

Carrie Holbo Photography



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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



THE BARGE HOUSE:

- Detached and private (Wedding Party Perfect)
- Large table with 14 chairs
- Bathroom and kitchenette
- Dedicated wifi
- Prior 3pm \$50/hour

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

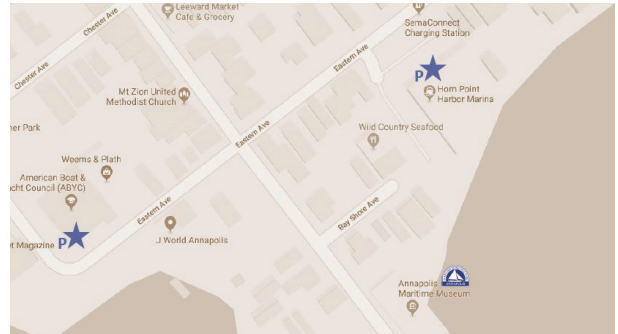
VENUE RENTAL RATES

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.



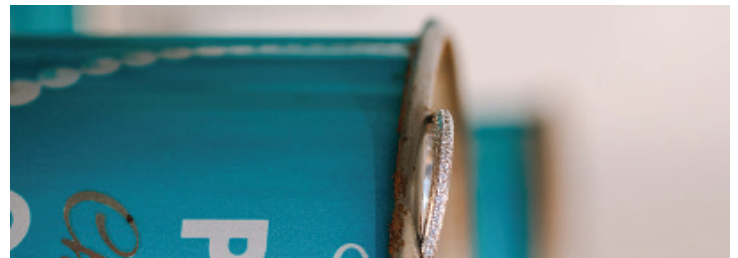
EVENT INSURANCE:

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

APPROVED CATERERS

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
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 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



ADD ON OPTIONS

WILMA LEE PACKAGE:

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



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