

The logo for the Ann Arbor Summer Festival (A2SF) is displayed in a large, bold, white sans-serif font. The 'A' is stylized with a triangular cutout at the top.

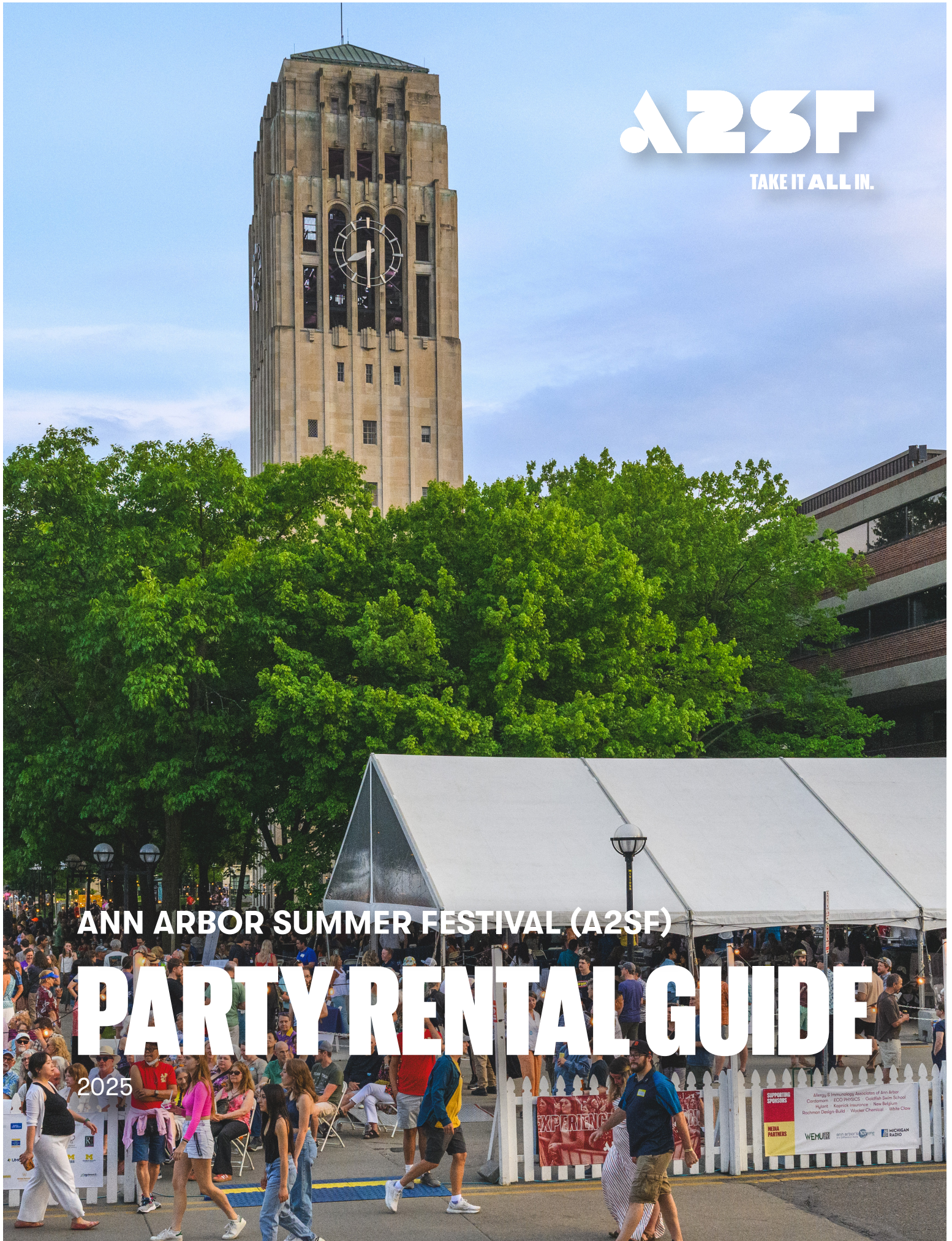
A2SF

TAKE IT ALL IN.

ANN ARBOR SUMMER FESTIVAL (A2SF)

PARTY RENTAL GUIDE

2025



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 our community's vibrant arts and culture sector. This important revenue stream helps to fund our programs.

RESERVATIONS

Reservations are taken on a first-come, first-served basis with priority given to cash sponsors. Reservation requests begin February 3, 2025 at 9:00 am for returning hosts and March 3, 2025 at 9:00 am for first-time hosts.

TENT RENTAL RATES

\$2,000 for half tent space (20' x 30'); \$2,750 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 culinary tasting events.

SPONSORSHIP EARLY ACCESS

A \$5,750 investment as a sponsor gives you early access to reserve a party space as early as October 7, 2024. Sponsors will receive Premiere level benefits. Party rental fees are included in the \$5,750 sponsorship, however please note that \$2,750 is considered goods & services and is not tax-deductible. 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 (40' x 60') with two spaces available within; rent half or full space
- Standing capacity: 150 people per space (with scattered high top tables; seated at tables is 75 people)
- 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 100
- Includes ambient lighting, folding chairs, scattered tables, and a private bar and bartender
- Location offers a prime view of O&W Grove Stage from 5-7 pm and a limited view of the Rackham 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. We provide each host with beverage options to choose from and will stock the bar accordingly prior to your event. **All beverages, alcoholic and non-alcoholic, must be purchased through A2SF.**

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 only, A2SF will provide them. Tickets may be customized with your message. No external tickets are permitted.



RESERVATIONS & CANCELLATION POLICY

Events and parties at Top of the Park may be delayed or canceled 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 A2SF.

Reservations are taken on a first-come, first-served basis with priority given to sponsors. Reservation requests begin February 3, 2025 at 9:00 am for returning hosts and March 3, 2025 at 9:00 am for first-time hosts.

Payment is due upon receipt of invoice. If payment is not received by May 5, 2025, the reservation will be released and the space forfeited.

RESERVATION REQUEST FORM

OTHER HELPFUL INFORMATION

The events at Top of the Park 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](https://a2sf.org) for our calendar of events, program information, 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:

Official A2SF Hotel
The Graduate
734-769-2200
graduateannarbor.com

Bell Tower Hotel
734-769-3010
belltowerhotel.com

Kensington Court
734-761-7800
kcourtaa.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

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.

FOOD PREPARATION & GRILLING

Food preparation on-site by a caterer will require a temporary food service license due to University of Michigan guidelines. Your caterer must contact the A2SF Party Manager at least 7 days prior to your event with information (name, date, time, all food/beverage items being served & name of the vendor).

Grills and open-flame cooking are not allowed in or around the tent structures or audience areas. We highly discourage caterers from grilling. If your caterer is requesting to grill, they must contact the A2SF Party Manager 7 days in advance who will in turn coordinate with the U-M Fire Marshall. These requests oftentimes cannot be accommodated.

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.

Top of the Park Food Vendors in Culinary Row to be announced May 2025.

RECOMMENDED CATERERS

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

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

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

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

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

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

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

Simply Scrumptious
(734) 424-0500
simplyscrumptiouscatering.com

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

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

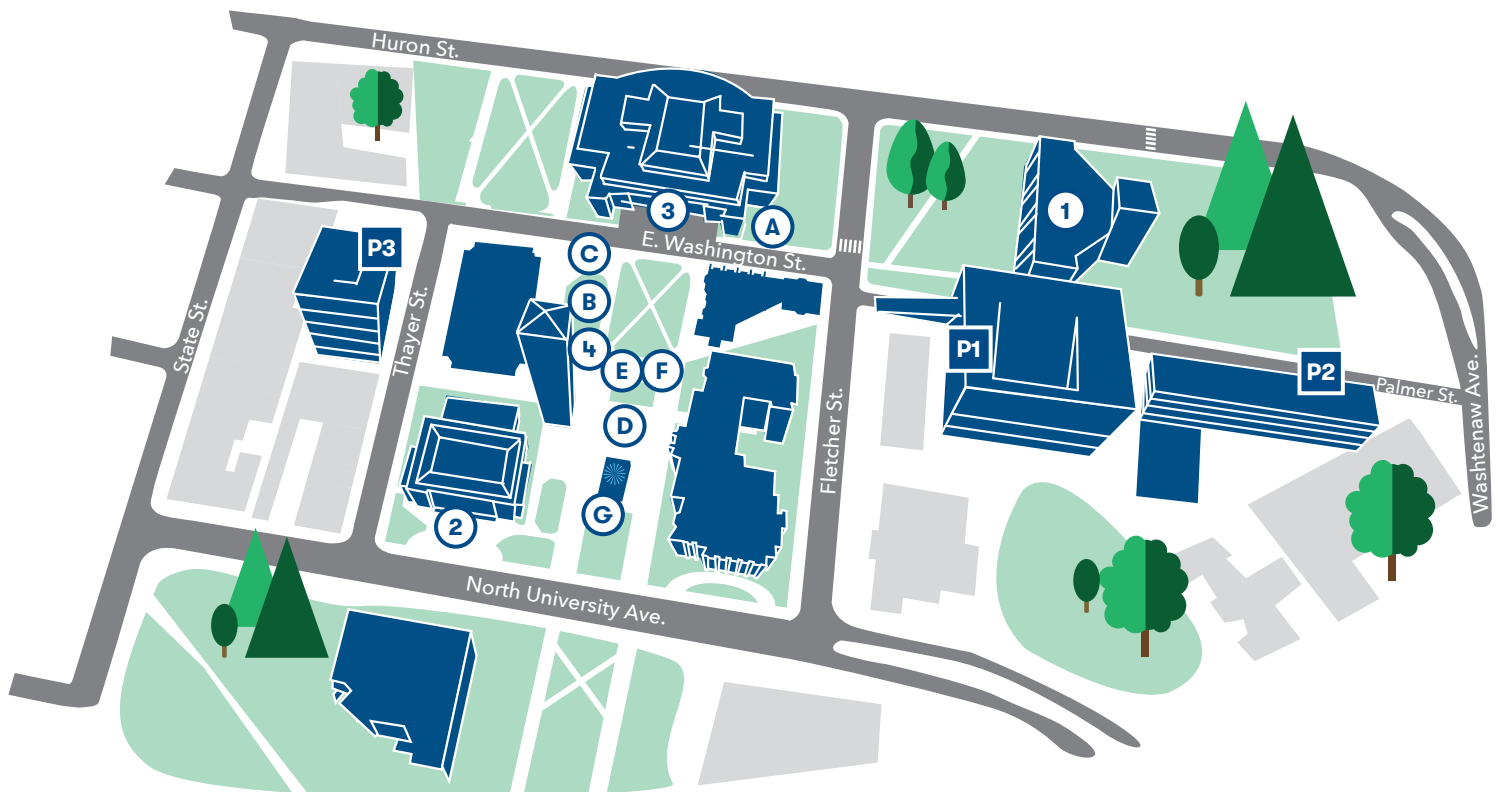
PrimOvations
(810) 623-3383
primovations.com

FLORISTS

Plum Market
(734) 827-5000
plummarket.com

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

SITE MAP



TOP OF THE PARK

- ① **POWER CENTER**
121 Fletcher St
- ② **HILL AUDITORIUM**
825 N University Ave
- ③ **RACKHAM STAGE**

- ④ **OGW GROVE STAGE**
- ⑤ **CULINARY ROW**
- ⑥ **GROVE BEVERAGE GARDEN**
- ⑦ **PRIVATE PARTY TENT**

- ⑧ **KIDZONE**
- ⑨ **INFO & MERCH**
- ⑩ **TOP SHOP**
- ⑪ **THE ANNEX**

PARKING

- P1 **FLETCHER ST.**
- P2 **PALMER ST.**
- P3 **THAYER ST.**