

William Paca House & Garden

2024-2025 WEDDINGS & EVENTS RENTAL GUIDE

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 colonial garden.

The garden features a 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. Book now and create a lasting memory of your wedding in our 18th century garden!

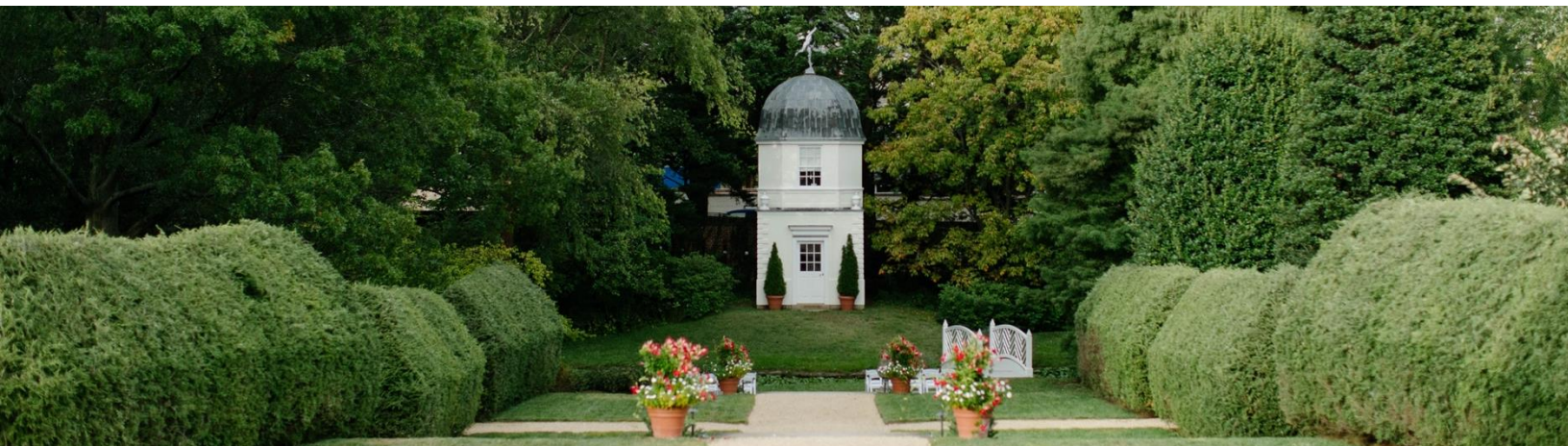
The garden and tented terraces are available for events from April through October. Our tented terraces accommodate up to 120 guests seated for dinner or up to 180 for a cocktail-style reception (standing with limited seating). Events using the terraces and garden are usually held after public visiting hours between 4:00 pm and 9:00 pm, but we are willing to discuss the flexibility of the hours to accommodate your needs.

Included in your wedding or event package:

- **Venue Coordination**
- **Our Tented Terrace (tent sizes are 1 -20' x 40' and 1 - 20' x 50' (connected by a 10' x 30' tent)**
- **Reception seating (tables and chairs) for up to 100 guests, cocktail tables, and five auxiliary tables (bar, DJ, welcome table, gift table, etc.)**
- **10 ceremony chairs**
- **Catering Kitchen**
- **Guest Entrance through the Museum**

To secure your special day, a 50% non-refundable payment and a 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, and we offer a list of preferred caterers for our venue for your convenience. If you prefer to use a caterer who is not on our preferred vendor list, 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 ginny.hockey@annapolis.org.





2024-2025 William Paca Garden & Terrace 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

Full facility rental includes the opportunity for guests to enter and view the first floor of the William Paca House (weather-permitting), private access to the Paca Garden including the Summerhouse, use of the interior conference room for catering prep and staging, caterer’s kitchen, and two large terrace tents.

The rental period includes five (5) hours of event time. For weddings this includes a ceremony, cocktail hour, reception dinner and dancing. An additional two hours for vendor set up and one hour for strike are included in the rental fee. Events are held between 4:00 – 9:00 pm, earlier availability offered upon request. For events including wedding ceremonies, 10 guest ceremony chairs are provided at no cost.

Pricing:

Monday – Thursday	\$2,000
Friday & Sunday	\$5,000
Saturday	\$6,500
For every extra hour	\$1,000
Outside Catering Fee	\$1,000

Additional Rental Fees for Tent Accessories*

Tent Sides/Walls	\$750
Propane Heaters	\$175/ea
Stand-up Fans	\$75/ea
Tent Fans	\$75/ea
Chandeliers	\$75/ea

**These services are provided by our approved third-party rental company, you will be invoiced separately.*

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

Partial facility rental includes the opportunity for guests to enter and view the first floor of the William Paca House (weather-permitting), access to the Paca, the use of the interior conference room for catering prep and staging, caterer’s kitchen, and two large terrace tents. The East Terrace accommodates up to 50 guests seated for dinner or up to 70 for a cocktail style reception (standing with limited seating). These times are for a four (4) hour period including two (2) hour set and one (1) hour strike.

The rental period includes four (4) hours of event time. For weddings this includes a garden ceremony and terrace reception. An additional two (2) hours for vendor set up and one (1) hour for strike are included in the rental fee. Event times are flexible, however, please note that with this option, the Paca House & Garden will remain open to the public during museum hours, if applicable.

Pricing:

Saturday (limited availability)	\$ 5,000
Monday – Thursday	\$1,000
Friday & Sunday	\$3,500



C. *Wedding Ceremonies Only – Terrace Use Not Included*

The scenic two-acre garden is a hidden gem... and the best-kept secret in Downtown Annapolis. After the ceremony, your guests will enjoy exploring the parterres, the striking natural wilderness, and the practical kitchen and physic gardens. The perfect backdrop for your nuptials! Event times are flexible, however, please note that with this option, the Paca House & Garden will remain open to the public during museum hours, if applicable.

Pricing: \$600

- Up to 50 guests
- Includes two hours in the Garden
- The Garden will be open to the public
- Includes ten (10) ceremony chairs (additional chairs available for \$7 each)

Pricing for Private Garden Ceremony:

- Includes the same as above, but the Garden will be closed to the public
Saturday (limited availability) \$ 2,500
Monday – Thursday \$ 1,000
Friday & Sunday \$ 1,500

D. *Conference Facility – With Public Access to the House & Garden*

Located in the lower level and accessible by several convenient entrances (including one accessible entrance), the Conference Room is available for corporate meetings, small events, private dinners, and more. This facility is available on a limited basis seven days a week. Event times are flexible, however, please note that with this option, the Paca House & Garden will remain open to the public during museum hours, if applicable.

Pricing: \$500

- Includes up to three hours
- Can accommodate conference-style seating for up to 12 guests or classroom-style for up to 40 guests.
- Includes use of catering kitchen.

E. *Paca Garden Summerhouse*

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 floorcloths, tasteful artwork featuring historically appropriate botanical prints, and elegant reproduction furniture, with the comforts of modern-day heat and air conditioning. This facility is available on a limited basis seven days a week.

Capacity is 6 seated or up to 8 standing.

Pricing: \$150/hour





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 Paca House & Garden. There will be a surcharge of \$1,000 for all caterers who are not on the preferred list.

CATERERS

Adam's Ribs – Eastport

Contact: Kathy
410-267-0064
adamsribseast@comcast.net
www.adamsribseast.com

April's Table

Contact: April Cunningham
410-544-2660
Eat@Aprilstable.com
www.aprilstable.com

Bayside Catering

Contact: Jessica Simms
410-956-6009 ext. 17
jessica@baysidebull.com
www.baysidebull.com

Be My Guest

Contact: Sandy Demilio
410-987-5252
events@bmgcatering.com
www.bmgcatering.com

The Bell House

Contact: Kelly Bell
443-995-2694
bellhousebakery@gmail.com
www.thebellhousecatering.com

Bowl of Cherries

Contact: Barb Duvall
443-336-6526
bjduvall@verizon.net
www.bowlofcherriescatering.com

Chesapeake Chef Service

Contact: Kurt Peter
410-829-0307
Kurt@chesapeakechefs.com
www.Chesapeakechefs.com

Creative Cuisine

Contact: Christina Eichenmuller
410-991-0151
christina@creativecuisinemd.com
www.creativecuisinemd.com

Flamant

Contact: Jules Warrior
410-267-0274
events@flamantmd.com
www.flamantmd.com

Get Plated Catering

Contact: Lisa
202-480-1852
info@getplateddc.com
www.getplateddc.com

Graul's Market

Contact: Kathy
410-974-0737
graulsmarketcatering@gmail.com
www.graulsmarket.com

Ken's Creative Kitchen

Contact: Katie Wildt
410-268-3222
ken@kenscreativekitchen.com
www.kenscreativekitchen.com

Main & Market Catering, Café & Bakery

Contact: Nanette Williams
410-626-0388
evie@mainandmarket.com
www.mainandmarket.com

Palate Pleasers

Contact: Eric Daniels
410-263-6941
info@palatepleasers.com
www.palatepleasers.com

Tasty Creations Catering

Contact: Connie Raynor
410-491-7574
chef@tastycreations.biz
www.tastycreations.biz

Wilder Fresh Kitchen

Contact: Karen Wilder
443-510-3722
karen@wildercatering.com
www.wildercatering.com

BEVERAGES

Mills Fine Wine & Spirits

410-263-2888

info@MillsWine.com

www.MillsWine.com

Tiny Bubbles Bar Cart

410-263-2888

tinybubblesbarcart@gmail.com

www.tinybubblesbarcart.com

BAKERY/DESSERTS

All in the Mix Bakeshop

443-239-7404

info@allinthemixbakeshop.com

www.allinthemixbakeshop.com

Blue Crab Cupcakes

443-221-7246

carrie@bluecrabcupcakes.com

www.bluecrabcupcakes.com

Sweet Hearts Pâtisserie

410-263-6513

info@sweetheartspatisserie.com

www.sweetheartspatisserie.com

Tasty Toucan Ice Cream and More

410-657-4008

info@tastytoucan.com

www.tastytoucan.com

FLORALS

Carried Away Florals & Events

Megan Homa

443-827-8453

carriedawayfloralsandevents@gmail.com

Floret & Vine Design Studio

Kate Crosby

410-570 4474

kate@floretandvine.com

www.floretandvine.com

Urban Chic Florals

Contact: Aileen Kreppel

443-848-1772

Urbanchicfloars.us

urbanchicflorals@gmail.com

LODGING

Doubletree Hotel

Allyson Montoya

210 Holiday Ct.

Annapolis, MD 21401

410-897-1012

www.doubletreeannapolis.com

Graduate Hotel Annapolis

410-263-7777

www.graduatehotels.com/annapolis

MAKE UP

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

C&J Entertainment (DJs and Musicians)

Contact: Chris Temple

Ask for DJ Mario (Staff Favorite)

410-551-5025

christemple@candjentertainment.com

www.CandJentertainment.com

Crow Entertainment

Contact: Brian Crow

443-968-8975

Info@crowentertainment.com

www.crowentertainment.com

Watershed Entertainment

Contact: Andrew Goldstein

301-706-5496

andrew@watershedentertainment.com

www.watershedentertainment.com

Bay Strings

Contact: Sally or Martha

410-841-6288 Sally Stallings

301-704-2679 Martha Vance

info@baystrings.com

Baystrings@verizon.net

OFFICIANT

Jeff Hornberger
202-255-2005

Weddings by Pia
Contact : Pia Noonan
443-904-7905
info@weddingsbypia.com
www.weddingsbypia.com

PHOTOGRAPHY & VIDEOGRAPHY

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

Danie Photography
Contact: Danielle
443-440-5112
photodanie@gmail.com
www.daniephotography.com

Forham Films
Contact: Ben Forham
301-339-7460
info@fordhamfilms.com
www.fordhamfilms.com

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

Kate Fine Art
Contact: Kate Burke
410-212-8887
Kate@katefineart.com
www.katefineart.com

Laura's Focus Photography
Contact: Laura Bell
410-200-2303
laura@laurasfocus.com
www.laurasfocus.com

Lindsay and Co. Photography
Contact: Lindsay Miguez
hello@lindsayandco.com
www.lindsayandco.com

Photos by F.A Formica
Contact: Frank Formica
410-647-1325
weddingphoto@comcast.net
www.formicastudios.com

Sarah James Photography
Contact : Sarah Middleton
410-303-3744
sarahelizamidd@gmail.com
www.sarahjamesmiddleton.com

TABLETOP & DECOR

Honeywood Rentals
(Tabletop and Furniture)
443-906-3994
Honeywoodrentals.com
info@honeywoodrentals.com

Magothy Event Co.
(Furniture and Décor)
magothyeventco@gmail.com
www.magothyeventco.com

Pretty Little Wedding Co.
(Florals, Furniture, tabletop, Signage)
443-988-3095
missy@prettylittleweddingco.com
www.prettylittleweddingco.com

Rentals to Remember
(tabletop, linen, and equipment)
410-295-3446
info@rentalstoremember.com
www.rentalstoremember.com

TRANSPORTATION

Annapolis Event Tours (electric shuttle)
443-510-1348
info@annapoliseventours.com
www.urbaneventours.com

Annapolis Transportation Solutions (Van/SUV)
Contact: Irene
410-212-9545
www.annapolistransportation.com

SEND OFF OPTIONS

Naptown Brass Band (Second Line)
www.booknaptown.com

Watermark (Squire Fred)
www.watermarkjourney.com

RESTAURANTS

Aqua al 2

236 Main St.
Annapolis, MD 21401
410-304-3424

Choptank

110 Compromise St.
Annapolis, MD 21401
443-808-1992

Federal House

22 Market Space
Annapolis, MD 21401
410-268-2576

Luna Blu

36 West Street
Annapolis, MD 21401
410-267-9950

Obrien's Oyster Bar

113 Main Street
Annapolis, MD 21401
410-268-6288

ART AND INVITATIONS

Cink Art, LTD.

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

PLANNING AND COODRINATION

Christine McFarlane Events

www.christinemcfarlaneevents.com

Social Graces Weddings

www.socialgracesweddings.com

Wedding Savvy

Contact : Leslie Jefferson
443-302-9981
Leslie@weddingsavvyllc.com
www.Weddingsavvyllc.com

Weddings by Pia

Contact : Pia Noonan (officiant too !)
443-904-7905
info@weddingbypia.com
www.weddingsbypia.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 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 \$1,000. 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 2023

*Monday - Friday or Sunday (No Saturdays)
10 am – 5 pm*

Prices are 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.
- Photography sessions are permitted only during regular business hours (Monday through Friday or Sunday).
- 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.
- Any special exceptions must be approved by the Wedding and Special Events Director.

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