



William Paca House & Garden

2021-2022 WEDDINGS & EVENTS TO REMEMBER!



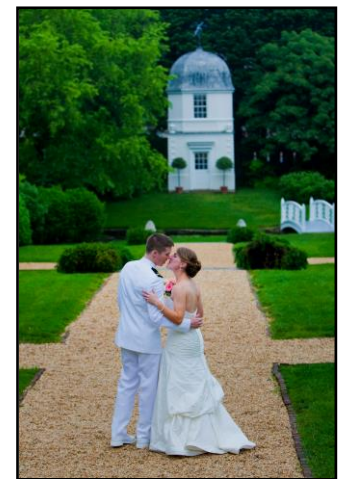
Thank you for inquiring about the William Paca House & Garden as a site for your upcoming wedding or event! The William Paca House & Garden is a National Historic Landmark, as well as an accredited member of the American Association of Museums. The house is a restored 18th Century Georgian-style home with two brick terraces overlooking a reconstructed two-acre "pleasure garden."

The garden features a Chinese Chippendale-style bridge spanning a goldfish-shaped pond, four formal garden parterres plus a wilderness garden, and a recreated summerhouse. The summerhouse is a focal point of the garden, and a lovely spot for wedding ceremonies and photographs. Create a lasting memory of your wedding in our 18th Century Garden!

The garden and terraces are available for events from April through October. Events using the terraces and garden are usually held after public visiting hours between 4:30 pm and 9:00 pm, but we are willing to discuss the flexibility of the hours to accommodate your needs.

Also included in your wedding or event package:

- **Three Event Tents: One 20' x 40' and One 20' x 50' One 10 x 30 connector tent**
- **Conference Room for Staging Area and Set-up**
- **Catering Kitchen**
- **Entrance through the Museum**
- **Six Guest Passes for Guided House & Garden Tour**



To secure your special day, a 50% non-refundable payment and a returned-signed Rental Agreement are required. The William Paca House & Garden offers you considerable flexibility in planning your event. Selecting a caterer is an important step in ensuring a successful event. We do not have an 'exclusive caterer' that you must use, but rather a list of qualified caterers from which you may choose. If you prefer to use your own caterer, there is an additional \$1,000 fee.

Thank you for considering the William Paca House & Garden! For more information and to check availability please contact Ginny Hockey at 410-990-4538 or



**2021-2022 William Paca House & Garden
Rental Fee Schedule**

All rentals described below will be located at the William Paca House & Garden, 186 Prince George Street, Annapolis, MD 21401.

A. Paca Garden, Both Terraces, and Conference Facility – *No Public Access to the Garden*

Includes the opportunity for guests to enter and view the first floor of the William Paca House at the beginning of the event as an entrance, access to the two acre garden, the use of the interior conference room, caterer’s kitchen, and two large terrace tents.

Capacity is 120 people seated for food or 150 standing.

Your wedding or event may last two to four hours, during which time, the garden will be closed to the public. For extra time, there will be an additional charge.

Monday – Thursday	\$1750
(No weddings during the week)	
Friday & Sunday	\$3,500
Saturday	\$4,500
For every extra hour	\$1,150
Ceremony added (10 Chairs)	\$500

July & August Rates

Friday & Sunday	\$2,500
Saturday	\$3,000

Sun – Thurs	8 p.m. closing
Fri – Sat	9 p.m. closing



B. Paca Garden, One Terrace, and Conference Facility - *With Public Access to the Garden*

Includes the opportunity for guests to enter and view the first floor of the **William Paca House** at the beginning of the event, access to the two-acre garden, and the use of the interior conference room and caterer’s kitchen. This option is not available on Saturdays.



Capacity is up to 80 seated or 100 standing. One terrace is available and open daily up to 4 pm. These times are for three-hour periods.

During your event, the garden will be open to the public.

Monday – Thursday	\$750
Friday	\$1,500
Sunday	\$2,000

Additional Rental Prices (Fiestas Rentals)	
Tent Sides/Walls	\$750
Back Side Walls Only	\$400
Extra Tent (10' x 10')	\$250
Propane Heaters	\$175
Stand-up Fans	\$75
Tent Fans	\$75
Chandeliers	\$75

Conference Facility – General Public has access to the House and Garden

Located in the lower level and accessible by several convenient entrances (including one handicapped entrance), the conference room is available for parties, events, meetings and more.

Your rental includes use of the caterer’s kitchen.

Capacity is 16-30 seated (no tables) or 35 standing

Seven days a week:	9am – 12 pm	\$450
	12pm – 3 pm	\$450
	6pm - 9 pm	\$600
	All Day (9 am – 5 pm)	\$800



C. July & August Ceremony Only (Includes Terrace Use) – General Public has no access to the Garden

Capacity is 120 maximum (seating for 10 guests at the pond).

Your guests will enter through the main house for a lovely garden wedding.
Your rental includes a table display for the guest book and gifts for two hours.

Friday, Saturday, Sunday	\$2,000
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D. Wedding Ceremonies (No Terrace Use) – General Public has access to the Garden.

Occasionally, we get requests for wedding ceremonies to be held in the garden – without the added work and expense of a reception set-up. We offer this on a limited basis only, subject to other events scheduled in the garden and the house. Your guests will enter at the tour entrance.

Your rental includes standing wedding parties only (no chairs or tables set-up) and two-hour garden use.

Capacity is 30 maximum to ensure access to our other visitors.

Listed below are the Mid-Day ceremony timelines and costs.

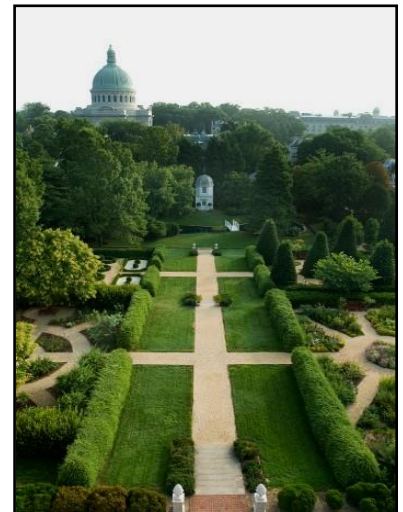
Monday – Thursday	11am – 3pm	\$ 350
Friday & Sunday	11am – 1pm	\$ 500
Saturday	11am – 1pm	\$1,500

Listed below are the Evening ceremony timelines and costs.

Monday – Thursday	5pm – 7pm	\$ 850
Friday & Sunday	5pm – 7pm	\$1,500

Additional Rental Options Available

Historic Annapolis Curator – Officiated	\$300
Sparkling Cider & Cake	\$450
Chairs under the <u>tent only</u>	\$4 per chair



All prices are subject to change without notice.



William Paca Garden Summerhouse

2021- 2022 MEETINGS & EVENTS

The newly restored two-story Summerhouse, nestled in the heart of the historic 2-acre colonial William Paca House and Garden, is the perfect setting to celebrate your next special occasion.

Complete with colonial style floor cloths, tasteful artwork featuring historically appropriate botanical prints, elegant reproduction furniture, with the comforts of modern-day heat and air conditioning.

Rental includes use of the kitchen in the Paca House. Capacity is 6 seated or 8 standing.

Perfect for your special occasion! 3 Hours!

- * Romantic Anniversary Celebrations
- * Proposals and Engagement Dinners
- * Meet the Parents
- * Private Business Meetings
- * And much more!

Monday - Thursday 12pm – 8pm \$600

Friday & Sunday 12pm – 9pm \$750

Saturdays(When no tents) \$1000





Preferred Vendor List

For your convenience, we have assembled a list of the very best local caterers, rental companies, musicians, florists, and more! Please make your selections from these preferred vendors, who have all been approved to work at the **Historic Annapolis**. There will be a surcharge of \$1,000 for all caterers who are not on the preferred list. Thank you!

CATERERS

Adam's Ribs – Eastport

Contact: KP or Brian
410.267.0064
adamsribseast@comcast.net
www.adamsribseast.com

WILDER CATERING

CONTACT: KAREN WILDER
443.510.3722
KAREN@WILDERCATERING.COM
WWW.WILDERCATERING.COM

Be My Guest

Contact: Sandy Demilio
8258 Veterans Hwy #11
Millersville, MD 21108
(410) 353-7576
sandy@bmgcatering.com
www.bmgcatering.com

Bowl of Cherries

Contact: Barb Duvall
443.336.6526
bjduvall@verizon.net
www.bowlofcherriescatering.com

Creative Cuisine

Contact: Christina Eichenmuller
410.991.0151
christina@creativecuisinemd.com
www.creativecuisinemd.com

Galway Bay

63 Maryland Ave
Annapolis, MD 21401
410.263.8333
manager@galwaybaymd.com
www.galwaybayannapolis.com

Ken's Creative Kitchen

Contact: Ken Upton
980 Awold Road
Annapolis, MD 21403
410.268.3222
ken@kenscreativekitchen.com
www.kenscreativekitchen.com

Graul's Catering

Contact: Kathy
410-974-0737
graulscatering@aol.com

Chesapeake Chef Service

Contact: Kurt Peter
410.829.0307
Kurt@chesapeakechefs.com
www.Chesapeakechefs.com

Main & Market Catering, Café & Bakery

Contact: Evie Turner
914 Bay Ridge Road
Annapolis, MD 21403
410.626.0388
evie@mainandmarket.com
www.mainandmarket.com

Palate Pleasers

Contact: Eric Daniels
1023 Bay Ridge Avenue
Annapolis, MD 21403
410.263.6941
info@palatepleasers.com
www.palatepleasers.com

BEVERAGES

Mills Fine Wine & Spirits

Contact: Jen or Jerry
87 Main Street
Annapolis, MD 21401
410.263.2888
info@MillsWine.com
www.MillsWine.com

FLORALS

Floret & Vine Design Studio

Kate Crosby
410-570 4474
kate@floretandvine.com
www.floretandvine.com

The Gateway Florist

410-263-8141
Contact: Teresa Williams
teresa@thegatewayflorist.com
www.thegatewayflorist.com

Silver Stems

Contact: Soo Son
410-353-6060
silverstems@gmail.com
www.thesilverstems.com

Doepkens Farm

Contact: Bill Doepkens
Davidsonville, MD
410-721-2739
www.doepkensfarm.com

iKamcreate

Contact: Kirby-Jay Conyette
ikamcreate@gmail.com
www.kirbyjc.com

GIFTS & JEWELRY**The Museum Store**

99 Main Street
Annapolis, MD 21401
410-267-6656

**Presentables by Something Different
Laser Engraving**

Paddles Plaques and Glass Etching
Contact: Rolin "RJ" Pajarillo
443-254-4009
presentables@verizon.net

An Etch Above

Glass Etching
Contact: Kim Lyons
410-682-4969
klyons@anetchabove.com
WWW.ANETCHABOVE.COM

LIGHTING**Event Dynamics, Inc.**

Contact: Bob Dills
410-360-3585
www.eventdynamics.net

LODGING**Historic Inns of Annapolis**

58 State Circle
Annapolis, MD 21401
410-263-2641
www.historicinnsofannapolis.com

Gibson's Lodgings of Annapolis

110 Prince George Street
Annapolis, MD 21401
410-268-5555
www.gibsonslodgings.com

Makeup**Makeup by Judee Jo**

Contact: Judee Jo
47 Maryland Avenue, 1R
Annapolis, MD 21401
443-949-0709
www.makeupbyjudeejo.com
judeejo@makeupbyjudeejo.com

MUSIC / ENTERTAINMENT**Allison Reisinger**

Violinist
443-822-3559
ahreising@gmail.com

Bay Strings

Contact: Sally or Martha
410-841-6288 Sally Stallings
301-704-2679 Martha Vance
info@baystrings.com
Baystrings@verizon.net

Bellini Ensemble

Contact: Kathy Birch
240-676-8450
Kbirch5@verizon.net
www.belliniensemble.com

C&J Entertainment (DJs and Musicians)

Contact: Chris Temple
Ask for DJ Mario (Staff Favorite)
410-551-5025
christemple@candjentertainment.com
www.CandJentertainment.com

Rob Levit Trio/Quartet

Contact: Rob Levit
410-279-3809
rlevit@comcast.net

Unified Jazz Ensemble

Contact: Mike Noonan
410-295-6678
Noon27@aol.com
www.unifiedjazz.com

PHOTOGRAPHERS**The Annapolis Photographer**

Contact: Marcus Chacona
410-224-0088
info@TheAnnapolisPhotographer.com

Carly Fuller Photography

Contact: Carly Fuller
410-562-8983
carly@carlyfuller.com

GMS Photos and Video

Contact: Rob
410-419-1549
rob@gmsphotos.com
www.gmsphotos.com

Hamilton Photography

Contact: Christina Hamilton
410-267-6090
www.hamiltonphotography.net

Chesapeake Photo Booth

Contact: Mark Hamilton
410-336-2108
www.chesapeakephotobooth.com

Laura's Focus Photography

Laura Matney
410-200-2303
laura@laurasfocus.com
www.laurasfocus.com

Megan Beth Photography

443-306-9348
megan@meganbeth.com
www.meganbeth.com

Photos by F.A Formica

410-647-1325
weddingphoto@comcast.net
www.formicastudios.com

Photography by Mike Busada

443-790-3490
mike@mikebphotography.com

Hans & Nicole Photography

240-409-4678
hans@hansandnicole.com
www.hansandnicole.com

Abidoodle Productions Videography

Contact: Abigail Coale
443-924-4304
abidoodlez@gmail.com
www.abidoodleproductions.com

Brittney Livingston Photography

Contact: Brittney Livingston
brittneylivingstonphotog@gmail.com
www.brittneylivingstonphotography.com

RENTALS/AUDIO VISUAL

Chesapeake & Potomac Audio Visual Services

Contact: Les Pisarz
410-626-2728
cpav@chesapeakeav.com
www.chesapeakeav.com

Fiestas Rentals

Contact: Pablo Duran
443-822-9974
fiestasrentals@yahoo.com
***Tents, sides, heaters and fans can only come from Fiestas Rentals**

Honeywood Rentals

443-906-3994
Honeywoodrentals.com
info@honeywoodrentals.com

Rentals to Remember

410-295-3446
info@rentalstoremember.com

RENTALS/Custom Men's Wear

Men's Corner

Capital Custom Clothiers

Attn: Brett
50 Maryland Avenue
Annapolis, MD 21401
410-268-3090
www.capitalcustomeclothiers.com

TRANSPORTATION

Towne Transport

410-266-3392
Elizabeth@townetransport.com

Electric Cart Tours

443-510-1348
info@annapoliseventours.com
www.urbaneventours.com

WEDDING CAKES

Cakes and Confections Gourmet Bakery

Contact: Julianne or Chef Michael
410-757-7100
www.cakesandconfections.com
Baker@cakesandconfections.com

Blue Crab Cupcakes

Contact: Carrie
443-221-7246
carrie@bluecrabcupcakes.com
www.bluecrabcupcakes.com

Sweet Hearts Pâtisserie

Contact: Ashley
410-263-6513
info@sweetheartspatisserie.com
www.sweetheartspatisserie.com

OFFICIANTS

Jeff Hornberger
202-255-2005

Pastor Alan “Blues” Baker
202-351-1678
alan.t.baker@gmail.com

Vance Rogers
410-591-2929
VanceJoseph79@gmail.com

Captain Phyllis Holtmann
phyllis.holtmann@gmail.com

RESTAURANTS

Adam’s Ribs – Eastport
Contact: KP or Brian
410-267-0064
www.adamsribseast.com

Galway Bay

63 Maryland Ave
Annapolis, MD 21401
410- 263-8333
www.galwaybayannapolis.com

Harry Browne’s

66 State Circle
Annapolis, MD 21401
410-263-6356
www.harrybrownes.com

Metropolitan Kitchen & Lounge

169 West Street
Annapolis, MD 21401
410-280-5160
www.metropolitanannapolis.com

ARTISTS

Cink Art, LTD.

Custom Designed Wedding Stationery
Contact: Cink DeVea
410-647-7637
cinkart@mac.com

CHILDCARE SERVICES

Naptown Nannies

Contact: Christine Lasser
410-897-7418
christine@naptownnannies.com
www.naptownnannies.com

CONDITIONS OF USE for the William Paca House & Garden and the Summer House

1. All uses of the William Paca House and Garden (WPHG) must comply with applicable laws as a National Register Historic Landmark, and the quiet residential setting of the facility. Historic Annapolis follows all government mandates.
2. Set-up seating for the ceremony is limited to 10 chairs. Any additional needs must be discussed with the Wedding and Special Events Director upon completion of a signed contract. No pets allowed on property.
3. 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.
4. Garage parking is available at Bladen Street, Gotts Court Garage located next to Annapolis’ 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 (two hours only). Also, the State parking garage (free on weekends) is located at St. John’s Street and Calvert Street.
5. 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 minibus service must pick up and discharge passengers on East Street near the corner of Prince George Street.

6. In case of inclement weather, the wedding ceremony will be held under the tent.
7. No food or drink is allowed in museum of William Paca House. Food and drink must be served and consumed on the terraces, in Ginny's office, and/or in the conference room. Drinks may be consumed, not served, in the garden.
8. No smoking allowed on the site, **except** on the front brick terrace by the sand flowerpot next to the tree.
9. Please remember that the William Paca House is in a residential neighborhood. All music must stop at 8:55 p.m. Therefore, guests must vacate the premises at 9:00 p.m. and bar service must end 15 minutes prior to the end of the event. Caterers and vendors must vacate the premises by 10:00 p.m.
10. No photographs may be taken inside of the house (the museum part) without a signed agreement between client and Historic Annapolis (HA).
11. All set-up services and cleanup 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.
12. 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..
13. Tents are provided during April – October. Sidewalls for the tent may be used by client; however, installation and removal are the responsibility of the client or the client's caterer rental from Fiestas Rentals only. Preparation, layout and clean up are the responsibilities of the caterer/vendor. Anything touching or hanging from the tent has to go through Fiesta Rentals only.
14. Flowers and decorations are limited to the terraces and the conference room. Nothing may be attached or added to any feature of the tent, garden, bridge or outbuildings, including baskets, bowers, torches, luminaries, runners, ribbons, bows or balloons without written permission. Candles and flowers are allowed only on the terrace tables. No flower petals can be thrown in the garden.
15. Rentals of heaters, fans and tent sides are the responsibility of the client but must be provided by Fiestas Rentals only. Rental can be arranged by Historic Annapolis or the caterer.
16. HA reserves the right to "cut off" the service of alcohol to all guests if any individual(s) 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.
17. On the day of the event, delivery and hours of set-up must be coordinated with Wedding and Special Events Director. Any deliveries or meetings at the site must be arranged through the Wedding and Special Events Director. *All final decisions regarding event particulars will be made by the Wedding and Special Events Director or a designated Historic Annapolis staff member.*
18. **Rental equipment must be removed from the premises at 10 am the following day. Special arrangements can be made with the wedding Director for families of the Bride/Groom only.**
19. Clean up must be completed by 10 pm and include all items on the Event Clean-Up Checklist.
20. Any photo taken by or given to Historic Annapolis can be used for future purposes, such as Wedding and Special Events Director' office walls, social media, and/or advertising with implied consent.
21. Caterers working at the WPHG must be **licensed and insured** and must provide a certificate of insurance to HA 14 days prior to the event. HA may prohibit the use of any caterer who has violated Historic Annapolis policies.

22. Any "send-off" of a wedding couple will take place at the front of the house. The "send-off" will take place 5 minutes prior to the ending time, no later than 8:55 p.m. To exit, the bride and groom will be escorted by a facilitator from the inside of the house to go through the front door of the Paca House and down the front steps. No bird seed, rice, rose petals, glitter, confetti, sparklers, etc. may be thrown or used. Bubbles, glow sticks, ribbon wands, and bells are permitted. Other items must have prior approval of the Wedding and Special Events Director in writing.
23. Small groups of musicians may play for events. Music must not exceed reasonable levels at any time and must end at 8:55 pm at the latest. HA representative's determination regarding 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 allowed.
24. The client agrees to indemnify and hold harmless Historic Annapolis 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.
25. The William Paca House & Garden has a wheelchair accessible bathroom. Terraces and conference areas are wheel-chair accessible. The garden is not wheelchair accessible.
26. If you should select a caterer **not on our Preferred Vendor List**, there is an additional charge of \$1000. Please check with the Wedding and Special Events Director if you have any questions about vendors.
27. It is not recommended to leave wedding gifts, personal items nor money envelopes in the William Paca House after the event. Historic Annapolis will not be held responsible for lost items.
28. The City of Annapolis requires all clients to obtain an Alcoholic Beverage License for one day. If alcohol is served, there is a charge for it at your event. It is the client's responsibility to provide a copy of the license to Historic Annapolis one week prior to the event.
29. At all times, the protection of the William Paca House & Garden property is of utmost concern of Historic Annapolis. We will take whatever stance is necessary to ensure the continuance of this National Register Historic Landmark.
30. The doors will open to guests as stated on the contract and not before.



William Paca Garden Photo Shoot Price List 2021

(No Saturdays)

*Monday-Friday or Sunday
10:00 am – 5:00 pm*

Prices based on a 2-hour session

Photographer and 1 guest	(Total 2 people)	\$25
Photographer/Assistant/2 guests	(Up to 4 people)	\$50
Photographer/Assistant/2 guests	(Up to 6 people)*	\$75
Photographer/Assistant/4 guests	(Up to 8 people)*	\$100
Photographer/Assistant/8 guests	(Up to 10 people)*	\$125
Photographer/Assistant/up to 13 guests	(Total 11 to 15 people)*	\$150

*These packages include the photographer's use of two reflectors and/or other equipment.

Call the Wedding and Special Events Director for larger groups, off-hours requests, or any other inquiries.

Rules of Conduct for Garden Photo Shoots

- No running in garden
- No wardrobe changes
- No photography inside the house
- All props must be approved in advance
- No pets are allowed at any time
- Garden will remain **open** to the public
- No photography sessions are allowed on Saturday unless approved by the Wedding and Special Events Director
- Photography is only allowed during regular business hours, with the exception of Saturdays
- Do not move plant material or benches
- Do not climb on benches, bushes, or trees
- One step ladder is allowed for photographers
- Do not place foreign objects in the pond
- Parents are responsible for their children's behavior and safety
- All parties are responsible for any damages incurred to the garden area
- Courtesy to other guests is imperative

These rules have been established to keep all visitors and guests safe and are subject to the conditions and use of our 18th Century house and garden.

Ginny Hockey, Wedding and Special Events Director
410.990.4538 ginny.hockey@annapolis.org