Party rental spaces at Top of the Park provide the perfect venue for you and your guests to celebrate. Ann Arbor Summer Festival (A2SF) 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.

By choosing to host your event with A2SF, you are supporting the arts through this important revenue channel.

**RESERVATIONS**

Reservations are taken on a first-come, first-served basis with priority given to cash sponsors. Reservation requests begin January 5, 2022 at 9:00 am for returning hosts and February 8, 2022 at 9:00 am for first-time hosts.

**TENT RENTAL RATES**

$1,750 for one tent space; $2,500 for two tent spaces (entire 40’ x 60’ tent on the same night).

**GROVE RENTAL RATES**

$1,000 for a roped-off, private area under the trees adjacent to the beer garden.

*The Grove is unavailable for rental on Tuesdays and Wednesdays as A2SF hosts beer and wine tastings.*

**SPONSORSHIP EARLY ACCESS**

A $5,500 investment as a sponsor gives you early access to reserve a party space. Sponsors must commit prior to December 22, 2022 to reserve space for the upcoming season. Sponsors will receive Presenting level benefits. Party rental fees are included in the $5,500 sponsorship, however please note that $2,500 is considered goods & services and is not tax-deductable. Sponsors 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.

**CONTACT**

Heather Steenrod, Development Director: steenrod@a2sf.org or (734) 707-4961.
PARTY TENT RENTALS

SPECIFICATIONS

• One tent with 2 spaces available; rent one or both spaces (entire tent 40’ x 60’)
• Standing capacity: 150 people per (with scattered high top tables; seated at tables: 75 people) space
• Includes a private bar and bartender, padded chairs, tables, trash/recycle/compost bins, and
• ambient lighting
• Located within the beverage garden with a prime view of Ingalls Mall
• Table options include tall cocktail tables, seated rounds, or 6’ long banquet tables

THE GROVE RENTALS

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, folding chairs, scattered tables, and a private bar and bartender
• Location offers a prime view of O&SW Acoustic Stage from 5-7 pm and a limited view of the main stage

BAR SERVICE

Bar service is included with all rentals. The A2SF Party Manager will work with you to develop a beverage plan that fits your needs and budget. All beverages, alcoholic and non-alcoholic, must be purchased through A2SF. We provide each host with beverage options to choose from and will stock the bar according to your preferences prior to your event.

CHOOSE ONE OPTION:

CASH BAR: A2SF will stock your bar according to your pre-selected beverages. Your guests will purchase their own drinks at your event.

OPEN BAR: A2SF will stock your bar according to your pre-selected beverages and monitor the inventory throughout the event. A2SF will invoice you based on the beverages consumed.

If you would like drink tickets to supplement a cash bar, A2SF will provide them. Tickets may be customized with your message. You must receive approval from the Party Manager prior to your event or tickets will not be valid the night of your event.
Events and parties at Top of the Park may be delayed or closed due to inclement weather or other unforeseen circumstances at A2SF’s discretion. Rental fees and drink tickets are non-refundable. If events are canceled for any reason which is out of the control of A2SF, that host shall not be entitled to the refund of any monies paid to the festival.

Reservations are taken on a first-come, first-served basis with priority given to sponsors. Reservation requests begin January 5, 2022 at 9:00 am for returning hosts and February 8, 2022 at 9:00 am for first-time hosts.

Payment is due upon receipt of invoice. If payment is not received by May 6, 2022, the reservation will be released and the space forfeited.

OTHER HELPFUL INFORMATION

The events at TOP take place Tuesday-Sunday for three weeks along a beautiful campus green and offers admission-free concerts, movies under the stars, open-air spectacles, and unique family attractions. Visit a2sf.org for our calendar, program information, set times, movie selections, site map, and other activities that may be helpful in scheduling your special event.

GROUP TICKETS

A2SF offers corporate ticket packages and group discounts to all of its ticketed events. Often combined with pre-show hospitality at Top of the Park, these blocks of prime seats are available only by contacting Heather Steenrod.

ACCOMMODATIONS

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

- **Bell Tower Hotel**
  734-769-3010
  belltowerhotel.com

- **The Graduate**
  734-769-2200
  graduateannarbor.com

- **Kensington Court**
  734-761-7800
  kcourttaa.com

- **Hyatt Place Ann Arbor**
  734-995-1234
  hyatt.com

- **Residence Inn Ann Arbor Downtown**
  734-662-9999
  marriott.com/hotels/travel/annarbor

- **Weber’s Inn**
  734-769-2500
  webersinn.com

ANN ARBOR RESOURCES

- **Destination Ann Arbor**
  734-995-7281
  visitannarbor.org

- **Main Street Area Association**
  734-668-7112
  mainstreetannarbor.org

- **State Street District**
  734-994-2230
  statestreetdistrict.org

- **City of Ann Arbor**
  a2gov.org

- **University of Michigan**
  umich.edu
A2SF is proudly a zero waste event. We work hard to leave the environment in better shape than when we arrived. Please review the guidelines below and bring forward any questions prior to your event.

All food at your party must be from an approved caterer or vendor and all beverages must be provided by and served by A2SF. 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. A2SF is not responsible for overseeing catering.

**ZERO WASTE GUIDELINES**

<table>
<thead>
<tr>
<th>Compliant Items (approved)</th>
<th>Non-Compliant (not approved)</th>
</tr>
</thead>
<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>
</tbody>
</table>

**RECOMMENDED CATERERS**

- **3 Dudes and Dinner**
  (517) 301-4002
  3dudesanddinner.com
- **Food Art Catering**
  (734) 320-7828
  foodart.biz
- **Laura’s Catering**
  (734) 475-6309
  laurascatering.com
- **Produce Station Catering**
  (734) 663-7010
  producesation.com
- **Angel Food Catering**
  (734) 697-1100
  angelfoodinc.com
- **Jeff Zak Catering**
  (734) 459-7125
  jeffzakcatering.com
- **Moveable Feast Catering**
  (734) 428-9526
  themoveablefeast.com
- **Simply Scrumptious**
  (734) 424-0500
  simplyscrumptiouscatering.com
- **Cottage Inn Catering**
  (734) 663-3379
  cicatering.com
- **Katherine’s Catering**
  (734) 930-4270
  katherines.com
- **Plum Market Catering**
  (734) 827-5000
  plummarket.com/catering
- **Top of the Park Food Vendors in Culinary Row to be announced March 2022.**
- **EAT Catering**
  (734) 213-7011
  eatannarbor.com
- **Knight’s Catering**
  (734) 222-9210
  knightsrestaurants.com/knights-catering
- **PrimOvations**
  (810) 623-3383
  primovations.com
- **FLORISTS**
- **Plum Market**
  (734) 827-5000
  plummarket.com
- **University Flower Shop**
  (734) 665-6037
  uniflowershop.com