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 $500 fee.

Thank you for considering the William Paca House & Garden! For more information and to check availability please contact Director of Sales, Jody Dalton, at 410-990-4538 or jody.dalton@annapolis.org.
**2018 William Paca House & Garden Rental Fee Schedule**

All of the 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 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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>$1,500</td>
</tr>
<tr>
<td>(No weddings during the week)</td>
<td></td>
</tr>
<tr>
<td>Friday &amp; Sunday</td>
<td>$3,000</td>
</tr>
<tr>
<td>Saturday</td>
<td>$4,000</td>
</tr>
<tr>
<td>For every extra hour</td>
<td>$1,000</td>
</tr>
<tr>
<td>Ceremony added</td>
<td>$500</td>
</tr>
</tbody>
</table>

**July & August Rates**

<table>
<thead>
<tr>
<th>Day</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday &amp; Sunday</td>
<td>$2,500</td>
</tr>
<tr>
<td>Saturday</td>
<td>$3,000</td>
</tr>
<tr>
<td>Sun – Thurs</td>
<td>8 p.m. closing</td>
</tr>
<tr>
<td>Fri – Sat</td>
<td>9 p.m. closing</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>$750</td>
</tr>
<tr>
<td>Friday</td>
<td>$1,500</td>
</tr>
<tr>
<td>Sunday</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**Additional Rental Prices**

(Fiestas Rentals)

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tent Sides/Walls</td>
<td>$600</td>
</tr>
<tr>
<td>Extra Tent (10’ x 10’)</td>
<td>$250</td>
</tr>
<tr>
<td>Propane Heaters</td>
<td>$150</td>
</tr>
<tr>
<td>Stand-up Fans</td>
<td>$75</td>
</tr>
</tbody>
</table>
C. Conference Facility – *With Public Access to the House and Garden*

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

Rental includes use of the conference room and caterer’s kitchen. Capacity is 16-30 seated (no tables) or 35 standing. During your event, the garden and house will be *open* to the public.

Seven days a week:
- 9am – 12pm $400
- 12pm - 3pm $400
- 6pm - 9 pm $500
- All Day (9am – 5 pm) $600

D. July & August Ceremony Only (With Terrace Use) – *No Public Access to the Garden*

Your guests will enter through the main house for a lovely garden wedding. Your rental includes seating at the pond for up to 10 guests, and a rectangular table for the guest book and gifts, for two hours (120 guests maximum).

- Friday, Saturday, Sunday $2,000

E. Wedding Ceremonies (No Terrace Use) – *With Public 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 includes use of the garden for a two-hour time period (30 guests maximum).

Capacity is limited to 30 people, to ensure access to our other visitors. The garden and house will be *open* to the public.

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

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>11am – 3pm</td>
<td>$350</td>
</tr>
<tr>
<td>Friday &amp; Sunday</td>
<td>11am – 1pm</td>
<td>$500</td>
</tr>
<tr>
<td>Saturday</td>
<td>11am – 1pm</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

**Additional Rental Prices (Fiestas Rentals)**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tent Sides/Walls</td>
<td>$550</td>
</tr>
<tr>
<td>Extra Tent (10’ x 10’)</td>
<td>$250</td>
</tr>
<tr>
<td>Propane Heaters</td>
<td>$150</td>
</tr>
<tr>
<td>Stand-up Fans</td>
<td>$75</td>
</tr>
</tbody>
</table>

*All prices are subject to change without notice. Ask about our holiday rates.*
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 art work 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!

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>12pm – 8pm</td>
<td>$500</td>
</tr>
<tr>
<td>Friday &amp; Sunday</td>
<td>12pm – 9pm</td>
<td>$700</td>
</tr>
</tbody>
</table>
**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 for all caterers who are not on the preferred list. Thank you!

### Caterers

<table>
<thead>
<tr>
<th>Caterer</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Adam’s Ribs – Eastport        | KP or Brian (410.267.0064)  
  adamsribseast@comcast.net     |
| Be My Guest                  | Sandy Demilio (410.353-7576)  
  sandy@bmgcatering.com         |
| Bowl of Cherries              | Barb Duvall (443.336.6526)  
  bjduvall@verizon.net          |
| Creative Cuisine              | Cristina Eichenmuller (410.991.0151)  
  christina@creativecuisinemd.com |
| Galway Bay                    | Evie Turner or Nanette (410.626.0388)  
  evie@mainandmarket.com        |
| Graul’s Catering              | Kathy (410-974-0737)  
  grauls catering@aol.com      |
| Harry Browne’s Caterers       | Jen or Jerry (87 Main Street)  
  info@millswine.com            |
| J. Burke Catering             | Joe Burke (410.263.6356)  
  info@harrybrownes.com        |
| Ken’s Creative Kitchen        | Ken Upton (410.268.3222)  
  ken@kenscreativekitchen.com  |
| Main & Market Catering, Café & Bakery | Evie Turner or Nanette (410.626.0388)  
  evie@mainandmarket.com        |
| Palate Pleasers               | Eric Daniels (410.263.6941)  
  info@palatepleasers.com      |
| Floret & Vine Design Studio   | Kate Crosby (410-570-4474)  
  kate@floretandvine.com       |

### Beverages

<table>
<thead>
<tr>
<th>Beverages</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Mills Fine Wine & Spirits     | Jen or Jerry (410.263.2888)  
  info@millswine.com            |

### Florists

<table>
<thead>
<tr>
<th>Florists</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Floret & Vine Design Studio   | Kate Crosby (410-570-4474)  
  kate@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

**York Flowers, Inc.**  
Contact: Ken Dendburg  
410-268-3341  
www.yorkflowers.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  
klyons@anetchabove.com  
410-682-4969  
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

**Loews Annapolis Hotel**  
126 West St.  
Annapolis, MD 21401  
410-263-7777  
www.loewshotels.com/annapolis

**Gibson’s Lodgings of Annapolis**  
110 Prince George Street  
Annapolis, MD 21401  
410-268-5555  
www.gibsonslodgings.com

**The Yellow House**  
410-703-4343  
Buchanandebbie71@gmail.com  
www.annapoliswaterfrontvacations.com

**Two-O-One Bed & Breakfast**  
Contact: Graham Gardner  
201 Prince George Street  
Annapolis, MD 21401  
410-268-8053  
bbat201@me.com  
www.201bb.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 or Mario  
410-551-5025  
christemple@candjentertainment.com  
www.CandJentertainment.com
Cr8tivejuices Entertainment
Contact: Joe Flores
443-996-1022
Cr8tivejuices@gmail.com

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

Unified Jazz Ensemble
Contact: Mike Noonan
410-295-6678
noon28@aol.com
www.unifiedjazz.com

Witzgall Photography
252-259-6012
chris@witzgallphotography.com
www.witzgallphotography.com

Rentals/Audio Visual
BLUE "1976 VW" PHOTO BUS
CONTACT: GIGI
443-837-6688
WWW.BLUEPHOTOBUS.COM
BLUEPHOTOBUS@OUTLOOK.COM

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
Contact: Val or Sylvia
410-295-3446
info@rentalstoremember.com

Vintage Affairs LLC
Contact: Jonathan Willen
202-527-2124
Jon@VintageAffairs.net
www.vintageaffairs.net

RENTALS/Custom Men’s Wear

Men’s Corner
Capital Custom Clothiers
Attn: Brett
50 Maryland Avenue
Annapolis, MD 21401
410-268-3090
www.capitalcustomclothiers.com

Transportation

Towne Transport
410-266-3392
Elizabeth@townetransport.com
www.townetransport.com
Urban Eventours, Inc.
Contact: George Palmer
443-510-1348
info@urbaneventours.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

Cakes by Rachel
Contact: Rachel
443-221-7569
hh.cakesbyrachael@gmail.com
www.cakesbyrachael.org

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

Officiants

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

Pastor Giole (Joel) Settembrini
410-267-6260
GioeleS@aol.com

Vance Rogers
410-591-2929
Vancejoseph79@gmail.com

Restaurants

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

Baroak
126 West St.
Annapolis, MD 21401
410-295-3225
www.baroakannapolis.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

Lemongrass
167 West Street
Annapolis, MD 21401
410-280-0086
www.kapowgroup.com/lemongrass

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 DeVeas
410-647-7637
cinkart@mac.com

Childcare Services
Naptown Nannies
Contact: Christine Lasser
410-897-7418
christine@naptownnannies.com
www.naptownnannies.com

Wedding Consultant

Monika Chess
941-445-0505
hello@monikaweddings.com

Throw The Confetti
Contact: Michelle Vellon
443-603-9277
hello@throwtheconfetti.com
CONDITIONS OF USE for the William Paca House & Garden and the Summer House

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. Set-up seating for the ceremony is limited to 10 chairs. Any additional needs must be discussed with the Director of Sales upon completion of a signed contract.

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 mini bus 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 Jody's office, and in the conference room. Drinks may be consumed, not served, in the garden. No pets allowed on property.

8. **No smoking** is allowed on the site, except on the front brick terraces where there is a sand flower pot next to the tree.

9. Please remember that the William Paca House is located 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. Tent sides may be rented from Fiestas Rentals.

13. 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. Preparation, layout and clean up is the responsibility of the caterer/vendor.

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 tables on the terrace.

15. Heaters, fans and tent sides’ rentals 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 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.
17. On the day of the event, delivery and hours of set-up must be coordinated with Director of Sales. Any deliveries or meetings at the site must be arranged through the Director of Sales. All final decisions regarding event particulars will be made by the Director of Sales or a designated Historic Annapolis staff member.

18. **Rental equipment must be removed from the premises at 10 a.m. the following day. Special arrangements can be made with the Director of Sales for families of the Bride/Groom only.**

19. Clean up must be completed by 10 p.m., 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 purpose, such as Director of Sale’s 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 birdseed, rice, rose petals, glitter, confetti, sparklers, etc. may be thrown or used. Bubbles, glow sticks, ribbon wands, and bells are permitted. Any other items must have prior approval of the Director of Sales 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 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 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 area are wheelchair 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 $500. Please check with the Director of Sales if you have any questions about vendors.

27. It is not recommended to leave wedding gifts, personal belongings or money envelopes in the William Paca House after the event. If the client or guests do leave any items, 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 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 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, and we will assume whatever stance is necessary to ensure the continuance of this National Historic Landmark.

30. The doors will open to guests as stated on the contract and not before.
William Paca Garden Photo Shoot Price List 2018

(No Saturdays )

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

Prices based on a 2-hour session

<table>
<thead>
<tr>
<th>Package Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photographer and 1 guest</td>
<td>$25</td>
</tr>
<tr>
<td>Photographer/Assistant/2 guests</td>
<td>$50</td>
</tr>
<tr>
<td>Photographer/Assistant/2 guests</td>
<td>$75</td>
</tr>
<tr>
<td>Photographer/Assistant/4 guests</td>
<td>$100</td>
</tr>
<tr>
<td>Photographer/Assistant/8 guests</td>
<td>$125</td>
</tr>
<tr>
<td>Photographer/Assistant/up to 13 guests</td>
<td>$150</td>
</tr>
</tbody>
</table>

*These packages include the photographers’ use of two reflectors and/or other equipment.

Call the Director of Sales 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
- Garden will remain open to the public
- No photography sessions allowed on Saturday unless approved by the Director of Sales
- 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 childrens’ 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.

Jody Dalton, Director of Sales
410.990.4538  jody.dalton@annapolis.org