

Carrie Holbo Photography



Hannah Leigh
Photography

ANNAPOLIS MARITIME MUSEUM 2017 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
- Art exhibit featuring local artists



BEACHFRONT AREA:

- Recently rebuilt living shoreline
- 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
Saturday Evening	3:00pm-11:00pm	\$5900
Friday or Sunday Evening	3:00pm-11:00pm	\$4000
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
- 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
- LCD projector and 10' x 12' screen: \$200
- 36" flat screen TV: \$100
- Use of microphone and sound system: \$50
- Nautical Flags: priced upon request

"It's a lot more rustic and industrial than your average tired Annapolis venue, yet it still manages to feel incredibly warm and inviting."

~ SEPTEMBER 2015 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.”

~ SEPTEMBER 2016 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 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

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

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

PALATE PLEASERS

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

410-263-6941

palatepleasers.com

ROUGE FINE DINING

Fresh, innovative, organic, tailored menus priced right.

410-527-0007

rougecatering.com

SANTONI'S

Our customers are treated like family!

410-833-6610

santonis.com

TWO RIVERS CATERING

A company you can trust, with food your guests will rave about.

410-360-1919

tworiverssteak.com/catering

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



Joy Michelle Photography

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. The following vendors can provide additional options.

ANNAPOLIS EVENTOURS

5-passenger eCruiser golf carts can shuttle guests to and from the parking lots
443-510-1348
urbaneventours.com

BAYSIDE LIMOUSINE

Small shuttle buses, Limousines
410-451-0000
Baysidelimo.com

BLANCHARD LIMOUSINE

Small shuttle buses, Limousines
410-224-7222
Blanchardlimo.com

WATERMARK CRUISES

Water taxi or private charter rental
410-268-7601
watermarkjourney.com

FLORISTS, TABLE LINENS, TABLEWARE 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

PARTY PLUS

410-768-1933
partyplusrentals.com

RHONDA KAPLAN FLORAL DESIGN

410-212-2223
rhondakaplan.com

PHOTOGRAPHERS

CHRISTA RAE PHOTOGRAPHY

410-533-2803
christaraephoto.com

KRR PHOTOGRAPHY

410-280-3535
krrphotography.com

TONY J PHOTOGRAPHY

410-320-3185
tonyjphotography.com

JOY MICHELLE PHOTOGRAPHY

443-286-4646
joymichellephotography.com

MIKE B PHOTOGRAPHY

443-790-3490
mikebphotography.com

TPOZ PHOTOGRAPHY

410.949.4934
tpozphoto.com



Laura's Focus Photography



“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.”

~ SEPTEMBER 2015 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, Hannah Leigh Photography, Joy Michelle Photography