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:**
- 2,500 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
- 2,500 square feet
- Child-friendly exhibits
- Self-guided tours

Top to Bottom: Joy Michelle Photography, Carrie Holbo Photography, Hannah Leigh Photography, Mike B. Photography
**VENUE RENTAL RATES**

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME FRAME</th>
<th>FEE</th>
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<tbody>
<tr>
<td>Weeknight (Monday-Thursday)</td>
<td>5:00pm-11:00pm</td>
<td>$2500</td>
</tr>
<tr>
<td>Friday Evening</td>
<td>3:00pm-11:00pm</td>
<td>$5500</td>
</tr>
<tr>
<td>Saturday Evening</td>
<td>3:00pm-11:00pm</td>
<td>$6800</td>
</tr>
<tr>
<td>Sunday Evening</td>
<td>3:00pm-11:00pm</td>
<td>$3500</td>
</tr>
<tr>
<td>Wedding Party Suite</td>
<td>extra hours prior to 3pm</td>
<td>$50/hour</td>
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*25% Discount on Event Dates from January 1—March 15*

**INCLUDED IN YOU VENUE RENTAL:**
- Exclusive use of the AMM campus from 3PM-11PM, which includes caterer set-up and break-down time
- Museum-designated Site Supervisor
- Use of docks and 120 foot piers
- (8) Eight ft. rectangular tables and 150 padded white chairs
- All taxes and fees are included in the above pricing

**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.

“The venue itself is absolutely beautiful, unique, and gives a feeling of a private hideaway, while still conveniently located in historic Annapolis.”

~ Bride
"All our guests raved about how special and different the site was for a wedding. It offered multiple indoor and outdoor settings in one waterfront venue. Bonus perk - the rental fee went towards funding the organization."

~ Bride

**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

Top to Bottom: Strands of Light Photography, Mike B, Anthony Poff Photography, Carrie Holbo Photography, Wendy Hickok Photography
All events must hire a full service 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.

**APPROVED CATERERS**

**ABSOLUTELY PERFECT CATERING**  
Providing clients with amazing food and flawless service.  
410-579-8777  
absolutelyperfectcatering.com

**ASHLING CATERING**  
A heart filled experience providing high-end food.  
443-332-6100  
ashlingco.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  
bowlofcherriescatering.com

**CREATIVE CUISINE**  
Boutique caterer offering tailored menus with a Maryland flair – Southern barbeque 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

**MAIN & MARKET**  
Award-winning food, local favorite, with pastry offerings.  
410-626-0388  
mainandmarket.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

*Jay Michelle Photography*
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 LIMO**
  - 410-224-7222
  - Blanchardlimo.com

- **BAYSIDE LIMO**
  - 410-451-0000
  - Baysidelimo.com

- **WATERMARK CRUISES**
  - 410-268-7601
  - watermarkjourney.com

**Florists and Rentals**

- **2HANDS STUDIO**
  - 443-207-2470
  - 2handsstudios.com

- **BAY BLOOMS FLORAL DESIGN**
  - Baybloomsweddings.com

- **FLORET + VINE**
  - 410-570-4474
  - floretandvine.com

- **HONEYWOOD EVENT & TENT**
  - 443-906-3994
  - honeywoodrentals.com

- **RHONDA KAPLAN FLORAL DESIGN**
  - 410-212-2223
  - rhondakaplan.com

- **SELECT EVENT GROUP**
  - 800-439-8729
  - selecteventgroup.com

**Photographers**

- **CHRISTA RAE PHOTOGRAPHY**
  - 410-533-2803
  - christaraephotography.com

- **DANIE PHOTOGRAPHY**
  - 443-440-5112
  - danielphotography.pixieset.com

- **LAURA’S FOCUS PHOTOGRAPHY**
  - 443-298-9418
  - laurasfocus.com

- **MIKE B. PHOTOGRAPHY**
  - 443-790-3490
  - mikebphotography.com

**Music**

- **MIXING MARYLAND DJ’S**
  - 443-603-9150
  - mixingmaryland.com

- **SAM HILL ENTERTAINMENT**
  - 443-997-6665
  - samhillbands.com
Venue Rental Guidelines:

- The Annapolis Maritime Museum’s primary purpose is to serve as an educational facility specializing in the maritime history of Annapolis and the ecology of the Chesapeake Bay. For this reason, 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 are 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.

AMM thanks you for your consideration and cooperation!

Top to Bottom: Jay Fleming Photography, For Us Photography, Laura’s Focus Photography