

# Hospitality & Private Parties



Special Events at Top of the Park  
Ann Arbor Summer Festival  
June 18 - July 11, 2010

Estimated Attendance: 60,000+



# Hospitality and Private Parties

## OVERVIEW

The Ann Arbor Summer Festival's Top of the Park offers exciting hospitality opportunities for your next special event. From employee appreciation nights and business celebrations to anniversaries, wedding receptions, birthday parties and class reunions, the festival offers an ideal venue to throw your party. Special event locations at Top of the Park include two private party tent and the wooded space, known as The Grove.

## PRIVATE PARTY TENT | \$600 (+ 18% staffing & gratuity on all sales)

Our private party tents provide an exclusive setting for you and your guests to celebrate that special occasion. We will set-up, staff, serve drinks and clean-up for you. You get the ideal summer party location in Ann Arbor, complete with multiple live 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.

### Specifications:

- Two (2) tents available (east and west tents; both 30'x40'); rent one or both tents
- Maximum number of occupants is 175/tent
- Tents include internal lighting, speakers, a standing bar and beverage refrigerator
- Tents are located across the street from the Rackham Stage at Top of the Park and provide ample site of the stage, movie screen, and the dancing area
- 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. All beverages, alcoholic and non-alcoholic, are purchased through the festival. We will provide the staff and the selection of alcoholic and non-alcoholic options for you to choose from, 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. An 18% staffing and gratuity fee is added to all post-event invoices for both cash and open bars parties.

- 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. Boxed meals, picnic spreads and/or ice cream socials are also available from select food vendors within in the festival's Culinary Row. Please see our preferred vendor list at the end of this packet for recommendations.



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## THE GROVE | \$450 (+ 18% staffing & gratuity on all sales)

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
- Maximum number of occupants is 75 (dependant on configuration and event needs)
- The Grove includes ambient lighting, speakers, and iced beverage carts
- Folding chairs, Adirondacks, picnic benches, and tables can be provided
- The Grove's location does not direct offer views of the Rackahm stage. However, speakers are positioned so your guests can enjoy the live music of Top of the Park while socializing.

### 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. All beverages, alcoholic and non-alcoholic, are purchased through the festival. Options can include an open bar or a cash bar. We will provide the staff and the selection of alcoholic and non-alcoholic options for you to choose from, 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. An 18% staffing and gratuity fee will be added to your total post event invoice.

- CASH BAR: The festival will stock your bar according to your 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 selected beverages and monitor the inventory throughout the event. The festival will invoice you based on the beverages consumed.

Please notify guests if a cash bar will be included, as there is not an ATM available on site.

### 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. Boxed meals, picnic spreads and/or ice cream socials are also available from select food vendors within in the festival's Culinary Row. Please see our preferred vendor list at the end of this packet for recommendation.



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## ADDITIONAL HOSPITALITY OPTIONS

### Top of the Park VIP Seating Area:

Roped-off seating area within beverage garden directly in front of the Rackham Stage that accommodates 50-75 guests. Reservation fee is \$300.

### Top of the Park Artist Meet-and-Greets:

If the artist agrees, the festival's hospitality coordinator can arrange a meet-and-greet for you and your guests at your reception location.

### 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](http://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 p.m., one and one-half hour earlier than weeknights. Take advantage of the extra time and book your private party for one of these key dates.
- Outdoor movies are not shown on Friday and Saturday nights; however, the bands play longer sets and Top of the Park remains open until midnight.
- Guest DJs spin "live" sets in The Grove from 10:00-11:30 pm on Fridays and Saturdays - it's the perfect way to entertain your guests with some of the freshest talent in the region.
- 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.

Thank you for considering the Ann Arbor Summer Festival as the place to host your special event. We look forward to working with you to create a spectacular and memorable occasion.





**PRIVATE PARTY AGREEMENT 2010**

Please complete this form and return to the Ann Arbor Summer Festival office before June 1st.

**Contact Information**

Company/Organization Name \_\_\_\_\_  
 Main Contact Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 Day of Event Contact Name \_\_\_\_\_ Cel Phone \_\_\_\_\_  
 Type of Celebration (employee appreciation, anniversary, etc.) \_\_\_\_\_

**Event Information (for 2010)**

**Preferred Venue (select one)**

Event Date \_\_\_\_\_ Est Number of Guests \_\_\_\_\_ East Tent \_\_\_ West Tent \_\_\_ The Grove \_\_\_

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 area by 6:00 pm. Guests can arrive as early as 6:30. Stage entertainment begins at 7:00 pm. Events must end by 11:30 pm.\*

Arrival Time for Set-Up \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_  
 Catering/Event Company \_\_\_\_\_  
 Contact Person (required) \_\_\_\_\_ (one parking pass provided for caterer upon arrival)  
 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 48" rounds (seat 6; can accommodate up to 10) \_\_\_\_\_

Number of picnic tables (The Grove location only; seat 8; can accommodate up to 6) \_\_\_\_\_

Electrical Power Needs:

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

Grill/BBQ \_\_\_\_\_

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

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

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.**



## BEVERAGE SELECTION

Please complete this form and return to the Ann Arbor Summer Festival office before June 1st.

### Contact Information

Company/Organization Name \_\_\_\_\_  
 Main Contact Name \_\_\_\_\_  
 Est Number of Guests \_\_\_\_\_  
 Preferred Venue (check one) East Tent \_\_\_\_\_ West Tent \_\_\_\_\_ The Grove \_\_\_\_\_

### Type of Bar Service ("x" your preference)

**Cash Bar**  
 Cash Bar for alcoholic beverages \_\_\_\_\_ Cash Bar for non-alcoholic beverages \_\_\_\_\_  
**Open Bar (AASF will invoice you for beverages consumed)**  
 Open Bar for alcoholic beverages \_\_\_\_\_ Open Bar for non-alcoholic beverages \_\_\_\_\_

### Beverage Options (tentative; selection to be confirmed in April)

Please check your beverage choices. Maximum of 12 choices allowed per venue.  
 Changes to order specifications must be made at least 48 hours prior to the scheduled event.

#### Beer \$4/Bottle

\_\_\_\_\_ Miller Genuine Draft  
 \_\_\_\_\_ Miller Lite  
 \_\_\_\_\_ Miller Chill

#### Beer \$5/Bottle

\_\_\_\_\_ Sierra Nevada Pale Ale  
 \_\_\_\_\_ Sierra Nevada Summerfest  
 \_\_\_\_\_ Corona  
 \_\_\_\_\_ Heineken  
 \_\_\_\_\_ Mike's Hard Lemonade  
 \_\_\_\_\_ Mike's Hard Cranberry  
 \_\_\_\_\_ Mike's Mango Punch  
 \_\_\_\_\_ Amstel Light

#### Soda \$2/Can

\_\_\_\_\_ Classic Coke  
 \_\_\_\_\_ Diet Coke  
 \_\_\_\_\_ Sprite  
 \_\_\_\_\_ Barq's Root beer

#### Juice \$2.50/15.2 oz bottle

\_\_\_\_\_ Minute Maid Apple Juice  
 \_\_\_\_\_ Minute Maid Orange Juice  
 \_\_\_\_\_ Minute Maid Cran-Ras Juice

#### Wine \$5/750 ml (single serve)

##### White

\_\_\_\_\_ 2007 Woodbridge by Robert Mondavi Pinot Grigio  
 \_\_\_\_\_ 2007 Woodbridge by Robert Mondavi Sauvignon Blanc  
 \_\_\_\_\_ 2007 Lindemans "Bin 65" Chardonnay, South East Australia  
 \_\_\_\_\_ 2007 Kendall-Jackson "Vintner's Reserve" Chardonnay  
 \_\_\_\_\_ 2007 Woodbridge by Robert Mondavi Riesling

##### Red

\_\_\_\_\_ 2007 Lindemans "Bin 40" Merlot, South Eastern Australia  
 \_\_\_\_\_ 2008 Lindemans "Bin 45" Cabernet Sauvignon, South Eastern Australia  
 \_\_\_\_\_ 2008 Lindemans "Bin 50" Shiraz, South Eastern Australia  
 \_\_\_\_\_ TBA

#### Wine \$28/bottle or \$7/glass

\_\_\_\_\_ 2007 Willamette Valley Vineyards Pinot Noir, OR  
 \_\_\_\_\_ 2006 Columbia Crest "Grand Estates" Merlot, Columbia Valley, WA  
 \_\_\_\_\_ TBA

#### Water \$2/\$3 bottle

\_\_\_\_\_ Smart Water (20 oz.)  
 \_\_\_\_\_ Spring Water (10 oz)

Please note: 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 AASF. Fees and purchases are non-refundable. **ALL beverages must be purchased through the Ann Arbor Summer Festival. Prices include cups, glasses, ice, napkins, service and 6% Michigan sales tax. 18% staffing fee will be added to ALL bar invoices.**

I have read and agree to the terms above: Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_

# Festival Preferred Hospitality Partners and Caterers

## *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

**Eve The Restaurant**  
Eve Aronoff  
734-222-0711  
www.evetherrestaurant.com

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

**Grange Kitchen & Bar**  
Brandon Johns  
734-995-2107  
www.grangekitchenandbar.com

**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

**Pacific Rim by Kana**  
Duc Tang  
734-662-9309  
www.pacificrimbykana.com

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

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

**The Common Grill**  
Craig Common  
734-475-0470  
www.commongrill.com

**Tom Thompson Flowers**  
Tom Thompson  
665-4222

**Vinology**  
734-222-9841  
www.vinowinebars.com

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

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

## *Top of the Park Food Vendors*

**Glass House Cafe @ Palmer Commons**  
Elizabeth Kennedy | Rachel Wood  
734-647-3777  
www.glasshousecafe.net

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

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

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

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

**Tio's Mexican Cafe & Catering**  
Harriet Seaver  
734-761-6650

## *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**  
Todd Irwin  
734-699-7775  
web.mac.com/deluxtents/Delux\_Tents

**Fox Tent and Awning Company**  
734-665-9126  
www.foxtent.com

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

**Rave Associates**  
Jim Warbritton | Rick Lack  
734-761-7702  
www.raveassociates.com

**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