

Hospitality & Private Parties



Special Events at Top of the Park
Ann Arbor Summer Festival
June 15–July 8, 2012

Estimated Attendance: 60,000+



PRIVATE PARTY TENTS

Our two private party tents provide an exclusive setting for you and your guests to celebrate that 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, movies under the stars, and a great outdoor ambiance – all you and your guests have to do is show up and enjoy the festivities.

Tent Rental Fees:

- REGULAR RATE: \$1,000 for one tent – or – \$1,750 for two tents (same night)
- NON-PROFIT RATE: \$750 for one tent – or – \$1,250 for two tents (same night)
- * Pricing is the same on all nights; Top of the Park is closed on Mondays.

Additional Options:

- \$500 add-on to be recognized as the "Evening Tent Sponsor" on night of rental, with sponsorship benefits that include credit in festival collateral materials, onstage mentions, and more. Please see the festival's Sponsorship Packet for more information and details.

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, and beverage refrigerator
- Tents are located within the beverage garden, across the street from the Rackham Stage
- Available table options include tall cocktail bar tables, rounds for seated meals, and clustered chairs
- Banquet tables are available upon request for catered buffets

Bar Service & Options:

Bar service is included in the rental. 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 from which to choose, and will stock the bar according to your preferences prior to your event.

The following bar options apply to both alcoholic and non-alcoholic beverages.

- 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 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.

Dining:

The private tents provide ample space and a lively atmosphere for a catered event. The festival works with many local restaurants, caterers, and event planners who may offer discounts or pre-planned menu options for your party. The festival's hospitality coordinator will work with you to design a personalized reception.



THE GROVE

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.

Rental Fee:

- REGULAR RATE: \$750 for roped-off, private area within The Grove
- NON-PROFIT RATE: \$500 for roped-off, private area within The Grove

Additional Options:

- \$500 add-on to be recognized as the "Evening Grove Sponsor" on night of rental, with sponsorship benefits that include credit in festival collateral materials, onstage mentions, and more. Please see the festival's Sponsorship Packet for more information and details.

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 (dependant on configuration and event needs)
- The Grove includes ambient lighting, speakers, and iced beverage carts
- Folding chairs and tables can be provided
- The Grove's location offers views of the Rackham stage
- On Fridays and Saturdays, The Grove features early evening acoustic concerts and late-nite dj sets

Bar Service & Options:

Bar service is included in the rental. 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 from which to choose, and will stock the bar according to your preferences prior to your event.

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Dining:

The Grove can be customized and arranged for a number of event styles. There are many options to consider—from a casual picnic to formal seated dinners, this intimate space can be tailored to fit your entertaining needs. The festival works with many local restaurants, caterers, and event planners who may offer discounts or pre-planned menu options for your party. The festival's hospitality coordinator will work with you to design a personalized reception.



RESERVATIONS

Reservation requests for the 2012 season will be accepted beginning **January 1 for returning groups** and **February 1 for first-time groups**. Reservations are taken on a first-come, first-served basis. No requests submitted prior to these dates will be honored. 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 April 1 or the reservation will be released.

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 Top of the Park and/or Mainstage events.

Other Helpful Information:

- Check the festival website at annarborsummerfestival.org for program information, set times, and other festival activities that may be helpful in scheduling your special event.
- On weekend evenings, Top of the Park opens at 5:00 pm, an hour and one-half earlier than weeknights. Take advantage of the extra time and book your party for one of these popular nights.
- 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 5:00 pm to 7:00 pm on Fridays and Saturdays; guest DJs spin late-night sets in The Grove starting at 11:00 pm on Fridays and Saturdays.
- Our site map can be found on our web site and can assist your guests in locating your event and providing 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 Information:

Please call the festival office at (734) 994-5999 with any questions or for more detailed information.





PRIVATE PARTY RESERVATION FORM 2012

Contact/Billing Information

Company/Organization Name _____
 Main Contact Name _____
 Phone _____ Fax _____ Email _____
 Mailing Address _____

 Day of Event Contact Name _____ Cell Phone _____
 Type of Celebration (employee appreciation, anniversary, etc.) _____

Event Information (for 2011)	Preferred Venue (select one)
Est Number of Guests _____	North Tent _____ South Tent _____ The Grove _____
Dates: 1st Choice _____ 2nd Choice _____ 3rd Choice _____	
<p>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 contracted services) MUST be removed from the Top of the Park 1 hour before show starts. Guests can arrive as early as 30 mins before show. Stage entertainment begins at 6:30 pm Tues-Thurs, 5 pm Fri-Sun. Events must end by 11:30 pm.*</p>	
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 Fans _____ Additional Lighting (may have additional cost) _____
 Grill/BBQ _____ # of Vehicles for Loading _____ Any Signage _____

(Additional requirements and restrictions may apply; the festival will provide an additional information sheet)
 Accessibility Needs/Other Need to Know Info: _____

Reservations will be held in the order they are received.

Date _____ Signature _____

*** TOP OF THE PARK OPENS AT 5:00 ON FRIDAYS, SATURDAYS AND SUNDAYS. PLEASE ADJUST YOUR EVENT TIMES TO ALLOW FOR THE EXTRA TIME IF YOUR EVENT FALLS ON A WEEKEND.**

Preferred Hospitality Partners and Caterers



Local Food and Specialty Providers

Arbor Brewing Company
734-213-1393
www.arborbrewing.com

Amer's Mediterranean Deli
734-761-6000
www.amersdeli.com

Cottage Inn Catering
734-663-3379
www.cicatering.com

La Dolce Vita
734-669-9977
www.msventures.com

Food Art
Breda Miller
734-428-1958
www.foodart.biz/pages

Gratzi
Sue Burke
734-663-6387
www.msventures.com

Katherine's Catering
Katherine Farrell
734-930-4270
www.katherines.com

Morgan & York
Tommy York
734-662-9309
www.morganandyork.com

Moveable Feast Catering
Dan and Carol Huntsbarger
734-428-9526
www.themoveablefeast.com

The Produce Station Catering
Donnie Burton
734-663-7010
www.producestation.com/catering

Red Hawk Grill
Roger Hewitt
734-994.4004
www.redhawkannarbor.com

Schokolad Chocolate Factory
Scott Huckestein
734-213-1700
www.schokolad.com

Tom Thompson Flowers
Tom Thompson
734-665-4222

Tio's Mexican Cafe & Catering
Harriet Seaver
734-761-6650
www.tiosmexicancafe.com

Whole Foods
Susan Bellinson | Mary Ann Nisley
734-997-7507
www.wholefoodsmarket.com

Zingerman's Catering
Paul Metler
734-663-3400
www.zingermanscatering.com

Top of the Park Food Vendors

Frita Batidos
734-761-2882
www.fritabatidos.com

Noodles and Company
Clements Jarbone
734-327-9014
www.noodles.com

Ray's Red Hots
734-998-3647
www.RaysRedHots.com

Rendez-Vous Cafe & Oasis Grill
Nizar Elawr
734-761-8600
www.rendezvouscafe.com

Satchel's BBQ
734-971-5100
www.satchelsbbq.com

Silvio's Organic Pizza
Jes Miller
734-214-6666
www.silviosorganicpizza.com

Stucchi's Ice Cream
734-662-1700
www.stucchisicecream.koolhost.com

Sweetwater's Cafe
Chris Hutton
734-769-2331
www.sweetwaterscafe.com

Preferred Hotels with Restaurants

Campus Inn & Bell Tower
Shari Faulhbaer
(734) 769-2200
www.campusinn.com
www.belltowerhotel.com

Kensington Court
Amy Rayes
800-344-7829
www.kcourtaa.com

Weber's Inn
Doug Chapin
734-769-2500
www.webersinn.com

Wholesale Providers

Coca-Cola Bottling Company
Linda Smith
313-220-8188
www.coca-cola.com

Delux Tents and Events
Ginny
734-699-7775
www.deluxtents.com

O & W, Inc.
Jim Wanty | Kit Morgeson
734-480-4012

U.S. Wine Imports
Jon Bullock
734-677-5562
www.uswineimports.com

Ann Arbor Area Links

Ann Arbor Area CVB
734-995-7281
www.annarbor.org

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

State Street Area Association
734-663-6511
www.a2state.com