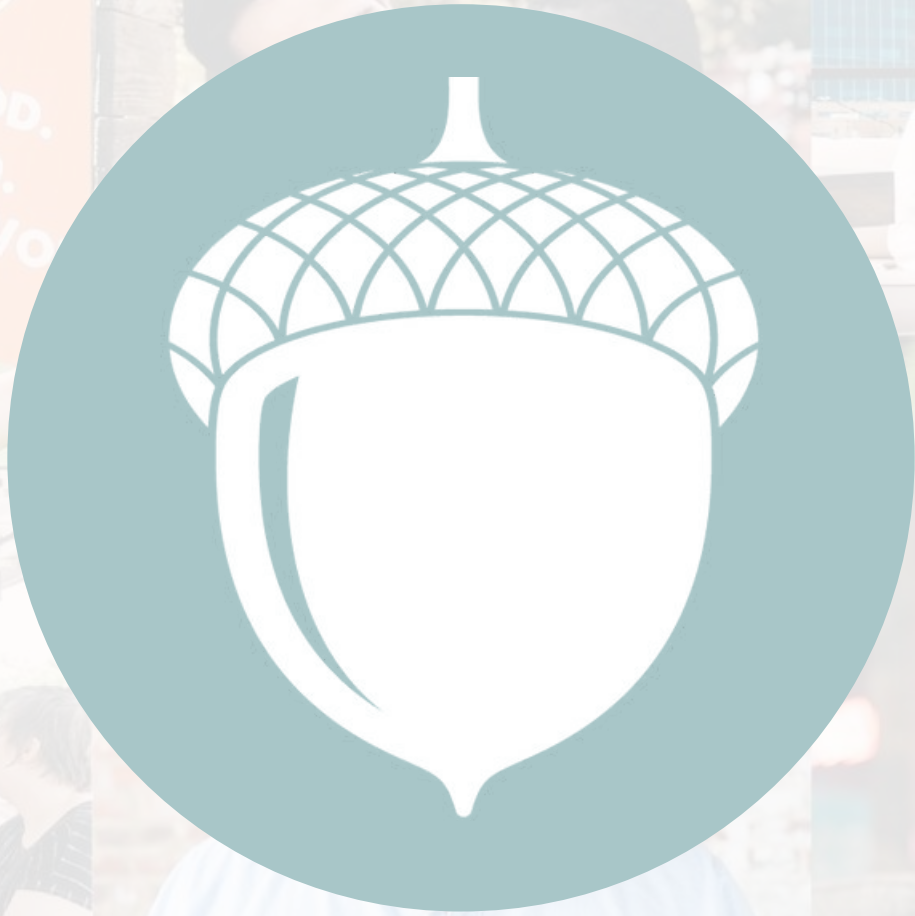
ADDITIONAL SERVICES
WATER STATION + COFFEE BAR

CLEANING
INCLUDED

CLEANING
INCLUDED

CLEANING
INCLUDED

LOADING DOCK MEMBERS + NON-PROFIT ORGANIZATIONS WILL RECEIVE A DISCOUNTED RATE ON THEIR EVENT



the

EVENT SERVICES

COMPLIMENTARY SERVICES | OPTIONAL SERVICES
PREFERRED VENDORS LIST

a la carte **SERVICES**



WATER STATION	We will provide a large drink dispenser, ice, and compostable cups for you and your attendants to enjoy during your event.	\$25
COFFEE BAR	We will provide a large coffee dispenser, cream, sugar, compostable cups, and lids for you and your attendants to enjoy delicious coffee for your event.	\$50
FURNITURE CONFIGURATION *TIER 1 ONLY	Each of our event spaces are set-up for co-working during the day. If you are interested in minimally reconfiguring the space, we will have hired help to assist you, in the reconfiguration, to match your vision.	\$200
REMOVE + ADD ALL FURNITURE *TIER 2 ONLY	Our event spaces are set up for co-working during the day. If you're interested in Tier 3 configurations but don't need the extra hours, this add-on is for you!	\$500
ADDITIONAL SET UP / TEAR DOWN TIME	Our event tiers include time for the set up and tear down of your event; however, we understand that all events are different and some may need additional time. If that's the case then we can make that happen for you!	\$200/hr



Preferred VENDORS

FLORIST

FAUX REAL FLOWERS

FAUXREALFLOWERS.COM

984.201.1919

PLANNER

SOUTHERN SKIES EVENTS

SOUTHERNSKIESEVENTS.COM

919.720.0795

DJ/PRODUCTION

STYLUS S.E.

STYLUSEVENTS.US

919.346.4669

BALLOONS

AMAZING BALLOONS

AMAZINGBALLOONSNC.COM

919.594.1883

CATERER

CATERING WORKS, INC.

CATERINGWORKS.COM

919.828.5932

RENTALS

CURATED EVENTS RALEIGH

CURATEDEVENTS.COM

919.833.9743

PHOTOGRAPHER

EMILY BENNETT CREATIVE

EMILYBENNETT.COM



Most

**FREQUENTLY
ASKED
QUESTIONS**

THE LOADING DOCK EVENTS

Most Frequently ASKED QUESTIONS

WILL SET UP AND TEAR DOWN BE INCLUDED IN OUR BOOKING?

Yes, set up and tear down time is included in your tiered time block. You may add one additional hour of time to your tier for an additional fee if needed.

WILL THERE BE A CHARGE TO MOVE AND/OR REARRANGE THE EXISTING FURNITURE?

Yes, we have standard configurations for each event space. Any configurations have a \$500 fee, or qualify the event as a Tier 2 or 3 event. Tier 2 includes minor modifications, while Tier 3 includes major configurations and the ability to bring in rentals.

WILL OUTSIDE FOOD AND/OR CATERING BE ALLOWED?

Yes! Absolutely. Feel free to bring in your own food or provide us the name and contact information for your caterer. Also, make sure to check out our preferred vendor's list, for suggestions.

WILL THERE BE ANY RESTRICTIONS ON ALCOHOL AND/OR BAR SERVICE?

North Carolina law states that beer, wine, and champagne are allowed to be served with or without the assistance of a bartender, as long as the property owner has been notified and gives permission. However, liquor would require a one-day permit, and must be served by a licensed bartender. You are allowed to serve alcohol at your upcoming event, as long as all laws and guidelines are followed. Please note, taps on site are for members only.

Most Frequently ASKED QUESTIONS

ARE NON-PROFITS AND/OR MEMBERS ELIGIBLE FOR A DISCOUNTED RATE ON EVENTS?

Yes! All Loading Dock Members get \$35-100/hr off of each event venue. Non-profit organizations receive 50% off event bookings.

WHAT IS THE BACK-UP PLAN, IN CASE OF RAIN OR INCLEMENT WEATHER?

We will do all that we can to work around inclement weather, and potentially move you to another Loading Dock venue, if applicable. However, if the weather keeps us from being able to host your event, you will be able to reschedule for no additional charge within one year of the original date.

WHAT IS THE NOISE ORDINANCE FOR RALEIGH AND WAKE FOREST?

In Raleigh, all noise must subside by 11pm and cannot start again until 7am, while in Wake Forest, all noise must subside by 9:30pm and can begin again at 7am.

WILL COWORKERS HAVE ACCESS TO THE FACILITY DURING MY EVENT?

Yes, some of our members have 24/7 access to our facilities. However, depending on the size of the event, coworkers will have a separate quiet area to work if they are onsite at the same time as your event. Typically, they will enter from a separate entrance if applicable.

STILL HAVE QUESTIONS?

[CONTACT US](#)

Let's Party PEOPLE.



[CONTACT US](#)



[LEARN MORE](#)



[BOOK NOW](#)

At the end of the day, The Loading Dock revolves around providing a hospitable space for people to flourish. We exist to cultivate community and inspire good in the world.

Hosting your event with us not only ensures an excellent experience, but we donate 2% of our revenue to nonprofits in our community.

#meetfromhere #goodhappenshere



www.theloadingdock.com