



CHESAPEAKE BAY
FOUNDATION

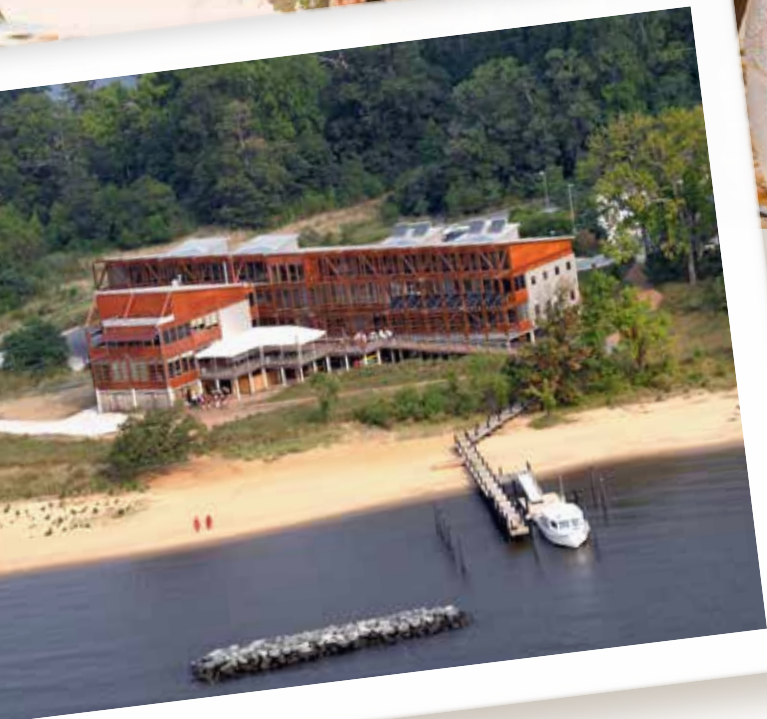
Saving a National Treasure

*Weddings
& Events*



Weddings

CHESAPEAKE BAY FOUNDATION
AT THE PHILIP MERRILL
ENVIRONMENTAL CENTER



“If you are looking for a venue with *architectural interest*, *natural landscape*, and *water views* all while contributing to helping the Bay!? Look no further.”

—SARAH, NOVEMBER 2019 BRIDE

The Chesapeake Bay Foundation’s headquarters, the Philip Merrill Environmental Center, is situated on 31 acres of pristine shoreline with breathtaking views of the Chesapeake Bay, Thomas Point Lighthouse, and Kent Island from virtually every room. As the best-kept secret in Annapolis waterfront venues, we are the perfect spot for your dream wedding.

The headquarters of the Chesapeake Bay Foundation is a unique building, constructed from environmentally friendly materials that not only save water, energy, and money, but also protect the natural landscape by creating minimal impact. The building earned the first-ever prestigious LEED platinum designation from the US Green Building Council, making it one of the world’s greenest buildings.

EVENT SPACES
INCLUDED IN
VENUE RENTAL



LOBBY

Our spacious two-story lobby is the perfect place to set the tone for your special day! Welcome your guests in style with a breathtaking view of our waterfront.

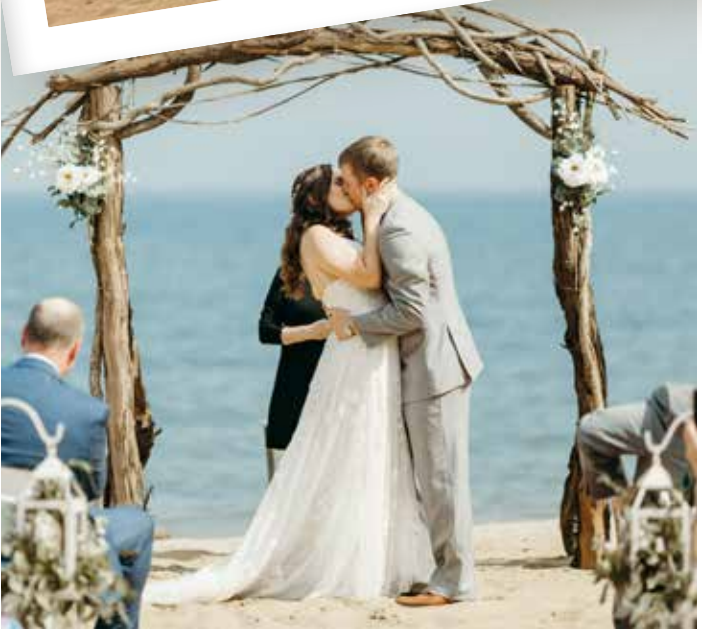


EVENT SPACES
INCLUDED IN
VENUE RENTAL



PRIVATE BEACH

You will be in awe of the natural beauty and scenery surrounding our private beach! As a picture-perfect backdrop for your ceremony or cocktail hour, our private beach is sure to wow your guests.



EVENT SPACES
INCLUDED IN
VENUE RENTAL



TENTED DECK

Our 2,400-square-foot tented deck provides the best atmosphere to dance the night away, sip on some bubbly, or have your guests enjoy dinner with the most spectacular Bay views! You will love our white A-frame tents, ceiling fans, and string lights throughout the space.



EVENT SPACES
INCLUDED IN
VENUE RENTAL



CANVASBACK ROOM

With 1,600-square feet of sweeping waterfront views, our Canvasback Room is sure to set the stage for a memorable meal. The room is adjacent to our tented deck and allows you to catch the sunset over Blackwalnut Creek while enjoying dinner, toasts, and cake cutting with your new spouse!



EVENT SPACES
INCLUDED IN
VENUE RENTAL



WEDDING SUITE

Our wedding suite is the ideal place to put on your finishing touches before heading out to your ceremony. With the best views in the house and a private deck overlooking the beach, relax in your final moments before “I do”!



BARBARA O PHOTOGRAPHY

RATES AND AMENITIES



The venue is rented to members of the Chesapeake Bay Foundation for an eight-hour block: five-hour event time, two-hour pre-arrival/set-up, and one-hour departure. Additional hours can be purchased if needed.

Thursday Evening (Music off by 10 pm)	\$4,000
Friday Evening (Music off by 10:30 pm)	\$6,000
Saturdays (Music off by 10 pm)	\$7,500
Sundays (Music off by 10 pm)	\$6,000

“My wife and I had our wedding ceremony and reception at CBF in June and were *incredibly pleased* with the entire experience. The venue is undoubtedly the *best value in the area* with a private beach and incredible Bay views. Guests were commenting on it throughout the entire evening.”

—AUSTIN, JUNE 2019 GROOM

AMENITIES

- 1,600-square-foot conference room with 2,400-square-foot, fully tented deck attached
- Three white, a-frame tents with ceiling fans, string lights, and 10-foot clear sidewalls for maximum views if needed
- Accommodations up to 200 guests
- 14 60-inch round tables to be used for dinner
- 4 36-inch cocktail rounds
- Reserved use of private beach
- Over 31 acres of natural Bay-front landscape for photographs
- Wedding suite
- On-site parking for 125 cars
- 125-foot dock for arrival and departure by boat, draws 2 feet at low tide

FREQUENTLY ASKED QUESTIONS

FACILITIES

Q: How long is the facility rental for my event?

A: The total rental is for 8 hours, which includes 2 hours for setup, 5 hours for the event, and an hour for cleanup. Music has to be off on Saturday and Sunday by 10:00 p.m. (most people choose to have their event time from 5:00-10:00 p.m.). On Fridays, events are from 5:30 -10:30 p.m., as parking will be an issue during business hours.

Q: Is parking available on site?

A: We have a total of 125 parking spaces available for each event.

Q: Do we get a rehearsal?

A: Rehearsals are included in the venue fee and will be finalized at least 30 days prior to the event. CBF staff does not assist with rehearsals, but you are welcome to use our beach or our dock for the rehearsal.

Q: Are there any décor restrictions?

A: We do not allow for anything to be applied anywhere throughout the facility that may be permanent (nails, staples, tacks, etc.). All open flames need to be in a hurricane or a votive, and we do not allow sparklers or fireworks on the property. Otherwise, you are free to customize your event as you wish!

Q: Are there any restrictions on where we are allowed to take photos?

A: We have 31 acres of natural beauty including: a private beach, wooded walking trails, private access to a creek as well as plentiful tall grasses and trees. We encourage you to utilize our unique habitat for whatever pictures you would like for your event!

Q: Are we allowed to enter and depart by boat?

A: Absolutely—we love adventurous couples! We have a 125-foot dock, and the boat utilized must have no more than a 2-foot draw.

Q: Can my pet come to our ceremony?

A: We adore your furry friends—bring them along for the fun! Please note that animals are allowed on the beach area only.



“CBF was *the perfect spot* for our wedding reception! So close to home and yet such a *hidden gem* right on the water in Annapolis. You really can't beat the views!”

—SAM, OCTOBER 2018 BRIDE

EVENT SERVICES

Q: Are tables included in my rental?

A: Yes—we provide tables for 120 in our rental fee:

- 14 60-inch round tables (each seats 8-10)
- 4 36-inch cocktail tables

Q: Are linens, chairs, and décor included?

A: Linens, chairs, and additional needs (silverware, glassware, plates, etc.) will be rented through your chosen caterer. You are welcome to bring in your own décor or rent items as well. We do have some décor items that are included in the rental fee that you are welcome to use.

Q: Is the tent included in the pricing?

A: Yes, the tent that covers our entire deck area is included in the pricing. There are lights already installed in the tent, along with ceiling fans and clear sides.

Q: Do you provide a day-of coordinator?

A: While there will be an events staff member present for your event, we do not provide day-of coordination services. The responsibility of the staff member is mainly building maintenance, setup, security, and to be available for you and your vendors. You are welcome to designate someone as your coordinator or hire a professional.

FREQUENTLY ASKED QUESTIONS

FOOD & BEVERAGE

Q: Can we use a caterer that is not on your list?

A: You must choose a caterer from our preferred caterer listing. Our catering list has been carefully chosen due to their knowledge of our facilities and their service to prior clients. All caterers listed are full service and will handle setup, cleanup, and all rental items on your behalf. The catering list is updated yearly, and we regularly evaluate the service levels of our preferred caterers.

Q: May we bring in our own alcohol?

A: Yes, you may! We will obtain the required one-day liquor license with Anne Arundel County on your behalf as a service to you.

CONTRACT INFORMATION

Q: What is the payment schedule?

A: Upon contract, a 50% venue deposit and \$500 security deposit are due. The remaining 50% deposit will be due 90 days prior to the event. Extra hours are \$500 each. The \$500 security deposit will be returned after the event so long as there is no damage to our facilities.

Q: Is event insurance required?

A: Yes, we require a standard \$1,000,000 policy to be issued at least one month prior to your event date. These policies can be issued through your existing homeowner's insurance policy or through several event insurance websites online.

FOR MORE INFORMATION AND TO SCHEDULE A TOUR, PLEASE CONTACT

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Weddings & Events Manager

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cbf.org/merrillcenterevents

facebook.com/MerrillCenterEvents

instagram.com/chesapeakebayfoundation_events



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APPROVED CATERERS

The following caterers and rental company have worked at our venue on several occasions and have proven to provide a quality product to their customers. While selecting a caterer for your event, please choose from one listed below.

Absolutely Perfect Catering

410-579-8777

absolutelyperfectcatering.com

Be My Guest

410-987-5262

bmgcatering.com

Bowl of Cherries

443-336-6586

bowlofcherriescatering.com

Copper Kitchen

410-244-7152

copperkitchenmd.com

Ken's Creative Kitchen

410-268-3222

kenscreativekitchen.com

Main & Market

410-626-0388

mainandmarket.com

Palate Pleasers

410-263-6941

palatepleasers.com

Zeffert and Gold Catering

410-944-4481

ZeffertandGold.com