



CHESAPEAKE BAY FOUNDATION  
*Saving a National Treasure*

**The Philip Merrill Environmental Center  
Conference Center and Events**



# The Philip Merrill Environmental Center

CBF's headquarters located in Annapolis, Maryland features a state of the art conference center that is available for rental. 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.

The center, which opened in 2001, is one of the world's most energy-efficient buildings, incorporating natural elements into a fully functional workplace which 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 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. It is extremely cost effective and operates in harmony with the land, natural resources, and the Chesapeake Bay, proving that "green" buildings work. Our facility also proves that it isn't necessary to lose comfort or beauty to build responsibly.

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.



# Amenities

- Unforgettable beachfront venue on the shores of the Chesapeake Bay
- Minutes from historic downtown Annapolis
- Two story foyer for guests entrance
- 1600 sq. ft. conference room with adjacent 2200 sq. ft. fully tented deck
- (24) 5'x2.5' tables
- 14 60" round tables
- (80) Ergonomic Chairs
- Free Wi-Fi internet in meeting room
- LCD Projector and Screen with computer podium and a hook-up for a laptop
- On-site parking for 40 cars during business hours, or 125 cars after hours



# Rental Rates

## Canvasback Conference Room

### Accommodation Capacity

Theater or Presentation: 80 people

Classroom or Board Meeting: 40-60 people

Banquets & Events: up to 200 people including deck

\*Additional tables and chairs may be rented from a vendor\*

### Weekday Meetings (Monday-Friday 8:30AM-5:00PM)

Non-Profit \$750.00

For-Profit \$1,250.00

### Weeknight Meetings (Monday-Wednesday, 5:00PM-10:00PM)

\$2,000.00

### Weeknight Catered Events (Monday-Wednesday, 5:00PM-10:00PM)

\$3,000 \*Music off by 9:00PM

### Thursday Evening Meetings & Events (5:00PM-10:00PM)

\$4,000

### Weekend Catered Events

Friday Evening: \$5,500

Saturday: \$7,000

Sunday: \$5,000

## Merganser Conference Room

### Accommodation Capacity

Conference Room: 20 people

### Weekday Meetings (Monday-Friday 8:30AM-5:00PM )

Non-Profit or For-Profit \$500

# Spaces Available-Meetings

The Merganser Conference Room can seat 20 people.



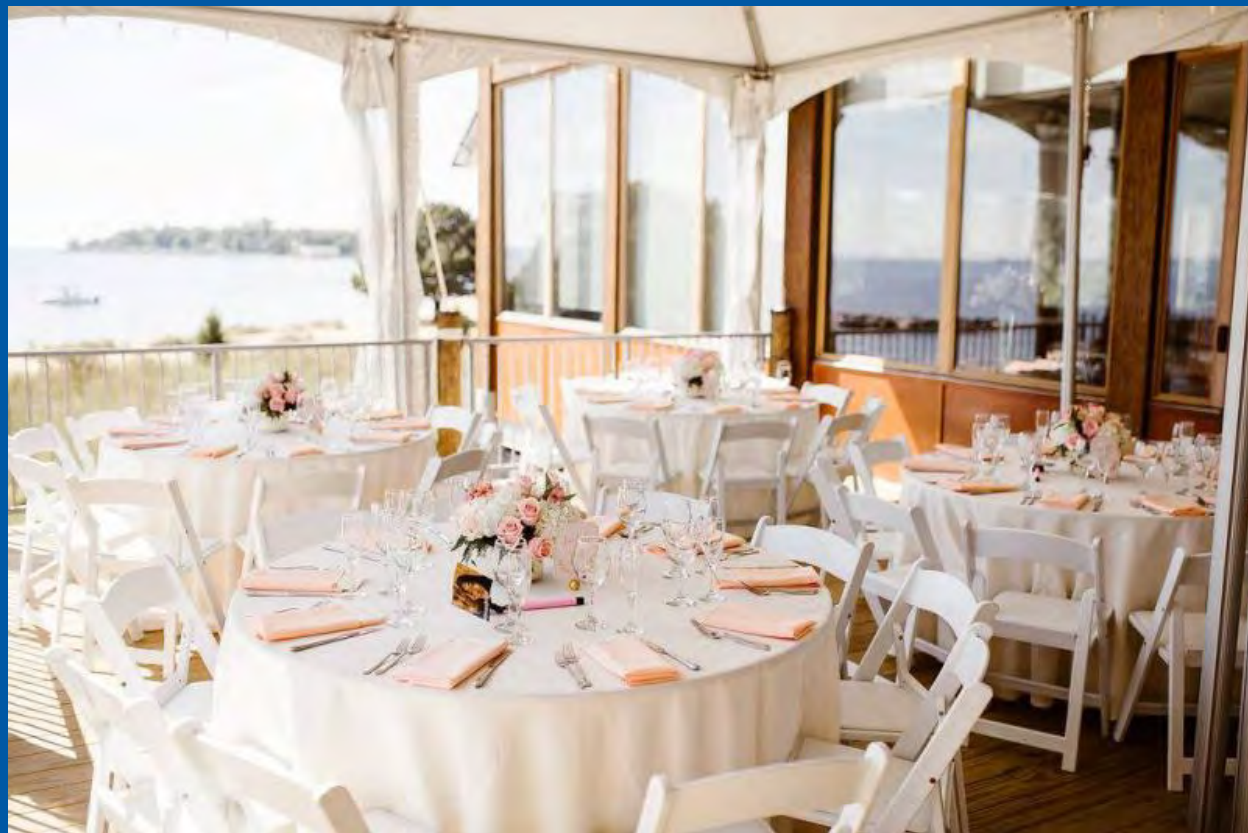
The Canvasback arranged in theater style (shown left) can hold a capacity of 80 people.

The Canvasback arranged in boardroom style (shown right) can hold a capacity of 40-60 people.



# Spaces Available-Banquets & Events

*Tented Deck*



*Dining Room-  
Canvasback Room*



# Frequently Asked Questions

## Meetings

***Q: Are tables, chairs and AV equipment included?***

The use of our tables, chairs and AV equipment are included in the rental fee. AV equipment includes: desktop computer, stationary microphone and projector with screen; we suggest bringing any presentation materials on a thumb drive and 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. All tables and chairs are on wheels, so setup it quick. Putting the chairs/tables back at the end of the meeting is also the responsibility of the group or hired caterer. In the Merganser room, the tables and chairs are pre-set.

***Q: What time can I access the space for meeting setup? How long do I have the space?***

You will have access to the building starting at 8:30am. Any time earlier than 8:30am would be subject to an extra fee. Our building closes at 5pm, so any breakdown or meetings lasting past 5pm would 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 coordinator.

# Frequently Asked Questions

## Events

***Q: Are tables included in my rental?***

Yes- we provide tables for 140 in our rental fee:

14 60" round tables (seats 8-10)

4 36" cocktail tables

1 8ft rectangular table (perfect for the bar!)

2 6ft rectangular tables (perfect for welcome table, buffet etc)

***Q: Are linens, chairs and décor included?***

Linens, chairs, and additional needs (silverware, glassware, plates, etc.) will be rented through the chosen caterer.

***Q: Is the tent included in the pricing?***

Yes, the tent that covers our entire deck area is included in the pricing in April through mid-December. There are lights already installed in the tent, along with ceiling fans and clear sides as well.

***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.

***Q: May we bring in our own alcohol?***

Yes you may! We will coordinate a one-day liquor license with Anne Arundel County on your behalf as a service to you if needed.



## Approved Caterers

The following caterers and rental company 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

**Saucy Salamander**  
410.266.1622  
saucysalamander.com

**Be My Guest**  
410.987.5262  
bmgcatering.com

**Santoni's**  
410.833.6610  
Santonis.com

**Bowl of Cherries**  
443-336-6586  
bowlofcherriescatering.com

**Main & Market**  
410.626.0388  
mainandmarket.com

**Ken's Creative Kitchen**  
410-268-3222  
kenscreativekitchen.com

**Palate Pleasers**  
410.263.6941  
palatepleasers.com

**Mission BBQ**  
443.569.4700  
Mission-bbq.com

**Zeffert and Gold Catering**  
410-944-4481  
ZeffertandGold.com

# 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

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# Driving Directions

**Chesapeake Bay Foundation**  
Philip Merrill Environmental Center  
6 Herndon Avenue  
Annapolis, Maryland 21403

## **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)  
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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)  
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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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For more information or to schedule a tour  
please contact:  
Philip Merrill Center  
Conference and Event Coordinator  
[events@cbf.org](mailto:events@cbf.org)