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Photography

## ANNAPOLIS MARITIME MUSEUM & PARK 2019 WEDDING PLANNING GUIDE



Ana Isabel Photography

# WEDDING INFORMATION & RENTAL 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 unequalled 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 150 guests, with over 5,000 square feet of space, including the 2,000 square foot Bay Room, 1,100 square foot waterfront deck and 2,000 square foot Exhibit Gallery.

## FEATURES OF THE VENUE:

### BAY ROOM:

- 2,000 square foot reception area
- (8) Eight ft rectangular tables
- 150 white padded folding chairs
- 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:

- 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



### WEDDING PARTY SUITE:

- Detached and private
- Large table with 15 chairs
- Bathroom and kitchenette
- Dedicated wifi

### CATERING KITCHEN:

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

### EXHIBIT GALLERY:

- 2,000 square feet
- Child-friendly exhibits
- Life-size oyster boat
- Self-guided tours

# VENUE RENTAL RATES

DAY	TIME FRAME	FEE
Weeknight (Monday-Thursday)	5:00pm-11:00pm	\$1200
Friday Evening	3:00pm-11:00pm	\$4500
Saturday Evening	3:00pm-11:00pm	\$6300
Sunday Evening	3:00pm-11:00pm	\$3000
Wedding Party Suite	extra hours prior to 3pm	\$50/hour

*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
- 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

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



“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

### 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. 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

# 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.

## **ABSOLUTELY PERFECT CATERING**

Providing clients with amazing food and flawless service.

410-579-8777

[absolutelyperfectcatering.com](http://absolutelyperfectcatering.com)

## **BE MY GUEST**

Our gourmet food will exceed expectations, not your budget.

410-987-5262

[bmgcatering.com](http://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](http://bowlofcherriescatering.com)

## **CREATIVE CUISINE**

Boutique caterer offering tailored menus with a Maryland flair – Southern barbeque to black tie.

410-991-0151

[creativecuisinemd.com](http://creativecuisinemd.com)

## **ELEVEN COURSES CATERING**

Highly-regarded staff featuring culinary and event industry experts.

410-459-6773

[elevencourses.com](http://elevencourses.com)

## **KEN'S CREATIVE KITCHEN**

Strong reputation for quality, the finest cuisine and impeccable service.

410-268-3222

[kenscreativekitchen.com](http://kenscreativekitchen.com)

## **MAIN & MARKET**

Award-winning food, local favorite, with pastry offerings.

410-626-0388

[mainandmarket.com](http://mainandmarket.com)

## **MAGGIANO'S**

Maggiano's has one main goal--to make people feel special.

410-266-3584

[maggianos.com](http://maggianos.com)

## **PALATE PLEASERS**

In-house from-scratch catering and bakery with highest-quality ingredients.

410-263-6941

[palatepleasers.com](http://palatepleasers.com)

## **SAUCY SALAMANDER**

Exclusively yours on your wedding day!

410-266-1622

[saucysalamander.com](http://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](http://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

BAY BLOOMS FLORAL DESIGN  
Baybloomsweddings.com

RENTALS TO REMEMBER  
rentalstoremember.com  
410-295-3446

ABSOLUTE PARTY RENTALS  
410-544-7474  
absolutepartyrental.net

GATEWAY FLORIST  
410-263-8141  
gatewayflorist.us

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

## *Photographers*

CHRISTA RAE PHOTOGRAPHY  
410-533-2803  
christaraephotography.com

DANIE PHOTOGRAPHY  
443-440-5112  
daniephotography.pixieset.com

JOY MICHELLE PHOTOGRAPHY  
443-286-4646  
joymichellephotography.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





“A FUN AND CHARMING VENUE WITH A BEAUTIFUL VIEW OF THE BAY THAT GUESTS ENJOYED AND A PROFESSIONAL, CARING STAFF INSURED AN EXPERIENCE FOR GUESTS THAT A HOTEL VENUE COULDN’T POSSIBLY PROVIDE.

*This deserves 6 stars.”*

~ MOTHER OF THE BRIDE



**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
- Client must make arrangements for additional parking and/or transportation of guests if guest list exceeds 150
- Guest list in excess of 200 people: \$50/person
- 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!**

*Top to Bottom: Carrie Holbo Photography, Heather Ryan Photography, Renee Hollingshead Photography*