Annapolis Maritime Museum & Park

WEDDING PLANNING GUIDE
Congratulations on your engagement!
We are so happy that you are considering the Annapolis Maritime Museum for your big day.

Nestled along the scenic shores of Back Creek, with unequaled views of the Chesapeake Bay, the Annapolis Maritime Museum is located in the Eastport neighborhood of Annapolis. The Museum connects visitors, residents and students to Annapolis’ unique maritime heritage and the natural wonder of the Chesapeake Bay. The historic McNasby’s Oyster Company building is an ideal setting for events such as weddings, dinners, ceremonies and receptions.

We are ideal for a suggested capacity of 50 - 150 guests.
Please consult with our event planning team to discuss guest options outside of this range.

Features of the Venue:

Bay Room:  
• 2,000 square foot reception area  
• Café lights and decorative paper lanterns hung from the ceiling  
• Photography exhibit featuring Jay Fleming

Beachfront Area:  
• Living shoreline with beach grasses  
• Usage for ceremony or lawn games during reception

Waterfront Deck & Piers:  
• Permanent white tent with retractable clear sides  
• 1100 sq. ft. with (3) 120 ft. long piers  
• 180° views of the Bay and Back Creek  
• 6’ water depth for easy boat access  
• Water taxi service available

The Barge House:  
• Detached and private (Wedding Party Perfect)  
• Large table with 14 chairs  
• Bathroom and kitchenette  
• Dedicated wifi  
• Included in venue rental from 3-11pm

Catering Kitchen:  
• Easy load-in access  
• Refrigerator & warming ovens  
• Electric grills and fryers permitted  
• Propane ovens & stoves permitted outside

Exhibit Gallery:  
• Newly Renovated as of April 2020  
• 2,000 square feet  
• Child-friendly exhibits  
• Self-guided tours
VENUE RENTAL RATES

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME FRAME</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeknight (Monday-Thursday)</td>
<td>5:00pm-11:00pm</td>
<td>$1200</td>
</tr>
<tr>
<td>Friday Evening</td>
<td>3:00pm-11:00pm</td>
<td>$4500</td>
</tr>
<tr>
<td>Saturday Evening</td>
<td>3:00pm-11:00pm</td>
<td>$6300</td>
</tr>
<tr>
<td>Sunday Evening</td>
<td>3:00pm-11:00pm</td>
<td>$3000</td>
</tr>
<tr>
<td>Wedding Party Suite</td>
<td>extra hours prior to 3pm</td>
<td>$50/hour</td>
</tr>
</tbody>
</table>

25% Discount on Event Dates from January 1—March 15

INCLUDED IN YOUR VENUE RENTAL:
- Exclusive use of the AMM campus for an 8 hour period, which includes caterer set-up and break-down time
- Museum-designated Site Supervisor who will be there to greet vendors and will remain for the duration of your event
- Use of docks and piers
- (8) Eight ft. rectangular tables and 150 padded white chairs included

Event Parking Information
- 30 spaces available at Horn Point Marina
- 20 spaces available at 613 Third St.
- Up to three (3) parking spots can be reserved directly in front of the Museum
- Cars can be left overnight in designated parking areas.

These spaces are available weekdays after 5 p.m. and all day Saturday and Sunday. Yard signs will direct guests to the lots.

“It’s a lot more rustic and industrial than your average tired Annapolis venue, yet it still manages to feel incredibly warm and inviting.”

~ Bride

Top to Bottom: Laura’s Focus Photography, Carrie Holbo Photography, Christa Rae Photography, Joy Michelle Photography, Mike B Photography
Security Deposit:
50% of the non-refundable venue fee and a refundable $500 security deposit are due at the time the contract is signed. The remaining balance is due 30 days prior to the date of the event. The security deposit will be refunded within 30 days of the event once the venue is confirmed to be left clean and undamaged.

Event Insurance:
At least one month prior to event, signer must provide Annapolis Maritime Museum with documented proof (Certificate of Insurance or C.O.I) of a Special Event Liability Insurance Policy for a minimum of $1,000,000 per occurrence with host liquor liability. Annapolis Maritime Museum will be named as additional insured.

What It Protects:
The Special Event Liability Insurance Policy protects you against financial responsibility in the event of:
- Bodily injury and property damage liability–Up to $1,000,000 per occurrence and $2,000,000 total
- Host liquor liability insurance

How To Obtain:
- The company, organization or homeowner’s private insurance can provide the coverage
- Websites such as PrivateEventInsurance or MarkellInsuresFun.com will provide the insurance for the day or your event

“The Annapolis Maritime Museum was such a unique, affordable, Maryland-style venue. To find any venue on the water in Annapolis for such a great price, I felt like I hit the jackpot.”
~ Bride
The following caterers have worked at the Annapolis Maritime Museum and have proven to provide a quality product to our clients. All events must hire a caterer from the following list, as they have proven to provide a quality product and top-notch service to our clients. The fee for using a caterer who is not on this list is $1,000, and they must provide their DHMH license and insurance.

**Absolutely Perfect Catering**  
Providing clients with amazing food and flawless service.  
410-579-8777  
absolutelyperfectcatering.com

**Bayside Catering**  
From Traditional to Tapas, Bayside Catering will make your special day a memory to last a lifetime.  
410-956-6009  
baysidebull.com/catering/

**Be My Guest**  
Our gourmet food will exceed expectations, not your budget.  
410-987-5262  
bmgcatering.com

**Bowl of Cherries**  
Expertly executed, highly creative events designed especially for each client in the most cost efficient manner possible.  
443-336-6526  
bowlofcategoriasing.com

**Creative Cuisine**  
Boutique caterer offering tailored menus with a Maryland flair – Southern barbecue to black tie.  
410-991-0151  
creativecuisinemd.com

**Eleven Courses Catering**  
Highly-regarded staff featuring culinary and event industry experts.  
410-459-6773  
elevencourses.com

**Ken's Creative Kitchen**  
Strong reputation for quality, the finest cuisine and impeccable service.  
410-268-3222  
kenscreativekitchen.com

**Main & Market**  
Award-winning food, local favorite, with pastry offerings.  
410-626-0388  
mainandmarket.com

**Maggiano's**  
Maggiano's has one main goal to make people feel special.  
410-266-3584  
maggianos.com

**Palate Pleasers**  
In-house from-scratch catering and bakery with highest-quality ingredients.  
410-263-6941  
palatepleasers.com

**Saucy Salamander**  
Exclusively yours on your wedding day!  
410-266-1622  
saucysalamander.com

**Zeffert and Gold**  
Stylish and delicious boutique food at a reasonable price, focus on seasonal, green and sustainable menu offerings.  
410-944-4481  
zeffertandgold.com
ADDITIONAL VENDORS

The following vendors and event professionals have worked at the Annapolis Maritime Museum and have proven to provide a quality product to our clients. We highly recommend the vendors on this list but clients are free to choose vendors who are not included on this list.

**Transportation**

Parking is limited in Eastport. Second Street can accommodate up to a 30-passenger bus.

- **Annapolis Transportation Solutions**
  410-212-9545
  annapolistransportation.com

- **Blanchard Limousine**
  410-224-7222
  Blanchardlimo.com

- **Bayside Limousine**
  410-451-0000
  Baysidelimo.com

- **Watermark Cruises**
  410-268-7601
  watermarkjourney.com

**Florists and Rentals**

- **2Hands Studios**
  443-207-2470
  2handsstudios.com

- **Absolute Party Rentals**
  410-544-7474
  absolutepartyrental.net

- **Bay Blooms Floral Design**
  Baybloomsweddings.com

- **Gateway Florist**
  410-263-8141
  gatewayflorist.us

- **Rentals to Remember**
  rentalstoremember.com
  410-295-3446

- **Rhonda Kaplan Floral Design**
  410-212-2223
  rhondakaplan.com

**Photographers**

- **Christa Rae Photography**
  410-533-2803
  christaraephotography.com

- **Joy Michelle Photography**
  443-286-4646
  joymichellephotography.com

- **Danie Photography**
  443-440-5112
  daniephotography.pixieset.com

- **Mike B Photography**
  443-790-3490
  mikebphotography.com

**Music**

- **Mixing Maryland DJ's**
  443-603-9150
  mixingmaryland.com

- **Sam Hill Entertainment**
  443-977-6665
  samhillbands.com
WILMA LEE PACKAGE

Add an extra special maritime experience to your event with having one of the few remaining historic skipjack ships available for your guests to enjoy.

- $250 at-dock package to add on to existing venue rental
- Boat will remain at dock
- 1 hour of availability, additional hours can be added
- Museum docent will be on the boat to help with onboarding, offboarding, and to answer questions
- 25 people max on board at one time

VENUE RENTAL GUIDELINES:

- First and foremost, the Annapolis Maritime Museum is an educational facility specializing in the maritime history of Annapolis and the value of the Chesapeake Bay. When the museum is open to the public, event personnel may not be in the Exhibit Room, Bay Room, or deck.
- Chairs must be rented for outdoor ceremonies on the adjacent beach. AMM chairs are for use inside the museum and on the deck only. No tents, bar or food service is permitted on the beach.
- Due to limited facilities, trash must be disposed of off the property by the caterer.
- The museum is a non-smoking facility, however smoking is permitted on the brick patio outside the entrance.
- Due to heavy event and tour schedules on weekends, final walkthroughs with caterer and museum staff should be scheduled Monday through Friday.
- Charges will be levied for early arrivals or late departures that have not been approved in advance.

AMM thanks you for your consideration and cooperation!