

The logo for the Ann Arbor Summer Festival (A2SF) is displayed in the top right corner. It features the letters 'A2SF' in a bold, white, sans-serif font. The 'A' is stylized with a triangular cutout in the center. The background of the entire page is a photograph of a person playing a trumpet, wearing a straw hat and sunglasses, with a black scarf tied around their neck. The person's left wrist has a tattoo that reads 'A2SF' and 'CD 2014'.

TAKE IT ALL IN.

ANN ARBOR SUMMER FESTIVAL (A2SF)

PARTY RENTAL GUIDE

2023

THE PERFECT SUMMER VENUE

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 February 6, 2023 at 9:00 am for returning hosts and March 6, 2023 at 9:00 am for first-time hosts.

TENT RENTAL RATES

\$1,750 for half tent space; \$2,500 for full 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 January 27, 2023 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 half or full tent spaces based on their guest needs; fee is not reduced for half 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 half or full space (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&W 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.



RESERVATIONS & CANCELLATION POLICY

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 February 6, 2023 at 9:00 am for returning hosts and March 6, 2023 at 9:00 am for first-time hosts.

Payment is due upon receipt of invoice. If payment is not received by May 5, 2023, the reservation will be released and the space forfeited.

RESERVATION REQUEST FORM

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

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

The Graduate
734-769-2200
graduateannarbor.com

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

Kensington Court
734-761-7800
kcourtaa.com

Weber's Inn
734-769-2500
webersinn.com

ANN ARBOR RESOURCES

Destination Ann Arbor
734-995-7281
visitannarbor.org

City of Ann Arbor
a2gov.org

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

University of Michigan
umich.edu

State Street District
734-994-2230
statestreetdistrict.org

ZERO WASTE REQUIREMENTS & CATERING

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

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

RECOMMENDED CATERERS

3 Dudes and Dinner
(517) 301-4002
3dudesanddinner.com

Food Art Catering
(734) 320-7828
foodart.biz

Plum Market Catering
(734) 827-5000
plummarket.com/catering

**Top of the Park Food Vendors
in Culinary Row to be
announced March 2023.**

Angel Food Catering
(734) 697-1100
angelfoodinc.com

Jeff Zak Catering
(734) 459-7125
jeffzakcatering.com

PrimOvations
(810) 623-3383
primovations.com

Christian's Catering
(734) 439-3663
christianscatering.com

Katherine's Catering
(734) 930-4270
katherines.com

Produce Station Catering
(734) 663-7010
producestation.com

EAT Catering
(734) 213-7011
eatannarbor.com

Moveable Feast Catering
(734) 428-9526
themoveablefeast.com

Simply Scrumptious
(734) 424-0500
simplyscrumptiouscatering.com

FLORISTS

Plum Market
(734) 827-5000
plummarket.com

University Flower Shop
(734) 665-6037
uniflowershop.com