

# RACKLIFFE HOUSE

WELCOME GUIDE

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[RACKLIFFEHOUSE.ORG](http://RACKLIFFEHOUSE.ORG)



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# W E L C O M E

Congrats on your engagement! We're thrilled at the opportunity to work with you to create a signature and personal wedding experience at Rackliffe House!

Overlooking Assateague Island and scenic Sinepuxent Bay, Rackliffe House is an ideal outdoor location for tented weddings, a true nod to our Eastern Shore heritage. Rackliffe House is for the couple who values a truly unique destination experience. Just minutes away from Assateague Island Seashore and Ocean City, our venue is sure to give you the most memorable wedding weekend. We have a maximum capacity of 225 guests, and we host a limited amount of weddings each year. This allows us to be fully immersed in your wedding and provide the best day possible for all our couples and their guests.

## A little about us:

In the time since its construction in the 1740s, Rackliffe House has witnessed marauding Spanish galleons, Barbary pirate ships, and English men-of-war. The house has stood through the Revolutionary War, the War of 1812, and the Civil War. Today, thanks to the restoration efforts of the Rackliffe House Trust and the Maryland Department of Natural Resources, this historic site now serves as a coastal museum that interprets 18th-century life along Maryland's seaside. And of course, it also serves as the Eastern Shore's premier wedding venue!

Eventfully Yours is proud to partner with Rackliffe House in hosting and planning magical events on Maryland's Eastern Shore.

If you still have questions, don't hesitate to give us a ring or send over an email! We are here for you every step of the way.

Sincerely and Eventfully Yours,  
Angie Smythe







## RATES

Saturday Events with Full-Service Planning - \$6500

Saturday Events with Wedding Management - \$5000

Friday + Sunday Events with Full-Service Planning - \$5500

Friday + Sunday Events with Wedding Management - \$4000

Read on to compare full-service planning and wedding management.

Wedding Planners are required with venue rental.

Outside Planners are welcome with prior approval.

Venue-only rate is \$4000.



## THE VENUE DETAILS

### What's Included:

- Access to property for tent install Wednesday/Thursday prior to event date. Load out Monday following event.
- 12-hour access on event day. Events conclude by 10pm.
- Outdoor ceremony, cocktail party and reception locations
- Coastal Tents and Events is our exclusive rental company.
- Tent, restroom trailer, and generators are required.
- 225 Guest Capacity
- Museum access is permitted for bridal party, bride, groom, and photographer(s) for 45 minutes. This will be scheduled with your planner. Due to the historic nature of the house, guests are not permitted inside during the event.
- The Rackliffe House is limited to one event per weekend.
- Parking accommodations can be made for up to 100 vehicles, including staff vehicles. Lawn parking and lane parking are in close proximity to tent site. Auxiliary parking is available at marina. Golf carts or drivers are recommended to transport guests if they park at marina. Shuttles and busses can access venue.
- Wedding planning services are required.



# FULL-SERVICE PLANNING

A tried-and-true approach, this level of service allows you to sit back and delight in the process. We're hands-on every step of the way, from vendor selection to design elements to etiquette. This is ideal for the busy couple who truly wants to enjoy their engagement season and leave it to the pros.

- Venue selection and management
- Event creative pairing
- Culinary, spirits, and confections
- Virtual and paper
- Detailed timelines
- Custom schematics
- Accessories, linens, rentals
- Attendance to all meetings
- Budget development and maintenance
- Design and production elements
- Accommodations and transportation
- Rehearsal
- Full-day wedding coverage with our team



## WE ARE WEDDING PLANNERS

That's it. It's not a side hustle or a hobby; it's our business, and we have the experience and know-how to back it up.



## WEDDING MANAGEMENT

Our Wedding Management service is ideal for the couple who is comfortable securing their wedding team and handling design elements but is looking for a professional to help pull together all the details and execute the event so they can enjoy every moment of their wedding day.

- Consultations and recommendations
- Visions call and periodic check-in calls
- To-do list with clear next steps
- Exclusive planning guide
- Support via phone and email throughout the process
- Serve as point of contact on wedding day
- Rehearsal
- Full-day wedding coverage with team

EVENTFULLY YOURS

# F R E Q U E N T L Y   A S K E D Q U E S T I O N S

**Q: How much do weddings at Rackliffe House cost?**

A: Weddings vary greatly in terms of cost; it all depends on your vision. Planning a wedding is like building a house: the possibilities are endless, and there are so many finishes to consider. To get a little more specific, we've done an average range of what Eventfully Yours couples spend on their big day. The overall cost per guest is most commonly in the \$350-\$1000 range. These figures do not include attire, rings, honeymoon, accommodations.

**Q: How many guests can the venue accommodate?**

A: Rackliffe House can comfortably accommodate 225 people, including your guests and vendor team.

**Q: Do you host weddings all year?**

A: Our most popular seasons are spring and fall, as these months have ideal temperatures and weather for weddings, especially outdoor ones.

**Q: Are there onsite changing rooms for the bridal party?**

A: Due to the historic nature of the house, it is not available for dressing use. Your planner can recommend local hotels, BNBs, and other alternative options.

**Q: Can we host the ceremony at the venue?**

A: Absolutely! The front of the home serves as a beautiful ceremony backdrop. This location can also serve as a cocktail party location. The views are breathtaking!

**Q: What do we do in the case of inclement weather?**

A: Wedding backup locations are a necessary concern in planning an outdoor wedding. Your tent will serve as your backup location in the event of rain. With more severe weather, such as hurricane threats and wind gusts over 40mph, another location will need to be considered for the event. Weather is closely monitored the week leading up to the wedding date, and if there is a potential need for relocation, this will be discussed and arranged through your planner with the rental company. Although infrequent, weddings have been relocated to local fire halls, family barns or residences, and other wedding venues based on availability. Don't worry, we will discuss your Plan B in the early stages of planning.

**Q: Can I have a rehearsal?**

A: Yes, you can schedule your rehearsal with your planner at a mutually agreeable time. Typically, rehearsals are held the day before the wedding and last approximately 1 hour.

**Q: Am I required to have a wedding planner?**

A: We do require that you have a professional wedding planning service to assist with the details and to make sure your day runs smoothly. Eventfully Yours provides Wedding Management (partial planning) and Full-Service Wedding Planning. If you wish to use an outside planner, we do require prior approval along with insurance information. All planners are required to be onsite for the duration of the event.



EVENTFULLY YOURS



# FREQUENTLY ASKED QUESTIONS

**Q: Is my dog permitted to be part of the ceremony?**

A: We love our pets and we know how much they mean to you, so yes, Rackliffe House is dog friendly. However, we do ask for your pet's safety and for the safety of others that your dog remain on a leash or in a crate while on the property.

**Q: Can we bring our own alcohol?**

A: Yes, you are permitted to bring your own beer, wine and spirits. We do require that all alcohol be served through a third-party bartending service or through your full-service caterer. Rackliffe House requires TIPS certifications.

**Q: Are candles permitted?**

A: Live candles are not permitted per park regulations. However, LED or battery-operated candles are permitted.

**Q: Are fireworks or sparklers permitted?**

A: Firework displays are not permitted on park grounds. Sparkler exits are permitted. It is required that buckets with sand be provided to extinguish.

**Q: What is the payment schedule?**

A: Upon signing of the contract, a 25% non-refundable retainer is due. All final payments are due 30 days prior to your event. Cash and checks are accepted.

**Q: Is event insurance required?**

A: Event Insurance is required. Rackliffe House will need to be added to your policy as additionally insured. Most of our couples do this through their homeowners policy carrier. The estimated cost is \$200-400. Our team can offer additional suggestions.

**Q: Do you have a preferred vendor list?**

A: While we do have a list of vendors compiled from years of happy clients and excellent experiences, clients are welcome to hire their own florist, photographer, videographer, baker, and any other required service professional. We only require the use of Coastal Tents and Events for rentals and tents.

Any vendors providing food service must offer full-service catering. It is required that they provide all necessary mobile kitchen equipment, service staff for the duration of the event, and trash removal.

A Certificate of Insurance is required from all event creatives, as is industry standard.



# CREATIVE PARTNERS

## BEAUTY & ATTIRE

[EAST COAST BRIDAL](#) Hair/Makeup  
[CALEIGH ERA](#) Hair Stylist  
[UPDO'S DO I DO'S](#) Hair/Makeup  
[LEILA RIGGIN](#) Makeup  
[DANI GAUDIOSI](#) Makeup  
[ANDREA BOUNDS BEAUTY](#) Hair/Makeup  
[DRYDEN DRESS CO.](#) Dress Shop, Salisbury  
[DOWNTOWN BRIDAL](#) Dress Shop, Salisbury  
[FRANCESCA'S](#) Dress Shop, Lutherville  
[OZ BRIDAL](#) Dress Shop, Philadelphia  
[SCHER'S](#) Dress Shop, Pocomoke

## PHOTOGRAPHY & FILM

[ANDREEA RUSSO](#) Photography  
[DANIEL BOSTWICK](#) Photography  
[SINCERELY, THE KITCHENS](#) Photo/Film  
[SARAH MURRAY](#) Photography  
[CHRISTINE TUSTIN](#) Photography  
[XOXO, MOLLY JANE](#) Photography  
[DEANNA MICHELE](#) Photography  
[ARBOR LANE STUDIOS](#) Photo/Film  
[KATIE HORSEMAN](#) Photography  
[JONATHAN ALLEN](#) Photography  
[PAPERBOYS](#) Photo/Film  
[J.TURNER FILMS](#) Film  
[LOVE MORE FILMS](#) Film  
[THE BRAND](#) Film  
[P.E.R.F.E.C.T. FORM](#) Film  
[CORK & BANNER](#) Film

## RENTALS (EXCLUSIVE)

[COASTAL TENTS & EVENTS](#) Tents, Lighting, Generators, China, Flatware, Stemware, Linens, Tables, Chairs, Restroom Trailers

## ACCOMMODATIONS & TRANSPORT

[EXECUTIVE TRANSPORTATION](#)  
[ATLANTIC HOTEL](#) Berlin  
[THE INN BERLIN](#) Berlin  
[BROOKLYN MEADOWS](#) AirBNB, Berlin  
[RESIDENCE INN BY MARRIOTT](#) Ocean City  
[THE COMMANDER HOTEL](#) Ocean City  
[CAMBRIA](#) Ocean City

## FLORAL DESIGNS

[FLOWERS BY ALISON](#) Ocean City  
[J STARRS FLOWER BARN](#) Preston  
[LITTLE MISS LOVELY](#) Bishopville  
[SEABERRY FARM](#) Federalsburg

## ENTERTAINMENT

[DARLING WEDDING PRODUCTIONS](#) DJ, Lighting  
[STEVE MOODY ENTERTAINMENT](#) DJ, Lighting  
[DJVO](#) DJ, Lighting  
[ROBERT WAXX](#) DJ  
[NOWHERE SLOW](#) Band  
[SAM HILL ENTERTAINMENT](#) Bands  
[BACHELOR BOYS](#) Band  
[SUPER CITY](#) Band  
[TWO RIVERS CHAMBER MUSIC](#) Duo, Trio, Quartet  
[SHORTCUT SUNNY](#) Cocktail Entertainment  
[BETHANY JUBILEE](#) Violist

## CULINARY, SPIRITS & CONFECTIONS

[BOXCAR40](#) Culinary  
[TASTE EVENTS](#) Culinary and Bar Services  
[LIQUID ASSETS](#) Culinary and Bar Services  
[WATERMAN'S](#) Culinary and Bar Services  
[BAYSHORE BAR SERVICES](#)  
[CAKE ART](#) Confections  
[SUGAR RUSH](#) Confections

## ACCESSORIES & SERVICES

[JEWELERS](#) Kuhn's, Kyle Edward Fine Jeweler, Park Place  
[CALLIGRAPHY](#) Love Letters, Ink & Annie  
[FURNITURE RENTALS](#) East Vintage Charm, White Glove, Pretty Little Wedding Co.  
[PLANT RENTALS](#) Roots  
[PET SITTING](#) WiggleButts

## PLANNING SERVICES

[Eventfully Yours-](#) Angie Smythe  
[Evergreen Events](#) - Katie Ogilvie  
[Belle of the Ball](#) - Melissa Forlenza  
[A Sweet Affair](#) - Katina Dawson  
[Happy Hour Events](#) - Dana Ferrari



# CONTACT

Eventfully Yours

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