



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 2012)	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.**