



# HOSPITALITY & PRIVATE PARTIES

Special Events at Top of the Park • June 10 – July 3, 2016

## Throw a Party with the Ann Arbor Summer Festival

Our three private party spaces provide an exclusive setting for you and your guests to celebrate a special occasion. Our staff will set up, tend bar, and clean-up for you. You get the ideal summer party location in Ann Arbor, complete with multiple bands, local radio personalities, hands-on children's activities, and a great outdoor ambiance. All you and your guests have to do is show up and enjoy the festivities.

### Hospitality Sponsorship Options

\$5,000 investment as Top of the Park Hospitality Sponsor, committed prior to December 19, gives partner early access to reserve hospitality space(s) prior to the start of the regular reservation period. Select partners will receive sponsorship benefits at the Supporting Level and have rental fees waived. Dates subject to availability. To become a current cash sponsor, please review our current opportunities [here](#).

### Reservations

Reservation requests for 2016 will be accepted beginning **January 5 at 10:00 am for returning groups** and **February 2 at 10:00 am for first-time groups**. Reservations are taken on a first-come, first-served basis with priority given to sponsors.

### North & South Tent Rental Rates

- REGULAR RATE: \$1,250 for one tent – or – \$2,000 for two tents (same night)
- NON-PROFIT RATE: \$1,000 for one tent – or – \$1,500 for two tents (same night)

\* Pricing is the same on all nights, except on July 1–3 where a \$250 discount is offered on all event rentals due to the holiday.

### The Grove Rental Rates

- REGULAR RATE: \$1,000 for roped-off, private area within The Grove
- NON-PROFIT RATE: \$750 for roped-off, private area within The Grove

\* Pricing is the same on all nights, except on July 1–3 where a \$250 discount is offered on all event rentals due to the holiday.

\* Please note, The Grove is unavailable for rental on Tuesdays and Wednesdays during the festival, as our Tasting Tuesdays and Wind Down Wednesdays are held in The Grove on those evenings.

### Contact

Amy Nesbitt, Executive and Artistic Director - [nesbitt@a2sf.org](mailto:nesbitt@a2sf.org)

[A2SF.ORG](http://A2SF.ORG)

# North & South Private Party Tents at Top of the Park

## Specifications

- Two (2) adjacent tents available; rent one or both tents
- Standing capacity (no tables): 150 people per tent; Seated at tables: 75 people per tent
- Tents include internal lighting, speakers, a standing bar, chairs, select tables, and beverage refrigerator
- Tents are located within the beverage garden, across the street from the Rackham Stage
- Available table options include tall cocktail tables, 4 person rounds for seated meals, 6-8 ft long shared tables, and clustered padded chairs
- Additional banquet tables are available upon request for catered buffets

Or

# The Grove at Top of the Park

## Overview

Top of the Park's wooded garden, nestled within the fenced beverage area on the west side of Ingalls Mall, is a relaxed atmosphere for guests to socialize and mingle over drinks underneath the stars. Twinkle lights and relaxed seating create a magical backyard ambiance within this comfortable area.

## Specifications

- Based on the size of your event, a section of The Grove will be roped-off for you and your guests.
- Capacity is 50-75 (dependent on configuration)
- Includes ambient lighting, speakers, folding chairs, scattered tables and select beverage carts
- Folding chairs and tables can be provided
- Location offers a limited view of the Rackham stage
- Features early evening acoustic concerts

# Bar Service & Options

Bar service is included in the rental of all three properties. The festival hospitality coordinator will work with you to develop a beverage plan that fits your needs and budget. Please note that all beverages, alcoholic and non-alcoholic, must be purchased through the festival. We provide each host with a selection of alcoholic and non-alcoholic options to choose from, and will stock the bar according to your preferences prior to your event.

- **CASH BAR:** The festival will stock your bar according to your pre-selected beverages. Your guests will purchase their own drinks at your event. The festival's staff will manage the register and credit card sales and service.
- **OPEN BAR:** The festival will stock your bar according to your pre-selected beverages and monitor the inventory throughout the event. The festival will invoice you based on the beverages consumed.



# Reservations & Additional Information

## Party Reservations

Reservation requests for the 2016 season will be accepted beginning January 5 for returning groups and February 2 for first-time groups. Reservations are taken on a first-come, first-served basis with priority given to current, cash sponsors in order of level of sponsorship. Although payment is not due when a reservation is placed, the date must be confirmed with receipt of the rental fee and a signed agreement by March 15 or the reservation will be released.

To make a reservation, please submit an online reservation request here: [bit.ly/A2SFPartyReservations2016](http://bit.ly/A2SFPartyReservations2016) or submit a hard copy reservation form with your preferred dates by email ([dion@a2sf.org](mailto:dion@a2sf.org)) or by fax (734-994-5885). For additional questions, please contact the festival office at (734) 994-5999.

## Additional Hospitality Options

### Group Tickets:

The festival offers corporate ticket packages and group discounts to all of its Mainstage attractions. Often combined with pre-show hospitality at Top of the Park, these blocks of prime seats are available only by contacting the Group Sales Coordinator at (734) 763-3100.

### Lodging & Accommodations:

If you are hosting out-of-town guests for your event, the festival can assist you with coordinating local hotel accommodations.

### Ground Transportation:

The festival can assist you with arranging transportation for your guests from the airport, hotel, or your place of business using limousine, mini bus or taxi service to and from festival events.

## Other Helpful Information

- Top of the Park is held six nights a week for three weeks along a beautiful campus green and offers admission-free concerts, movies under the stars, open-air spectacles, and unique family attractions.
- Mondays are dark at Top of the Park
- Check the festival website at [a2sf.org](http://a2sf.org) for program information, set times, and other festival activities that may be helpful in scheduling your special event.
- Outdoor movies are not screened on Friday and Saturday nights; however, the bands play longer sets and Top of the Park remains open until midnight.
- Soloists and duos play acoustic sets in The Grove from 5 pm to 7 pm on Tuesday through Sunday
- Our site map is on our web site and can assist your guests in locating your event and provide parking options.
- Top of the Park and private parties may be cancelled or closed due to inclement weather or other unforeseen circumstances at the discretion of the festival. Fees and purchases are non-refundable.

## Contact

Please call the festival office at (734) 994-5999 with any questions



Photo credit: Myra Klarman

# PREFERRED HOSPITALITY PARTNERS & CATERERS

## Catering / Specialty Providers

### Arbor Brewing Company

213-1393  
arborbrewing.com

### Amer's Mediterranean Deli

761-6000  
amersdeli.com

### Cottage Inn Catering

663-3379  
cicatering.com

### EAT Catering

213-7011  
eatannarbor.com

### Food Art Catering

428-1958  
foodart.biz/pages

### Food For All Seasons

747-9099  
foodforallseasons.com

### Jeff Zak Catering

459-7125  
jeffzakcatering.com

### Katherine's Catering

930-4270  
katherines.com

### Morgan & York

662-9309  
morganandyork.com

### Moveable Feast Catering

428-9526  
themoveablefeast.com

### Norton's Flowers

769-9100  
nortonsflowers.com

### Plum Market Catering

827-5000  
plummarket.com/catering

### Tavolina Catering & Events

669-3551  
tavolinacatering.com

### The Produce Station Catering

663-7010  
producestation.com/catering

### Red Hawk Grill

994-4004  
redhawkannarbor.com

### Tom Thompson Flowers

665-4222  
tomthompsonflowers.com

### Whole Foods Catering

997-7507  
wholefoodsmarket.com

### Zingerman's Catering

663-3400  
zingermanscatering.com

## Festival Hotels with Restaurants

### Bell Tower Hotel & Campus Inn

769-2200  
campusinn.com  
belltowerhotel.com

### Kensington Court & Graham's

761-7800  
kcourtaa.com

### Weber's Inn & Restaurants

769-2500  
webersinn.com

## Wholesale Providers

Coca-Cola Bottling Company  
Delux Tents and Events  
O & W, Inc.  
U.S. Wine Imports

## Top of the Park Food Vendors

### Chela's / Catering

332-6055  
chelas.co

### Hut-K Chaats

786-8312  
hut-k.com

### Noodles and Company / Catering

327-9014  
noodles.com

### Oasis Mediterranean Grill / Catering

761-8600  
theoasisgrill.com

### Pizza House / Catering

995-5095  
pizzahouse.com

### Ray's Red Hots / Catering

998-3647  
RaysRedHots.com

### Satchel's BBQ / Catering

971-5100  
satchelsbbq.com

### Stucchi's Ice Cream

662-1700  
stucchisicecream.com

### Sweetwater's Coffee & Tea

769-2331  
sweetwaterscafe.com

## Ann Arbor Area Links

### Ann Arbor Area CVB

995-7281  
annarbor.org

### Main Street Area Association

668-7112  
mainstreetannarbor.org

### State Street Area Association

663-6511  
a2state.com



**2016 PRIVATE PARTY RESERVATION FORM (Fax or Mail)**

Or Submit Your Reservation Request Online At [bit.ly/A2SFPartyReservations2016](http://bit.ly/A2SFPartyReservations2016)

**Contact/Billing Information**

Company/Organization Name \_\_\_\_\_ Non-Profit? (check if yes) \_\_\_\_\_

Primary Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Day of Event Contact Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Type of Celebration (employee appreciation, anniversary, etc.) \_\_\_\_\_

**Event Information**

**Preferred Venue (select one)**

Est Number of Guests \_\_\_\_\_ North Tent \_\_\_\_\_ South Tent \_\_\_\_\_ The Grove \_\_\_\_\_

Dates: 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

The earliest time of arrival, delivery, and set-up is 4:00 pm\*, unless special arrangements have been made in advance. All set-up must be complete and ALL vehicles (including catering) MUST be removed from the Top of the Park site no later than 4:30 pm. Guests can arrive as early as 30 mins before show. Stage entertainment begins at 5 pm. Events must end by 11:30 pm.\*

Arrival Time for Set-Up \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Catering/Event Company \_\_\_\_\_ (one parking pass provided for caterer upon arrival)

Contact Person (required) \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Event Equipment**

Tables, chairs, set up, clean up and a bartender are included in the rental fee. Food, linens, decorations and company banners are to be provided, managed, and disposed of by rentee.

Number of 8 ft tables for food buffet (can accommodate up to 3) \_\_\_\_\_

Number of 36" rounds (seats 4-5) \_\_\_\_\_ Number of 30" high top rounds \_\_\_\_\_

Electrical Power & Special Needs: \_\_\_\_\_

Outlets # \_\_\_\_\_ Refrigeration for Food Y/N Additional Lighting (may have additional cost) \_\_\_\_\_

Grill/BBQ \_\_\_\_\_ # of Vehicles for Loading \_\_\_\_\_ Any Signage \_\_\_\_\_

*\*If your event will require a grill, please contact U-M OSEH at (734) 647-1143 to receive a permit.*

(Additional requirements and restrictions may apply; the festival will provide an additional information sheet)

Accessibility Needs/Other Need to Know Info: \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_