



ANNAPOLIS MARITIME MUSEUM **CORPORATE PLANNING GUIDE**



LOCATION INFORMATION & RENTAL GUIDE

Located along the scenic shores of Back Creek, with unequalled views of the Chesapeake Bay, the Annapolis Maritime Museum is located in the Eastport section of Annapolis, Maryland. The Museum connects visitors, residents and especially 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 meetings, company outings, anniversary celebrations, crab feasts, fundraisers, award banquets, or holiday parties.

We are perfect for a theater-style capacity of 150, but can easily accommodate smaller groups in a U-shape or classroom-style setting. With over 5,000 square feet of space, including the 2,000 square foot Bay Room, the 1,100 square foot waterfront deck and a 2,000 square foot Exhibit Gallery, the Museum has both the space and breathtaking waterfront views for your event.

FEATURES OF THE VENUE:

BAY ROOM:

- 2,000 square foot reception area
- (8) Eight ft rectangular tables
- 150 white padded folding chairs
- Retractable 10'x12' screen and ceiling-mounted LCD projector
- Microphones: Wired, Wireless, Lapel, Headset
- Lectern
- Wifi



BARGE HOUSE:

- Breakout space separate from the main building
- Conference table with 14 chairs
- Bathroom and kitchenette
- Dedicated wifi
- Presentation monitor

WATERFRONT DECK & PIERS:

- Newly installed permanent 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



ADJACENT BEACH:

- Recently rebuilt living shoreline
- Canoe and kayak launch site

CATERING KITCHEN:

- Easy load-in access
- Refrigerator & warming ovens
- Electric grills and fryers permitted in kitchen
- Propane ovens & stoves permitted outside

EXHIBIT GALLERY:

- 2,000 square feet
- Child-friendly exhibits
- Life-size oyster boat
- Self-guided tours
- Docent tours available for additional charge



VENUE RENTAL RATES

DAY	TIME FRAME	FEE
Weekday (Monday-Tuesday)	9:00am-5:00pm	\$600
Weeknight (Monday-Thursday)	5:00pm-11:00pm	\$1200
Friday Evening	3:00pm-11:00pm	\$4000
Saturday Evening	3:00pm-11:00pm	\$5900
Sunday Evening	3:00pm-11:00pm	\$4000
Barge House	7:00am-10:00pm	\$50/hour

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

INCLUDED IN YOUR VENUE RENTAL:

- Retractable 10'x12' screen and ceiling-mounted LCD projector
- Podium and microphone
- 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
- All taxes and fees are included in the above pricing
- 50 parking spots in nearby lots are included in the venue fee for Saturday, Sunday and weekdays after 5:00pm
- Up to three (3) parking spots can be reserved directly in front of the Museum



Although most of our features are included in the venue rental, the items below can be added for a nominal fee:

- Paper lanterns can be taken down for \$100
- 36" flat screen TV: \$100
- Ask Venue Manager for room setup and breakdown fees



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 two weeks 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. The check will be mailed to the address on the contract unless otherwise arranged.



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
- Cancellation endorsement (optional)



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

GUIDELINES:

- Foremost, the museum is an educational facility specializing in the maritime history of Annapolis and the Chesapeake Bay. When the museum is open to the public, event personnel may not be in the Exhibit room.
- Trash and recycling must be disposed off site by caterer or client
- The museum is a non-smoking facility, however smoking is permitted on the brick patio out-side the entrance

LIQUOR LICENSE:

If the event is open to the public, a proper Liquor License is necessary. The One Day Special Event Liquor License Application form on Annapolis.gov must be completed and submitted to the city. Allow 5-6 weeks to obtain your license.

PREFERRED CATERERS

The following caterers have worked at the Annapolis Maritime Museum and have proven to provide a quality product to our clients. All caterers on this list are properly licensed and insured. The fee for using a caterer who is not on this list is \$1,000, and they must provide their license and insurance.

BE MY GUEST

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

BOWL OF CHERRIES

Expertly executed, cost-efficient creative events designed.
443-336-6526
bowllofcherriescatering.com

CREATIVE CUISINE

Tailored menus with a Maryland flair. Southern BBQ to black tie.
410-991-0151
creativecuisinemd.com

KEN'S CREATIVE KITCHEN

Reputation for quality, finest cuisine and impeccable service.
410-268-3222
kenscreativekitchen.com

MISSION BBQ

Mouth-watering barbecue that gives back to the armed forces.
410-840-7300 • mission-bbq.com

MAIN & MARKET

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

PALATE PLEASERS

From-scratch catering and bakery with high-quality ingredients.
410-263-6941 • palatepleasers.com

PROSHUCKERS SEAFOOD CATERING

Fresh seafood or experienced oyster shuckers for your event.
443-520-0729 • proshuckers.com

SANTONI'S

Our customers are treated like family!
410-833-6610 • santonis.com

SAUCY SALAMANDER

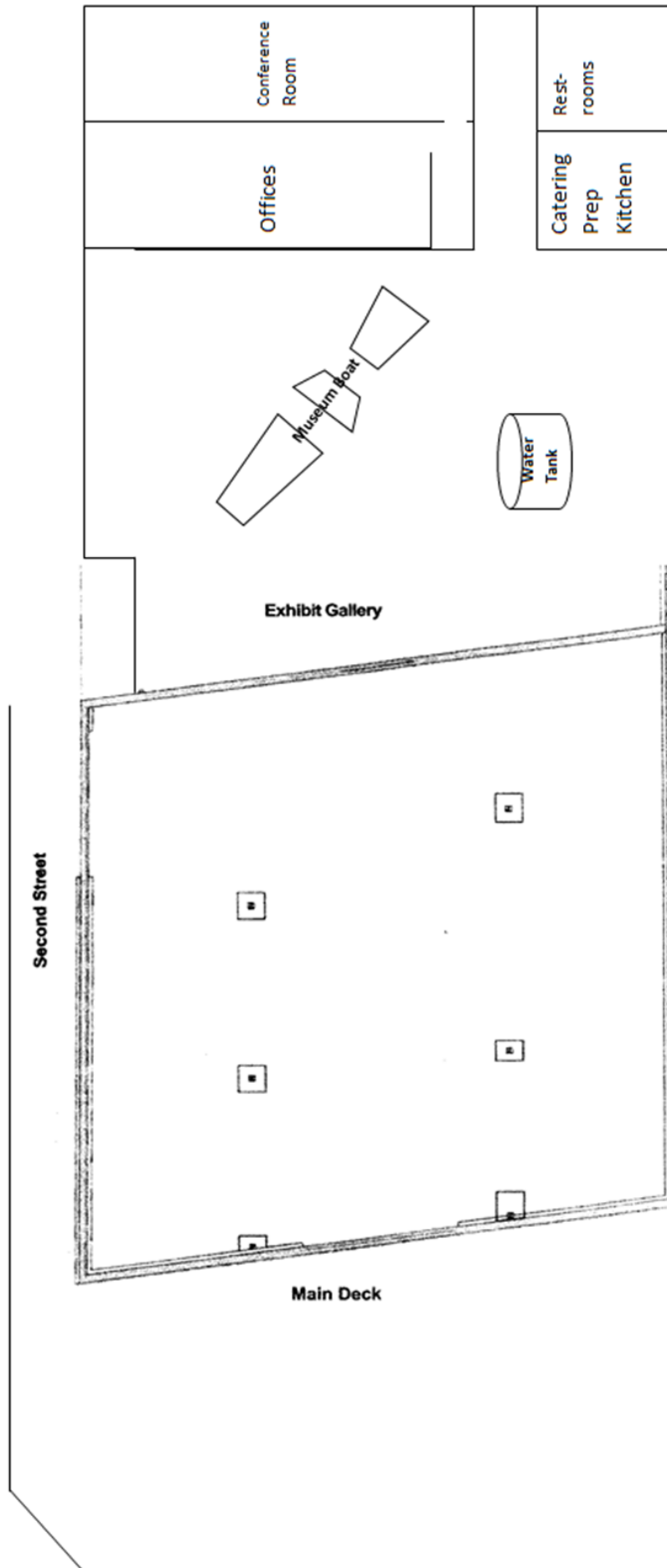
Creative cuisine, attention to detail and service with a smile!
410-266-1622
saucysalamander.com

ZEFFERT AND GOLD

Delicious boutique food, focus on seasonal, green and sustainable menu offerings.
410-944-4481 • zeffertandgold.com



Joy Michelle Photography



AMM FLOOR PLAN

EXHIBIT ROOM:
2,430 sq. ft.

BAY ROOM:
2,300 sq. ft.

DECK:
1,200 sq. ft.