THROW A PARTY!
Ann Arbor Summer Festival
Rental Guide and FAQs
Our 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 live entertainment, hands-on children’s activities, movies, and a great outdoor ambiance. All you and your guests have to do is come enjoy the festivities.

**Sponsorship Options**

A $5,500 investment as a sponsor gives you early access to reserve a party space prior to the start of the regular reservation period. Sponsor must commit prior to December 20, 2019 to reserve space for the 2020 season. Sponsor will receive benefits at the Presenting level. Party rental fees are included in the $5,000 sponsorship, however please note that $2,500 is considered goods & services and is not tax-deductable.

Sponsor may choose one or two tent spaces based on their guest needs; fee is not reduced for one tent space. All dates subject to availability.

**Reservations**

Reservation requests for 2020 will be accepted beginning January 6, 2020 at 9:00 am for returning hosts and February 10, 2020 at 9:00 am for first-time hosts. Reservations are taken on a first-come, first-served basis with priority given to sponsors.

**Tent Rental Rates**

REGULAR RATE: $1,750 for one tent space / $2,500 for two tent spaces (i.e. entire tent, same night)

**The Grove Rental Rates**

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

*The Grove is unavailable for rental on Tuesdays and Wednesdays as the festival hosts beer & wine tastings.*

**Contact**

Heather Steenrod, Development Director - steenrod@a2sf.org or (734) 707-4961
PARTY TENT SPACES AT TOP OF THE PARK

Specifications

- One tent with 2 spaces available; rent one or both spaces
- Standing capacity: 150 people per space (with scattered high top tables); Seated at tables: 75 people per tent
- Tent spaces include, a walk-up bar and bartender, padded chairs, tables, trash/recycle/compost bins, and ambient lighting
- Tent spaces are located within the beverage garden with a prime view of the Rackham Stage
- Table options include tall cocktail tables, rounds for seated meals, or 6 ft. long banquet tables
- Additional banquet tables are available upon request with advance notice

THE GROVE AT TOP OF THE PARK

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.

Specifications

- Based on the size of your event, a section will be roped-off for your guests
- Maximum capacity is 75
- Includes ambient lighting, speakers, folding chairs, scattered tables and a walk-up bar and bartender
- Location offers a prime view of O&W Acoustic Stage from 5-7 pm and a limited view of the Rackham stage

BAR SERVICE & OPTIONS

Bar service is included in all rentals. The festival Party Manager 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 bar 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.

If you would like drink tickets to supplement a cash bar, the festival will provide them. You must receive approval from the Party Manager prior to your event or tickets will not be valid the night of your event.
RESERVATIONS & ADDITIONAL INFORMATION

Although payment is not due when requesting a reservation, the date must be confirmed by the festival and payment is due upon receipt of invoice. If payment is not received by May 8, 2020, the reservation will be released and the space forfeited.

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. Rental fees are non-refundable.

Request A Reservation Online

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. Visit a2sf.org for program information, set times, movie selections, 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 11:30pm. Acoustic sets take place in The Grove from 5 to 7 pm, Tuesday - Sunday. On Sunday, the festival features family-friendly musical acts on the Rackham stage.

Our site map list is on our website and can assist your guests in locating your event and provide parking 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.

Accommodations

If you are hosting out-of-town guests for your event, we recommend these local hotel accommodations:

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Phone Number</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>Bell Tower Hotel</td>
<td>(734) 769-3010</td>
<td>belltowerhotel.com</td>
</tr>
<tr>
<td>The Graduate</td>
<td>(734) 769-2200</td>
<td>graduateannarbor.com</td>
</tr>
<tr>
<td>Kensington Court</td>
<td>(734) 761-7800</td>
<td>kcourtaa.com</td>
</tr>
<tr>
<td>Residence Inn</td>
<td>(734) 662-9999</td>
<td>marriott.com/hotels/travel/annarbor</td>
</tr>
<tr>
<td>Weber’s Inn</td>
<td>(734) 769-2500</td>
<td>webersinn.com</td>
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Ann Arbor Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>Destination Ann Arbor (CVB)</td>
<td>(734) 995-7281</td>
<td>visitannarbor.org</td>
</tr>
<tr>
<td>Main Street Area Association</td>
<td>(734) 668-7112</td>
<td>mainstreetannarbor.org</td>
</tr>
<tr>
<td>State Street District</td>
<td>(734) 994-2230</td>
<td>statestreetdistrict.org</td>
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Having excellent partners is key to any successful event. We’ve come to rely on the talents of the caterers and providers on this list. We encourage you to reach out in advance and let them know you are hosting at Top of the Park. All food at your party must be from an approved caterer or vendor and all beverages must be provided by and served by festival staff. If you do not see your caterer on this list, please work with the Party Manager who will accommodate to the best of our ability. For food safety reasons, a catering representative must stay on-site or a member of your staff must take responsibility for the safety of food service throughout the event. Festival staff is not responsible for overseeing catering. Caterers must serve compostables or china to comply with our Festival Footprint Zero Waste Initiative.

### Food Vendor Zero Waste Guidelines

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<thead>
<tr>
<th>Zero Waste-Compliant Items</th>
<th>Try to Avoid</th>
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<tbody>
<tr>
<td>All paper products, including hand-outs, plates, napkins, paper towels, cups, bags.</td>
<td>Plastic- or “wax” coated paper products. These materials are not recyclable or compostable.</td>
</tr>
<tr>
<td>Products made from plastic #1, #2, #4, #5 or #7. Plastic #6 is permissible except for cutlery &amp; expanded polystyrene (e.g. Styrofoam®).</td>
<td>Styrofoam® &amp; plastic cutlery is plastic #6 and is not recyclable or compostable. Styrofoam is a known environmental and potential public health threat.</td>
</tr>
<tr>
<td>Wooden stir sticks, chopsticks, toothpicks &amp; skewers. Must be plain wood with no plastic decorated tips.</td>
<td>Plastic cutlery including forks, spoons, knives, chopsticks, toothpicks, or skewers are not recyclable or compostable</td>
</tr>
<tr>
<td>Paper bags and reusable bags.</td>
<td>Plastic bags or plastic wrap.</td>
</tr>
<tr>
<td>Unpackaged promotional materials that are reusable. (i.e. pens, key chains, magnets, etc.)</td>
<td>Single-use decorations, such as plastic tablecloths, stickers, balloons, confetti, etc.</td>
</tr>
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### Caterers

- **3 Dudes and Dinner**  
  (517) 301-4002  
  3dudesanddinner.com
- **Angel Food Catering**  
  (734) 697-1100  
  angelfoodinc.com
- **Cottage Inn Catering**  
  (734) 663-3379  
  cicatering.com
- **EAT Catering**  
  (734) 213-7011  
  eatannarbor.com
- **Food Art Catering**  
  (734) 320-7828  
  foodart.biz/pages
- **Food For All Seasons**  
  (734) 747-9099  
  foodforallseasons.com
- **Jeff Zak Catering**  
  (734) 459-7125  
  jeffzakcatering.com
- **Katherine’s Catering**  
  (734) 930-4270  
  katherines.com
- **Knight’s Catering**  
  (734) 222-9210  
  knighthotelsrestaurants.com/catering
- **Laura’s Catering**  
  (734) 475-6309  
  laurascatering.com
- **Moveable Feast Catering**  
  (734) 428-9526  
  themoveablefeast.com
- **Plum Market Catering**  
  (734) 827-5000  
  plummarket.com/catering
- **PrimOvations**  
  (810) 623-3383  
  primovations.com
- **Produce Station Catering**  
  (734) 663-7010  
  producestation.com/catering
- **Simply Scrumptious**  
  (734) 646-4586  
  simplyscrumptiouscatering.com

### Florists

- **Plum Market**  
  (734) 827-5000  
  plummarket.com
- **Tom Thompson Flowers**  
  (734) 665-4222  
  tomthompsonflowers.com
- **University Flower Shop**  
  (734) 665-6037  
  uniflowershop.com

*Top of the Park Food Vendors in Culinary Row to be Announced March 2020*