



Historic Annapolis Foundation  
**CONDITIONS OF USE**

1. All use of the William Paca House and Garden (WPHG) must be in compliance with applicable laws as a National Register Historic Landmark, and the quiet residential setting of the facility.
2. Weather permitting, Guests may usually enter WPHG by the main door of house. Exit is through the underground passage by the restrooms and terrace gate only, otherwise the West hyphen will be used as the main entrance.
3. Garage parking is available at Gotts Court Garage located next to Annapolis's Main Visitor Center or at Hillman Garage located off Main Street or Duke of Gloucester. Street parking in Annapolis is restricted by the city for residential use and regulations posted curbside should be observed closely as enforcement is rigorous.
4. Valet parking must be arranged and supervised by client. Without exception, valet service is not to be conducted on Prince George Street. Valet service and mini bus service must pick up and discharge passengers on East Street near the corner of Prince George Street.
5. In case of inclement weather, the wedding ceremony will be held under the tent.
6. No food or drink is allowed in museum of William Paca House. Food and drink must be served and consumed on the terraces and in the conference room.
7. No smoking is allowed on the site, except on the front brick terraces.
8. Please remember that the William Paca House is located in a residential neighborhood. Therefore, guests must vacate the premises by 9:00 p.m. **Music must stop at 8:55 p.m., and the last call at the bar must be 8:50 p.m.** Caterer must vacate the premises by 10:00 p.m.
9. No photographs may be taken inside of the house without a signed agreement

between client and Historic Annapolis Foundation. (HAF).

10. All set-ups service and clean up of site are the responsibility of the client or the client's caterer. All trash generated by the client's event must be disposed of by the client or the client's caterer.
11. Guests and their behavior are the responsibility of the client. Any damage to the facility caused by client, invitees of client or caterer will be charged to client.
12. Tents are provided during April - October. Sidewalls for the tent may be used by client; however, installation and removal is responsibility of client or client's caterer. Sidewalls need to be ordered in advance of the event. Preparation, layout and clean up is the responsibility of the caterer/vendor.
13. Flowers and decorations are limited to the terraces and the conference room. Nothing may be attached or added to any feature of the garden, bridge or outbuildings, including baskets, bowers, torches, luminaries, runners, ribbons, bows or balloons. Candles are allowed only on tables on the terrace.
14. Heaters, connector tents and fans are the responsibility of the client and may be ordered through the caterer.
15. HAF reserves the right to "cut off" the service of alcohol to all guests if any individual or individuals exhibit drunken behavior. If this measure is not effective, the client and the client's guests will be asked to leave the facility. No guest may leave the premises with open containers of alcohol.
16. On the day of the event, delivery and hours of set-up must be coordinated with HAF staff. Any deliveries or meetings at the site must be arranged through HAF staff.
17. **Rental equipment may not be removed the day of the event and must be removed from the premises by 10:00 a.m. the following day. Failure to abide by these rules will result in a charge to the client.**
18. All garbage is to be bagged and removed from the premises by the vendor. Leftover clean ice may only be dumped on the driveway outside of the garden gate.
19. Clean up must be completed by 10:00 p.m. and include all items on the Event Clean Up Checklist.
20. Caterers working at the WPHG must be **licensed and insured**. Caterer must

provide a certificate of insurance to HAF fourteen days prior to the event. HAF may prohibit the use of any caterer who has violated Historic Annapolis Foundation policies.

21. Any "send-off" of wedding couple will take place at the front of the house. The bride and groom will exit through the front door of the Paca House. No birdseed, rice, rose petals, etc. may be thrown. Bubbles are permitted however.
22. Small groups of musicians may play for events. **Music must not exceed reasonable levels at any time, amplification is not allowed, unless agreed in advance, in writing from the Sales Manager, and must end at 8:55 p.m.** Singers, masters of ceremonies and toasts may not be amplified. HAF representative's determination with regard to sound volume is final. If requests to lower sound volume are not effective, the client and the client's guests will be asked to leave the facility without any refunds. No sound boards or light shows.
23. The client agrees to indemnify and hold harmless Historic Annapolis Foundation and its agents, servants, and employees from any and all claims, actions, liabilities, and causes of action arising on account of injury, death, or damage to any person or his property and attributable to the client's use of the facility.
24. The William Paca House & Garden has a wheel chair accessible bathroom; terraces and conference area are wheel chair accessible. The Garden is not wheel chair accessible.
25. If you should select a caterer not on our *Preferred* list, there is a charge of \$500.00. All other vendors please check with the Director of Sales.
26. It is not recommended to leave wedding gifts, personal belongings or money envelopes in the Paca House after the event. If the client or guests do so, Historic Annapolis Foundation will not be held responsible.
27. The City of Annapolis requires all clients to obtain an Alcoholic Beverage License for one day, if alcohol is served and there is a charge for it at your event. It is the client's responsibility to have a copy of the license to Historic Annapolis Foundation one week prior to the event.
28. At all times the protection of the William Paca House & Garden property is of utmost concern of Historic Annapolis Foundation, and we will assume whatever stance is necessary to ensure the continuance of this National Historic Landmark.