



RALEIGH UNION STATION EVENT MANAGEMENT

# Frequently Asked Questions

We're here to help. Feel free to reach out to us at [events@yorkproperties.com](mailto:events@yorkproperties.com) for more information.

## How do I schedule a tour of the facility?

Private tours are offered Monday-Friday based around our event schedule. Please inquire via email or phone.  
Email: [unionstation@raleighnc.gov](mailto:unionstation@raleighnc.gov) Phone: 919-645-2762.

## Do you require use of specific vendors?

Yes, we have a list of approved catering, bar service, audio/visual and security vendors. All vendors working in or making deliveries to Raleigh Union Station must be licensed and insured and approved by the City of Raleigh. Please see our Approved Vendor List for the approved event professionals.

## Are there any special requirements related to weddings?

Yes. We require every wedding to hire a professional wedding day-of coordinator. This person will:

- Execute rehearsal, ceremony, and reception events.
- Deliver a detailed timeline to York Properties.
- Finalize the floorplan (no later than 30 days prior to wedding date).

Need a wedding coordinator? See our Recommended Vendor List for suggested options.

## Is a deposit required to hold the space?

Yes. A \$1,500 deposit is due at booking. No dates are held without this payment and a signed rental agreement. All payments are non-refundable. Remaining balance is due 90 days prior to event date.

## Is the space wheelchair accessible?

Yes. We are conveniently located at street level, with easy access to loading zones at our main entrance for parking and unloading of guests or equipment. Our main level is fully accessible and includes handicapped accessible restrooms.

## Where is Raleigh Union Station located?

RUS is in downtown Raleigh, directly across from The Dillion building in the Warehouse District.