



# 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 18<sup>th</sup> 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 18<sup>th</sup> century garden!

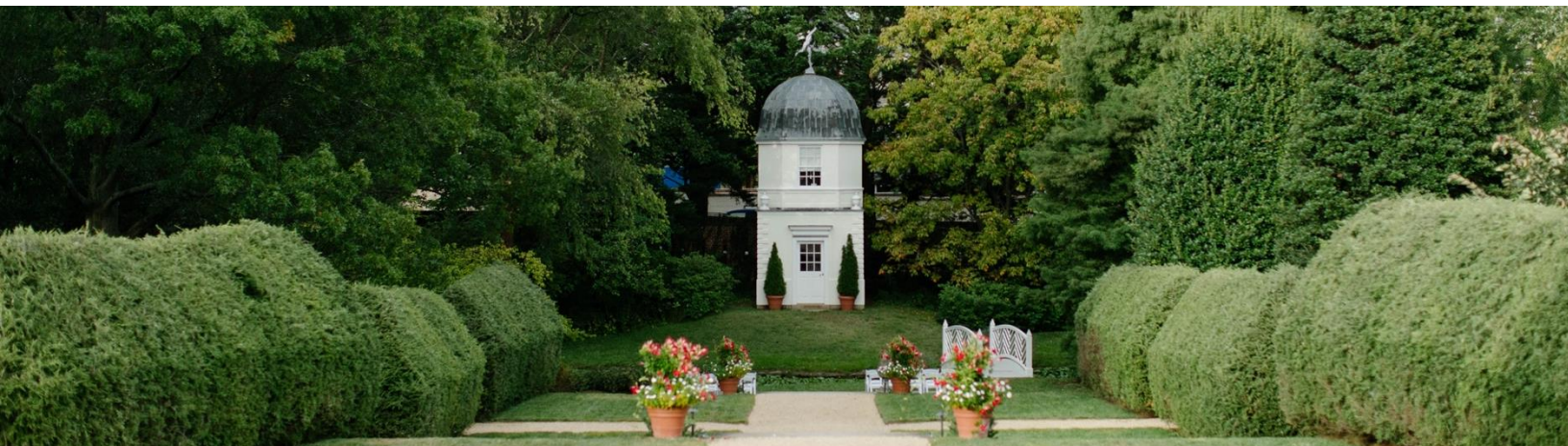
**The garden and tented terraces are available for events from April through October.** Our tented terraces accommodate up to 120 guests seated for dinner or up to 180 for a cocktail-style reception (standing with limited seating). Events using the terraces and garden are usually held after public visiting 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](mailto: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](mailto:adamsribseast@comcast.net)  
[www.adamsribseast.com](http://www.adamsribseast.com)

#### ***April's Table***

Contact: April Cunningham  
410-544-2660  
[Events@Aprilstable.com](mailto:Events@Aprilstable.com)  
[www.aprilstable.com](http://www.aprilstable.com)

#### ***Bayside Catering***

Contact: Jessica Simms  
410-956-6009 ext. 17  
[jessica@baysidebull.com](mailto:jessica@baysidebull.com)  
[www.baysidebull.com](http://www.baysidebull.com)

#### ***Be My Guest***

Contact: Sandy Demilio  
410-987-5252  
[events@bmgcatering.com](mailto:events@bmgcatering.com)  
[www.bmgcatering.com](http://www.bmgcatering.com)

#### ***The Bell House***

Contact: Kelly Bell  
443-995-2694  
[bellhousebakery@gmail.com](mailto:bellhousebakery@gmail.com)  
[www.thebellhousecatering.com](http://www.thebellhousecatering.com)

#### ***Bowl of Cherries***

Contact: Barb Duvall  
443-336-6526  
[bjduvall@verizon.net](mailto:bjduvall@verizon.net)  
[www.bowlofcherriescatering.com](http://www.bowlofcherriescatering.com)

#### ***Chesapeake Chef Service***

Contact: Kurt Peter  
410-829-0307  
[Kurt@chesapeakechefs.com](mailto:Kurt@chesapeakechefs.com)  
[www.Chesapeakechefs.com](http://www.Chesapeakechefs.com)

#### ***Creative Cuisine***

Contact: Christina Eichenmuller  
410-991-0151  
[christina@creativecuisinemd.com](mailto:christina@creativecuisinemd.com)  
[www.creativecuisinemd.com](http://www.creativecuisinemd.com)

#### ***Get Plated Catering***

**Contact: Lisa**  
202-480-1852  
[info@getplateddc.com](mailto:info@getplateddc.com)  
[www.getplateddc.com](http://www.getplateddc.com)

#### ***Graul's Market***

Contact: Kathy  
410-974-0737  
[graulsmarketcatering@gmail.com](mailto:graulsmarketcatering@gmail.com)  
[www.graulsmarket.com](http://www.graulsmarket.com)

#### ***Ken's Creative Kitchen***

Contact: Katie Wildt  
410-268-3222  
[katiesullivanwildt@gmail.com](mailto:katiesullivanwildt@gmail.com)  
[www.kenscreativekitchen.com](http://www.kenscreativekitchen.com)

#### ***Main & Market Catering, Café & Bakery***

Contact: Nanette Williams  
410-626-0388  
[evie@mainandmarket.com](mailto:evie@mainandmarket.com)  
[www.mainandmarket.com](http://www.mainandmarket.com)

#### ***Palate Pleasers***

Contact: Eric Daniels  
410-263-6941  
[info@palatepleasers.com](mailto:info@palatepleasers.com)  
[www.palatepleasers.com](http://www.palatepleasers.com)

#### ***Tasty Creations Catering***

Contact: Connie Raynor  
410-491-7574  
[chef@tastycreations.biz](mailto:chef@tastycreations.biz)  
[www.tastycreations.biz](http://www.tastycreations.biz)

#### ***Wilder Fresh Kitchen***

Contact: Karen Wilder  
443-510-3722  
[karen@wildercatering.com](mailto:karen@wildercatering.com)  
[www.wildercatering.com](http://www.wildercatering.com)

## **BEVERAGES**

### ***Mills Fine Wine & Spirits***

410-263-2888

[info@MillsWine.com](mailto:info@MillsWine.com)

[www.MillsWine.com](http://www.MillsWine.com)

### ***Tiny Bubbles Bar Cart***

410-263-2888

[tinybubblesbarcart@gmail.com](mailto:tinybubblesbarcart@gmail.com)

[www.tinybubblesbarcart.com](http://www.tinybubblesbarcart.com)

## **BAKERY/DESSERTS**

### ***All in the Mix Bakeshop***

443-239-7404

[info@allinthemixbakeshop.com](mailto:info@allinthemixbakeshop.com)

[www.allinthemixbakeshop.com](http://www.allinthemixbakeshop.com)

### ***Blue Crab Cupcakes***

443-221-7246

[carrie@bluecrabcupcakes.com](mailto:carrie@bluecrabcupcakes.com)

[www.bluecrabcupcakes.com](http://www.bluecrabcupcakes.com)

### ***Sweet Hearts Pâtisserie***

410-263-6513

[info@sweetheartspatisserie.com](mailto:info@sweetheartspatisserie.com)

[www.sweetheartspatisserie.com](http://www.sweetheartspatisserie.com)

### ***Tasty Toucan Ice Cream and More***

410-657-4008

[info@tastytoucan.com](mailto:info@tastytoucan.com)

[www.tastytoucan.com](http://www.tastytoucan.com)

## **FLORALS**

### ***Carried Away Florals & Events***

Megan Homa

443-827-8453

[carriedawayfloralsandevents@gmail.com](mailto:carriedawayfloralsandevents@gmail.com)

[www.carriedawayfloralsandevents.com](http://www.carriedawayfloralsandevents.com)

### ***Floret & Vine Design Studio***

Kate Crosby

410-570 4474

[kate@floretandvine.com](mailto:kate@floretandvine.com)

[www.floretandvine.com](http://www.floretandvine.com)

### ***Wildly Native Flower Farm***

443-457-8475

[wildlynativeflowerfarm@gmail.com](mailto:wildlynativeflowerfarm@gmail.com)

[www.wildlynativeflowerfarm.com](http://www.wildlynativeflowerfarm.com)

### ***Studio H Events***

**Melissa Huston**

240-216-7746

[melissa@studiohfloraldesign.com](mailto:melissa@studiohfloraldesign.com)

[www.studiohevents.com](http://www.studiohevents.com)

## **LODGING**

### ***Doubletree Hotel***

Allyson Montoya

410-897-1012

[www.doubletreeannapolis.com](http://www.doubletreeannapolis.com)

### ***Graduate Hotel Annapolis***

410-263-7777

[www.graduatehotels.com/annapolis](http://www.graduatehotels.com/annapolis)

### ***Hilton Garden Inn Downtown***

410-990-1100

### ***134 Prince***

410-834-4606

[www.134prince.com](http://www.134prince.com)

## **HAIR & MAKE UP**

### ***Makeup by Judee Jo***

Contact: Judee Jo

443-949-0709

[www.makeupbyjudeejo.com](http://www.makeupbyjudeejo.com)

[judeejo@makeupbyjudeejo.com](mailto: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](mailto:christemple@candjentertainment.com)

[www.CandJentertainment.com](http://www.CandJentertainment.com)

### ***Crow Entertainment***

Contact: Brian Crow

443-968-8975

[Info@crowentertainment.com](mailto:Info@crowentertainment.com)

[www.crowentertainment.com](http://www.crowentertainment.com)

### ***Watershed Entertainment***

Contact: Andrew Goldstein

301-706-5496

[andrew@watershedentertainment.com](mailto:andrew@watershedentertainment.com)

[www.watershedentertainment.com](http://www.watershedentertainment.com)

### ***Bay Strings***

Contact: Sally or Martha

410-841-6288 Sally Stallings

301-704-2679 Martha Vance

[info@baystrings.com](mailto:info@baystrings.com)

[Baystrings@verizon.net](mailto:Baystrings@verizon.net)

### ***Apollo Chamber Music***

Contact: William Wang

267-761-8470

[william@apollochambermusic.com](mailto:william@apollochambermusic.com)

[www.apollochambermusic.com](http://www.apollochambermusic.com)

## **OFFICIANT**

**Jeff Hornberger**  
202-255-2005

**Weddings by Pia**  
Contact : Pia Noonan  
443-904-7905  
[info@weddingsbypia.com](mailto:info@weddingsbypia.com)  
[www.weddingsbypia.com](http://www.weddingsbypia.com)

## **PHOTOGRAPHY & VIDEOGRAPHY**

**Carly Fuller Photography**  
Contact: Carly Fuller  
410-562-8983  
[carly@carlyfuller.com](mailto:carly@carlyfuller.com)

**Danie Photography**  
Contact: Danielle  
443-440-5112  
[photodanie@gmail.com](mailto:photodanie@gmail.com)  
[www.daniephotography.com](http://www.daniephotography.com)

**Forham Films**  
Contact: Ben Forham  
301-339-7460  
[info@fordhamfilms.com](mailto:info@fordhamfilms.com)  
[www.fordhamfilms.com](http://www.fordhamfilms.com)

**Hamilton Photography**  
Contact: Christina Hamilton  
410-267-6090  
[www.hamiltonphotography.net](http://www.hamiltonphotography.net)

**Kate Fine Art**  
Contact: Kate Burke  
410-212-8887  
[Kate@katefineart.com](mailto:Kate@katefineart.com)  
[www.katefineart.com](http://www.katefineart.com)

**Laura's Focus Photography**  
Contact: Laura Bell  
410-200-2303  
[laura@laurasfocus.com](mailto:laura@laurasfocus.com)  
[www.laurasfocus.com](http://www.laurasfocus.com)

**Lindsay and Co. Photography**  
Contact: Lindsay Miguelez  
[hello@lindsayandco.com](mailto:hello@lindsayandco.com)  
[www.lindsayandco.com](http://www.lindsayandco.com)

**Photos by F.A Formica**  
Contact: Frank Formica  
410-647-1325  
[weddingphoto@comcast.net](mailto:weddingphoto@comcast.net)  
[www.formicastudios.com](http://www.formicastudios.com)

**Sarah James Photography**  
Contact : Sarah Middleton  
410-303-3744  
[sarahelizamidd@gmail.com](mailto:sarahelizamidd@gmail.com)  
[www.sarahjamesmiddleton.com](http://www.sarahjamesmiddleton.com)

## **TABLETOP & DECOR**

**Honeywood Rentals**  
(Tabletop and Furniture)  
443-906-3994  
[Honeywoodrentals.com](http://Honeywoodrentals.com)  
[info@honeywoodrentals.com](mailto:info@honeywoodrentals.com)

**Magothy Event Co.**  
(Furniture and Décor)  
[magothyeventco@gmail.com](mailto:magothyeventco@gmail.com)  
[www.magothyeventco.com](http://www.magothyeventco.com)

**Pretty Little Wedding Co.**  
(Florals, Furniture, tabletop, Signage)  
443-988-3095  
[missy@prettylittleweddingco.com](mailto:missy@prettylittleweddingco.com)  
[www.prettylittleweddingco.com](http://www.prettylittleweddingco.com)

**Rentals to Remember**  
(tabletop, linen, and equipment)  
410-295-3446  
[info@rentalstoremember.com](mailto:info@rentalstoremember.com)  
[www.rentalstoremember.com](http://www.rentalstoremember.com)

## **TRANSPORTATION**

**Annapolis Event Tours** (electric shuttle)  
443-510-1348  
[info@annapoliseventours.com](mailto:info@annapoliseventours.com)  
[www.urbaneventours.com](http://www.urbaneventours.com)

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

## **SEND OFF OPTIONS**

**Naptown Brass Band (Second Line)**  
[www.booknaptown.com](http://www.booknaptown.com)

**Watermark (Squire Fred)**  
[www.watermarkjourney.com](http://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

## **PLANNING AND COODRINATION**

### ***Christine McFarlane Events***

[www.christinemcfarlaneevents.com](http://www.christinemcfarlaneevents.com)

### ***Social Graces Weddings***

[www.socialgracesweddings.com](http://www.socialgracesweddings.com)

### ***Wedding Savvy***

Contact : Leslie Jefferson  
443-302-9981

[Leslie@weddingsavvyllc.com](mailto:Leslie@weddingsavvyllc.com)

[www.Weddingsavvyllc.com](http://www.Weddingsavvyllc.com)

### ***2Hands Studios***

Contact : Molly Munafo

[info@2handstudios.com](mailto:info@2handstudios.com)

[www.2handsstudios.com](http://www.2handsstudios.com)

### ***Weddings by Pia***

Contact : Pia Noonan (officiant too !)

443-904-7905

[info@weddingbypia.com](mailto:info@weddingbypia.com)

[www.weddingsbypia.com](http://www.weddingsbypia.com)

### ***Moments Made Simple***

Contact : Kristin Jarrell

410-422-6353

[hello@momentismadesimple.com](mailto:hello@momentismadesimple.com)

[www.momentismadesimple.com](http://www.momentismadesimple.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 18<sup>th</sup> century house and garden.

**Ginny Hockey, Wedding and Special Events Director**  
410.990.4538 | [ginny.hockey@annapolis.org](mailto:ginny.hockey@annapolis.org)