

# MEETINGS and EVENTS

CHESAPEAKE BAY FOUNDATION  
at the Philip Merrill Environmental Center

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6 Herndon Avenue, Annapolis, Maryland 21403



CHESAPEAKE BAY FOUNDATION  
*Saving a National Treasure*





**CBF's headquarters, located in Annapolis, Maryland, features a state-of-the-art conference center that is available to rent for meetings and private events.**

The Philip Merrill Environmental Center is situated on 31 acres of pristine shoreline with breathtaking views of the Chesapeake Bay, Thomas Point Lighthouse, and Kent Island from virtually every room.

PEAK VISUALS



# The Philip Merrill ENVIRONMENTAL CENTER

WASHINGTON TALENT AGENCY







# BEING GREEN

The Merrill Center, which opened in 2001, is one of the world's most energy efficient buildings, incorporating natural elements into a fully functional workplace that has minimal impact on its Bay- and creek-front surroundings. The first building to receive the U.S. Green Building Council's Platinum rating for Leadership in Energy and Environmental Design (LEED), the Merrill Center and its sophisticated systems have won international acclaim as a model for energy efficiency, high performance, and water conservation.

All materials are made of recycled products or created through processes that don't damage the environment. It is an interactive model that educates and inspires people, including hundreds of businesses, organizations, and government agencies.

**Our facility also proves that it isn't necessary to lose comfort or beauty to build responsibly.**







## AMENITIES

**Our unforgettable beachfront venue on the shores of the Chesapeake Bay is just minutes from historic downtown Annapolis and includes:**

**Two-story foyer** for guest entrance

**1,600-square-foot conference room** with adjacent 2,200-square-foot, fully tented deck

**4—6' x 2.5' tables**

**10—5' x 2.5' tables** on wheels

**14—60" round tables**

**23—6' x 2' tables** on wheels

**80 ergonomic chairs**

**Free Wi-Fi internet** in meeting room

**Full audio and video capable** with desktop computer, built in microphones, speakers, and camera, stationary microphone, and projector with screen.

**On-site parking** for 40 cars during business hours and 125 cars after hours





## TENTED DECK

Our 2200-square-foot, tented deck is the perfect location for post-meeting happy hours, crab feasts, parties, and more. This unique space features a tented peaked roof, closing tent sides, fans, bistro lighting, and amazing views of our beach and grounds.



## CANVASBACK

With 1,600-square feet of waterfront views, our Canvasback room sets the stage for a memorable event or conference. The room is adjacent to our tented deck, creating additional space. The Canvasback room is equipped with full AV capabilities, including screen, projector, microphone, and speakers.

For meetings and conferences, the Canvasback can be arranged in theater style to hold 80 people.

For meetings and conferences, the Canvasback can also be arranged in boardroom style for 40-60 people.

## MERGANSER

For smaller meetings our Merganser conference room is a great option. The Merganser can seat up to 20 guests.





# RENTAL RATES MEETINGS

**CANVASBACK**  
**MONDAY-FRIDAY**  
8:30 a.m.-5:00 p.m.  
(includes set up and  
breakdown):  
**\$1,250 (nonprofit \$750)**

**MERGANSER**  
**MONDAY-FRIDAY**  
8:30 a.m.-5:00 p.m.  
Venue Rental Fee : **\$500**



# RENTAL RATES PRIVATE EVENTS

**INCLUDES CANVASBACK, TENTED DECK,  
BEACH, AND GROUNDS**

Events from 3:00 p.m.-11:00 p.m.  
This time includes set up and break down.

## **WEEKDAY RATES**

Monday-Thursday: **\$4,000**

## **WEEKEND RATES**

Friday: **\$6,000**

Saturday: **\$7,500**

Sunday: **\$6,000**



# APPROVED CATERERS

The following caterers have worked with us on several occasions, and they have each proven to provide a quality product to their customers. While selecting a caterer for your event, please choose from the list below.

## **BAYSIDE BULL**

410-956-6009  
Baysidebull-com

## **BE MY GUEST**

410-987-5262  
bmgcatering-com

## **BOWL OF CHERRIES**

443-336-6586  
bowlfcherriescatering-com

## **KEN'S CREATIVE KITCHEN**

410-268-3222  
kenscreativekitchen-com

## **MISSION BBQ**

443-569-4700  
Mission-bbq-com

## **SAUCY SALAMANDER**

410-266-1622  
saucysalamander-com

## **SANTONI'S**

410-833-6610  
Santonis-com

## **MAIN & MARKET**

410-626-0388  
mainandmarket-com

## **PALATE PLEASERS**

410-263-6941  
palatepleasers-com

## **ZEFFERT AND GOLD CATERING**

410-944-4481  
ZeffertandGold-com



# FREQUENTLY ASKED QUESTIONS

## **Q: ARE TABLES, CHAIRS, AND AV EQUIPMENT INCLUDED?**

The use of our tables, chairs, and AV equipment are included in the rental fee. See above for specifics.

AV equipment is fully audio and video capable with desktop computer, built in microphones, speakers, and camera, stationary microphone, and projector with screen.

We suggest bringing any presentation materials on a thumb drive and we will assist you with utilizing the equipment.

## **Q: WHO SETS UP THE TABLES AND CHAIRS IN OUR MEETING CONFIGURATION? WHO CLEANS UP AFTER THE MEETING?**

In the Canvasback room it is the responsibility of the group or hired caterer to setup the room. In the Merganser room, the tables and chairs are pre-set.

## **Q: WHAT TIME CAN I ACCESS THE SPACE FOR MEETING SET UP? HOW LONG DO I HAVE THE SPACE?**

All meetings and events are required to include a minimum of one hour for set up and one hour for clean up/break down.

You will have access to the building starting at 8:30 a.m and ending at 5:00 p.m. This timing includes all set up and break down/clean up. Any additional time needed outside of this window will be subject to an extra fee.

## **Q: DO I HAVE TO USE ONE OF THE PREFERRED CATERERS?**

Yes, use of one of the preferred caterers are required unless permission is granted by the Events Manager.

## **Q: ARE LINENS, CHAIRS, AND DÉCOR INCLUDED?**

Linens, chairs, and additional needs (silverware, glassware, plates, etc.) can be rented through the chosen caterer or you can rent directly from an event rental company.

## **Q: IS THE TENT INCLUDED IN THE PRICING?**

Yes, from April through mid-December.

## **Q: MAY WE BRING IN OUR OWN ALCOHOL?**

Yes, we will coordinate a one-day liquor license with Anne Arundel County,