

# Tying the Knot

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Chesapeake Bay  
Foundation  
Wedding Planning  
Guide 2024

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# TIMELINE

## AFTER BOOKING

After booking with us you'll continue to book other vendors and plan the bones of your wedding. Let us know if you have any questions in the midst of your planning. We're here to help!

## 90 DAYS BEFORE YOUR EVENT

Your final payment is due 90 days before your event. At this time you will schedule your final walkthrough with your wedding manager, caterer and coordinator for 30 days before your event. This is also a great time to inform your wedding manager of any major changes. Did your guest count double, is your timing still the same? Let us know!

## 30 DAYS BEFORE YOUR EVENT

The final walkthrough is the opportunity to go through the space one last time to iron out all your event details. This also gives CBF the opportunity to know the all of the details of your event. You'll review floor plans, timelines, rain plans, etc.

By your final walkthrough you'll need to have provided the wedding manager the following;

- CBF Membership
- Event Insurance
- Vendor Contact Sheet
- If applicable, One Day Liquor License Application

## THE WEEK OF YOUR EVENT

Your event manager will send you a recap of all important information and contacts. The wedding manager will also send you a copy of the Banquet Event Order which is what our event staff will work from on the day of your event. This is the time to review and make any final edits to the wedding day plan so our staff is prepared.

# AMENITIES



## Canvasback Dining Room

Climate controlled room with large encompassing windows. This room fits 130 guests seated at 13-14 60" round tables.



## Private Beach

Our sweeping beach is the perfect backdrop for your ceremony. The beach is perfectly shaded by our oak tree.



## Expansive Lawn

Our large lawn is a perfect spot for cocktail hour in nature. It also can offer a unique setting for your ceremony.



## Tented Deck

In the center of the venue, our tented deck most popularly accommodates cocktail hour, the bar, and dance floor. The deck can also accommodate overflow seating from the adjacent dining room.



## FACILITIES:

### VENUE TIMING: 8 HOURS

Total rental is for 8 hours which includes 2 hours for setup, 5 hours for the event, and an hour for cleanup. An additional hour can be added for \$500.

We are subject to an Anne Arundel County noise ordinance and music must be off by 10pm.

### INCLUDED IN YOUR RENTAL:

- 14 60" round tables (seats 8-10)
- 5 36" cocktail tables
- 10 6 ft. rectangular tables

### WEDDING SUITE

This spacious room offers the best views of the bay and our natural grounds. The wedding suite can fit up to 20 guests with connected balcony to further enjoy what the bay has to offer. You can access the suite two hours before your ceremony. This is the ideal space to change and store your belongings for the night.





## PARKING

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.

## RESTROOMS:

Guest restrooms are located off of our lobby space and are easily accessible from all areas of the venue.

## REHEARSAL:

Rehearsals are included in the venue rental and will be finalized at least 30 days prior to the event during the final walkthrough meeting. CBF staff do not assist with rehearsals, but you are welcome to use our beach or our dock for the rehearsal. Keep in mind, we frequently have Friday, Saturday, and Sunday rentals. If there is a wedding the day before you, your rehearsal will be based on their rental time.

## ADDITIONAL SERVICES - COORDINATION

Venue Coordinator provides seamless day of execution for your wedding. Coordination will start 6 to 8 weeks before your wedding and covers vendor and detail management. Services include setting up and breaking down your décor items and overseeing all the ceremony and reception events. Please contact the Wedding and Events Manager for more information.



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!

#### TENT POLICY:

Our tented deck has side panels that can be closed for inclement weather including rain, wind or cold temperatures. A decision on our tent sides remaining closed or open during your event needs to be communicated to the Wedding Manager by 9am on the Friday before your wedding. Tent sides will not be closed or opened when it is actively raining or lightning or during high winds. Closing or opening tent sides requires a ladder and adequate room along the perimeter of the deck, preset furniture will hinder this process. An inclement weather plan will be discussed during your final walkthrough.

#### PET POLICY:

We adore your furry friends—bring them along for the ceremony and pictures! Please note that animals are allowed on the beach area only.

#### BOAT POLICY:

Couples may arrive or depart by boat. We have 125' dock, and the boat utilized must have no more than a 2' draw.





# CATERING

## CATERERS

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.

## NO PLASTICS:

As a non-profit dedicated to saving the bay we have prohibited all single use plastics for our events. Use of Styrofoam, water bottles, or plastic products and serveware are strictly prohibited for ALL events; china & glassware must be rented. Use of composting serve ware may be approved for composting services on site. The caterer must ensure all compostable items are separated and disposed in compost bins.

## BRINGING ALCOHOL:

Couples can provide their own alcohol. All alcohol must be served by a certified bartender. Your alcohol must be delivered at the time of your caterers arrival and any extra left over from the end of the night must go home with you.

## LIQUOR LICENSE:

Depending on your caterer Anne Arundel County may require a One-Day Liquor License through the Anne Arundel County Board of Liquor License Commissioners. It is a simple form that can be filled out online with this link.

<https://www.aacounty.org/applications/OE-DY/>

## RENTALS

Linens, chairs, and additional needs (silverware, glassware, plates, etc.) will be rented through your chosen caterer. You are welcome to bring in your own décor or Rent additional decor items as well. Any rentals not rented through your caterer must be delivered and picked up the same day as your event.



# APPROVED CATERERS

## **Absolutely Perfect Catering**

410-579-8777

[absolutelyperfectcatering.com](http://absolutelyperfectcatering.com)

## **Be My Guest**

410-987-5262

[bmgcatering.com](http://bmgcatering.com)

## **Bowl of Cherries**

443-336-6586

[bowlofcherriescatering.com](http://bowlofcherriescatering.com)

## **Copper Kitchen**

410-244-7152

[copperkitchenmd.com](http://copperkitchenmd.com)

## **Ken's Creative Kitchen**

410-268-3222

[kenscreativekitchen.com](http://kenscreativekitchen.com)

## **Main & Market**

410-626-0388

[mainandmarket.com](http://mainandmarket.com)

## **Palate Pleasers**

410-263-6941

[palatepleasers.com](http://palatepleasers.com)

## **Zeffert and Gold Catering**

410-944-4481

[ZeffertandGold.com](http://ZeffertandGold.com)



# AVAILABLE DECOR



ADIRONDACK CHAIRS  
Quantity: 8

SMALL COFFEE TABLES  
Quantity: 4

NEUTRAL PILLOWS  
Quantity: 12

TABLE TOP LANTERNS  
Black Quantity: 6  
White Quantity: 6  
Large White Quantity: 3



WATERSHED MAP  
CORN HOLE BOARDS  
Quantity: 1 set  
Includes bean bags

WELCOME SIGN AND  
EASELS  
Welcome Quantity: 1  
Easels Quantity: 2



CARD BOX  
Card Box Quantity: 1



## PROHIBITED DECOR:

We do not allow anything to be applied that may be permanent (nails, staples, tacks, etc.). Confetti (bio degradable or otherwise), bird seed, faux flower petals, glitter & sparklers are prohibited. All open flame need to be in enclosed.

# PREFERRED VENDORS

## PHOTOGRAPHERS

**Carly Fuller**  
carlyfuller.com

**Victoria Selman Photography**  
www.victoriaselman.com

**Love Life Images**  
www.lovelifeimages.com

**Mike B Photography**  
www.mikebphotography.com

## RENTALS

**Party Plus Tents + Events**  
410-768-1933  
www.tenting.com

**Select Event Group**  
301-604-2334  
www.selecteventgroup.com

**Honeywood Rentals**  
443-906-3994  
Honeywoodrentals.com

**Rentals to Remember**  
410-295-3446  
www.rentalstoremember.com

**EventPro**  
www.goeventpro.net

## FLORIST

**Rhonda Kaplan**  
www.rhondakaplan.com

**Crimson & Clover Floral**  
www.crimsonandcloverdesigns.com

**Rhonda Kaplan**  
www.rhondakaplan.com

**Floret & Vine**  
floretandvine.com

## INVITATIONS AND PAPER

**One Love Paper + Design**  
410-353-6583  
www.onelovepaper.com

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

## OFFICIANTS

**Rev. Bill Cochran**  
301-926-2671  
www.sayidoyourway.com

**Loveta Wilen**  
410-266-1440  
Lovetaw@annapolisweddingchapel.com

# PREFERRED VENDORS

## PLANNERS

### **1423 Events**

443-966-0491 [www.1423events.com](http://www.1423events.com)

### **2Hands Studio**

443-690-2584  
[www.2handsstudios.com](http://www.2handsstudios.com)

### **Wedding Saavy, Inc.**

410-263-2800  
[www.weddingconsulting.net](http://www.weddingconsulting.net)

## TRANSPORTATION

### **Towne Transport/ Annapolis Trolley**

410-266-3392  
[www.townetransport.com](http://www.townetransport.com)

### **Blanchard Limo**

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

### **Zbest Limo**

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

### **Annapolis Transportation Solutions**

410-212-9545  
[www.annapolistransportation.com](http://www.annapolistransportation.com)

## DJs

### **District Remix DJs**

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

### **Mixing Maryland DJs**

443-603-9150  
[www.mixingmaryland.com](http://www.mixingmaryland.com)

### **Washington Talent Agency**

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

### **Mydeejay**

888-438-6935  
[www.mydeejay.com](http://www.mydeejay.com)

## BANDS

### **Doug Segree Band**

410-703-6399

### **Ryan Diehl Jazz**

443-831-911

### **Bachelor Boys Band**

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

# HOTELS

## **Marriott Annapolis Waterfront**

80 Compromise Street Annapolis, MD 21401  
Phone: (410) 268-7555  
Distance: 3.9 miles

## **State House Inn**

25 State Circle Annapolis, MD 21401  
Phone: (410) 990-0024  
Distance: 4.4 miles

## **Historic Inns of Annapolis**

58 State Circle Annapolis, MD 21401  
Phone: (410) 263-2641  
Distance: 4.6 miles

## **The Westin Annapolis**

100 Westgate Circle Annapolis, MD 21401  
Phone: (410) 972-4300  
Distance: 4.7 miles

## **Graduate Annapolis**

126 West Street Annapolis, MD 21401  
Phone: (410) 263-7777  
Distance: 4.8 miles

## **Best Western Annapolis**

2520 Riva Road Annapolis, MD 21401  
Phone: (410) 224-2800  
Distance: 6.0 miles

## **Courtyard by Marriott Annapolis**

2559 Riva Road Annapolis, MD 21401  
Phone: (410) 266-1555  
Distance: 6.3 miles

## **Doubletree by Hilton Hotel Annapolis**

210 Holiday Court Annapolis, MD 21401  
Phone: (410) 224-3150  
Distance: 6.3 miles

## **Springhill Suites by Marriott Annapolis**

189 Admiral Cochrane Dr Annapolis, MD 21401  
Phone: (443) 321-2500  
Distance: 6.3 miles

## **Holiday Inn Express Suites Annapolis**

2451 Riva Road Annapolis, MD 21401  
Phone: (410) 224-4317  
Distance: 6.4 miles

## **Sonesta ES Suites Annapolis**

170 Admiral Cochrane Dr Annapolis, MD 21401  
Phone: (410) 573-0300  
Distance: 6.4 miles

## **Hampton Inn & Suites Annapolis**

124 Womack Drive Annapolis, MD 21401  
Phone: (410) 571-0200  
Distance: 6.5 miles

## **Hilton Garden Inn Annapolis**

305 Harry S Truman Pwy Annapolis, MD 21401  
Phone: (410) 266-9006  
Distance: 6.5 miles

## **Crowne Plaza Annapolis**

173 Jennifer Road Annapolis, MD 21401  
Phone: (410) 266-3131  
Distance: 7.1 miles

## **Country Inn & Suites Annapolis**

2600 Housley Road Annapolis, MD 21401  
Phone: (410) 571-6700  
Distance: 8.2 miles

## **Quality Inn Annapolis**

76 Old Mill Bottom Road Annapolis, MD 21409  
Phone: (410) 757-8500  
Distance: 11.4 miles