Chesapeake Bay Foundation's Philip Merrill Environmental Center

Photography: Victoria Selman
Celebrate
On the shores of the Chesapeake Bay

The Philip Merrill Environmental Center

As the Chesapeake Bay Foundation’s headquarters, 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. As the best-kept secret in Annapolis waterfront event sites, we are the perfect spot for Weddings, Reunions, Meetings, Holiday Parties, Picnics and Corporate Retreats.

The Merrill Center is a unique building, constructed from environmentally friendly materials that not only save considerable amounts of water, energy and money, but also protect the natural landscape by causing minimal impact. The building has earned the first prestigious LEED platinum designation from the US Green Building Council, making it the world’s greenest building.
Current Rates

The Merrill Center is rented to members of the Chesapeake Bay Foundation for eight hours of time: five-hour event time, two-hour pre-arrival, and one-hour departure. Additional hours can be purchased if needed.

<table>
<thead>
<tr>
<th>Time</th>
<th>Rate</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeknights (M – W)</td>
<td>$3,000</td>
<td>(Music off by 9pm)</td>
</tr>
<tr>
<td>Thursday Evening</td>
<td>$4,000</td>
<td>(Music off by 10 pm)</td>
</tr>
<tr>
<td>Friday Evening</td>
<td>$5,500</td>
<td>(Music off by 10:30pm)</td>
</tr>
<tr>
<td>Saturdays – 8 hours</td>
<td>$7,000</td>
<td>(Music off by 10 pm)</td>
</tr>
<tr>
<td>Sundays – 8 hours</td>
<td>$5,000</td>
<td>(Music off by 10pm)</td>
</tr>
</tbody>
</table>

$500/hour over allotted time

Having your wedding here is about so much more than a beautiful Bay view.

34 MILLION
Dysters

33,600
students and teachers

2,950
bushels of
oyster shell

275,000
members

36,900
pounds of produce
Amenities

- 1600 sq. ft. conference room with 2200 sq. ft. fully tented deck attached
- Three new tents with ceiling fans, stringer lights, and 10-foot clear sidewalls for maximum views during inclement weather
- Can accommodate up to 200 guests
- (10) 60” round tables to be used for dinner
- (4) 36” cocktail rounds
- (24) 5x2.5 tables
- Reserved use of private beach
- Over 31 acres of natural Bayfront landscape for photographs
- Wedding Salon for the Bridal Party
- On-site parking for 125 cars
- 125-foot dock for arrival and departure by boat, draws 2’ low tide

Photography: Victoria Selman
Spaces included in our venue rental:

*Tented Deck*

*Photography: Victoria Selman*

*Dining Room - Canvasback Room*

*Photography: Mike B Photography*
Two Story Foyer

Private Beach

Not Pictured: Wedding Salon
Frequently Asked Questions

Q: **How long is the facility rental for my event?**
   ➢ The total rental is for 8 hours, which includes 2 hours for setup, 5 hours for the event, and an hour for cleanup. Music has to be off on Saturday & Sunday by 10pm, so most people choose to have their event time from 5pm-10pm. On Fridays, events are from 5:30pm-10:30pm, as parking will be an issue during business hours.

Q: **Is parking available on site?**
   ➢ We have a total of 125 parking spaces available. Cars can be left overnight, but must be picked up the next morning in preparation for the next event.

Q: **Are restrooms available?**
   ➢ Guest restrooms are located off of our lobby space, and are easily accessible from all areas of the venue.

Q: **Do we get a rehearsal?**
   ➢ Rehearsals are included in the venue fee, and will be finalized at least 30 days prior to the event. CBF staff does not assist with rehearsals, but you are welcome to use our beach or our dock for the rehearsal.

Q: **Are there any décor restrictions?**
   ➢ We do not allow for anything to be applied anywhere throughout the facility that may be permanent (nails, staples, tacks, etc.). All open flame need to be in a hurricane or a votive, and we do not allow for sparklers/fireworks on the property. Otherwise, you are free to customize your event as you wish!

Q: **Are there any restrictions on where we are allowed to take photos?**
   ➢ We have 31 acres of natural beauty including: a private beach, wooded walking trails, private access to a creek as well as plentiful tall grasses and trees. We encourage you to utilize our unique habitat for whatever pictures you would like for your event!

Q: **Are we allowed to enter and depart by boat?**
   ➢ Absolutely—we love adventurous couples! We have 125’ dock, and the boat utilized must have no more than a 2’ draw.

Q: **Can my pet come to our ceremony?**
   ➢ We adore your furry friends- bring them along for the fun! Please note that animals are allowed on the beach-area only.
EVENT SERVICES

Q: Are tables included in my rental?
➢ Yes- we provide tables for 100 in our rental fee:
  ➢ 10 60” round tables (seats 8-10)
  ➢ 4 36” cocktail tables
  ➢ 25 6’x3’ rectangular tables (great for gift tables, DJ table, bars, etc)

Q: Are linens, chairs and décor included?
➢ Linens, chairs, and additional needs (silverware, glassware, plates, etc.) will be rented through the chosen caterer. You are welcome to bring in your own décor, or rent items as well. We do have some décor items that are automatically included in the rental price that you are welcome to use.

Q: Is the tent included in the pricing?
➢ Yes, the tent that covers our entire deck area is included in the pricing. There are lights already installed in the tent, along with ceiling fans and clear sides as well.

Q: Do you provide a day-of coordinator?
➢ While there will be an events staff member present for your event, we do not provide day-of coordination services. The responsibility of the staff member is mainly building maintenance, setup, security, and to be available for you and your vendors. You are welcome to designate someone as your coordinator, or hire a professional.
FOOD & BEVERAGE

Q: Can we use a caterer that is not on your list?
➢ You must choose a caterer from our preferred caterer listing. Our catering list has been carefully chosen due to their knowledge of our facilities and their service to prior clients. All caterers listed are full service and will handle setup, cleanup and all rental items on your behalf. The catering list is updated yearly, and we regularly evaluate the service levels of our preferred caterers.

Q: May we bring in our own alcohol?
➢ Yes you may! We will obtain the required one-day liquor license with Anne Arundel County on your behalf as a service to you.

CONTRACT INFORMATION

Q: What is the payment schedule?
➢ Upon contract, a 50% venue deposit and $500 security deposit are due. The remaining 50% deposit will be due at the final walkthrough 30 days prior to the event. Extra hours are $500/each. The $500 security deposit will be returned after the event so long as there is no damage to our facilities.

Q: Will you hold dates?
➢ We do not officially hold dates, however, once a contract for your requested date has been drawn, the date is held for a week for you to submit the deposit payment. If no payment is received, we will release your requested date.

Q: Is event insurance required?
➢ Yes, we require a standard $1,000,000 policy to be issued at least one month prior to your event date. These policies can be issued through your existing homeowner’s insurance policy, or through several event insurance websites online.
Approved Caterers

The following caterers and rental company have worked here on several occasions and have proven to provide a quality product to their customers. While selecting a caterer for your event, please choose from one listed below.

<table>
<thead>
<tr>
<th>Caterer</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolutely Perfect Catering</td>
<td>410-579-8777</td>
<td>absolutelyperfectcatering.com</td>
</tr>
<tr>
<td>Be My Guest</td>
<td>410-987-5262</td>
<td>bmgcatering.com</td>
</tr>
<tr>
<td>Bowl of Cherries</td>
<td>443-336-6586</td>
<td>bowlofcherriescatering.com</td>
</tr>
<tr>
<td>Copper Kitchen</td>
<td>410-244-7152</td>
<td>copperkitchenmd.com</td>
</tr>
<tr>
<td>Ken’s Creative Kitchen</td>
<td>410-268-3222</td>
<td>kenscreativekitchen.com</td>
</tr>
<tr>
<td>Main &amp; Market</td>
<td>410-626-0388</td>
<td>mainandmarket.com</td>
</tr>
<tr>
<td>Palate Pleasers</td>
<td>410-263-6941</td>
<td>palatepleasers.com</td>
</tr>
<tr>
<td>O’Leary Catering</td>
<td>703-405-3673</td>
<td>olearycatering.com</td>
</tr>
<tr>
<td>Saucy Salamander</td>
<td>410.266.1622</td>
<td>saucysalamander.com</td>
</tr>
<tr>
<td>Zeffert and Gold Catering</td>
<td>410-944-4481</td>
<td>ZeffertandGold.com</td>
</tr>
</tbody>
</table>

Photography: Mike B
Vendors
The following list of vendors is provided in order to help you plan your event. You are not limited to these individuals, please feel free to use who you feel comfortable with even if they are not listed below.

Photography

Mike B Photography
www.mikebphotography.com

Ego Media
www.egomediaphotography.com

Carly Fuller
carlyfuller.com

Love Life Images
www.lovelifeimages.com

Victoria Selman Photography
www.victoriaselman.com

Amy Raab Photography
www.amyraab.com

Cakes

SugarBakers Cakes
410-788-9478
www.sugarbakerscakes.com

Catherine George Cakes
202-656-8640
www.catherinegeorgecakes.com

Wine & Spirits

Bay Ridge Wine & Spirits
410.268.1961
www.bayridgewine.com

Mills Fine Wine & Spirits
410.263.2888
www.millswine.com
Rentals
Rentals to Remember
410-295-3446
www.rentalstoremember.com

Two Hands Studio
443-690-2584
www.2handsstudios.com

Flowers
Della Blooms
www.dellablooms.com

Bay Blooms Weddings
www.baybloomsweddings.com

My Flower Box Events
www.myflowerboxevents.com

Floret & Vine
https://floretandvine.com/

Officiants
Rev. Tracey Moe
443-875-6655
revtraceymoe@gmail.com

Transportation
Blanchard Limo
410-224-7222
www.blanchardlimo.com

Bridal Hair & Makeup
Behind the Veil
443-650-VEIL (8345)
www.behindtheveilbeauty.com

Invitations & Paper
One Love {paper + design}
410-353-6583
www.onelovepaper.com

Cink Art
410-647-7637
www.cinkart.com

Planning & Coordination
1423 Events
443-966-0491
www.1423events.com

Two Hands Studio
443-690-2584
www.2handsstudios.com

Wedding Saavy, Inc.
410-263-2800
www.weddingconsulting.net
<table>
<thead>
<tr>
<th>Music</th>
<th>Orlando Philips</th>
<th>Caribbean Music</th>
<th>410-295-5706</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Danielle Westphal</td>
<td>Jazz/Cabaret</td>
<td>703-307-6250</td>
</tr>
<tr>
<td></td>
<td>Mydeejay.com</td>
<td>Professional DJ</td>
<td>888-GET-MYDJ</td>
</tr>
<tr>
<td></td>
<td>Maggie’s Music</td>
<td>Celtic Music</td>
<td>410-867-0642</td>
</tr>
<tr>
<td></td>
<td>Doug Segree</td>
<td>Band</td>
<td>410-703-6399</td>
</tr>
<tr>
<td></td>
<td>Mixing Maryland</td>
<td>Professional DJ</td>
<td>443-603-9150</td>
</tr>
</tbody>
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Driving Directions
Chesapeake Bay Foundation
Philip Merrill Environmental Center
6 Herndon Avenue
Annapolis, Maryland 21403

From Annapolis
Take Route 50 West
Exit onto Aris T. Allen Blvd (Route 665) heading East (Exit 22)
(Do not exit onto Riva Road)
Go approximately 2.8 miles and Aris T. Allen Blvd. becomes Forest Drive
Go approximately 2.2 miles and Forest Drive becomes Bay Ridge Road
Go approximately 1.6 miles and turn right on to Herndon Ave. (next to sign for Bay Ridge Community and just past two brick pillars) GO SLOWLY—Speed limit on Herndon Ave. is 25mph and is strictly enforced.
Go approximately .5 miles and turn right at the CBF sign.

From Baltimore:
Take Route 97 towards Annapolis, then Route 50 East
Immediately exit onto Aris T. Allen Blvd. (Route 665) heading East (Exit 22)
(Do not exit onto Riva Road)
Go approximately 2.8 miles and Aris T. Allen Blvd. becomes Forest Drive
Go approximately 2.2 miles and Forest Drive becomes Bay Ridge Road
Go approximately 1.6 miles and turn right on to Herndon Ave
(next to sign for Bay Ridge Community and just past two brick pillars) GO SLOWLY—Speed limit on Herndon Ave. is 25mph and is strictly enforced.
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From Virginia/D.C.:
Take 50/301, then Route 50 East
Exit onto Aris T. Allen Blvd. (Route 665) heading East (Exit 22)
(Do not exit onto Riva Road)
Go approximately 2.8 miles and Aris T. Allen Blvd. becomes Forest Drive
Go approximately 2.2 miles and Forest Drive becomes Bay Ridge Road
Go approximately 1.6 miles and turn right on to Herndon Ave. (next to sign for Bay Ridge Community and just past two brick pillars) GO SLOWLY—Speed limit on Herndon Ave. is 25mph and is strictly enforced.
Go approximately .5 miles and turn right at the CBF sign.
From Maryland’s Eastern Shore:
Go over the Bay Bridge, then 50 West
Exit onto Aris T.Allen Blvd. (Route 665) heading East (Exit 22)
(DO NOT EXIT ONTO RIVA ROAD)
Go approximately 2.8 miles and Aris T. Allen Blvd. becomes Forest Drive
Go approximately 2.2 miles and Forest Drive becomes Bay Ridge Road
Go approximately 1.6 miles and turn right on to Herndon Ave. (next to sign for Bay Ridge Community and just past two brick pillars) GO SLOWLY---Speed limit on
Herndon Ave. is 25mph and is strictly enforced.
Go approximately .5 miles and turn right at the CBF sign.

Please Note:
If you are attending a weekday late afternoon or evening event at the Merrill Center, please allow extra time due to the high volume of commuter traffic on Aris T. Allen Blvd. heading East.

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Speed limit on Herndon Ave. is 25mph and is strictly enforced.
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Chesapeake Bay Foundation
For more information & to schedule a tour please contact:

Emily Blackman
Conference and Events Coordinator

443-482-2001
events@cbf.org
http://www.cbf.org/merrillcenterevents
https://www.facebook.com/MerrillCenterEvents
https://www.instagram.com/chesapeakebayfoundation_events