

Annapolis Maritime Museum & Park

# **2019 WEDDING PLANNING GUIDE**



# 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 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 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
- Phtography exhibit featuring Jay Fleming



#### 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



#### **CATERING KITCHEN:**

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



#### **BEACHFRONT AREA:**

- Living shoreline with beach grasses
- Usage for ceremony or lawn games during reception



#### **WEDDING PARTY SUITE:**

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

#### **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.







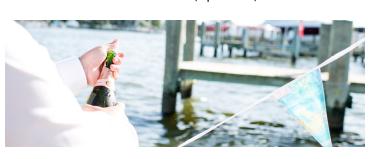
#### **EVENT INSURANCE:**

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 MarkelInsuresFun.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

#### **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

#### **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 accomodate up to a 30-passenger bus.

Annapolis Transportation Solutions 410-212-9545 annapolistransportation.com

> BAYSIDE LIMOUSINE 410-451-0000 Baysidelimo.com

BLANCHARD LIMOUSINE 410-224-7222 Blanchardlimo.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 joymichellehotography.com DANIE PHOTOGRAPHY 443-440-5112 daniephotography.pixieset.com

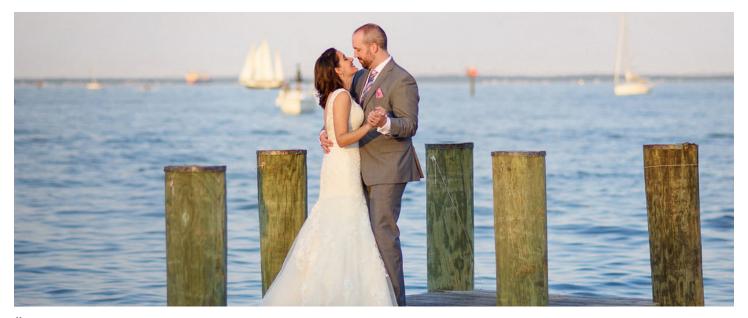
> MIKE B PHOTOGRAPHY 443-790-3490 mikebphotography.com

Music

MIXING MARYLAND DJ'S 443-603-9150 mixingmaryland.com

SAM HILL ENTERTAINMENT 443-977-6665 samhillbands.com





"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!