Vendor Information (Caterers, Florists, Rentals)
Hatcher Library Gallery (Room 100)

Catering, Furniture Rental, Florists

We do not have a list of approved vendors but have worked with a variety of sources. Some caterers will also handle rental of furniture and/or arrange floral arrangements. While we can give you names of vendors used in the past, we do not endorse any vendor.

Please make sure the vendor is aware that there is not a water source in the Gallery, and that cooking is not allowed on the premises.

Deliveries, Pick-ups and Access

Most deliveries are made through the Loading Dock; however, there are actually three different entrances that may be used for deliveries:

Loading Dock
Deliveries are brought to the Loading Dock, which is accessible off of South University via a service drive between the Hatcher and Shapiro Libraries. The Loading Dock is always locked; you must coordinate deliveries and pick-ups in advance so that library staff is available to allow access. Items are moved on carts via elevator to the Room 100 level. The elevator accesses a hallway that permits entry into Room 100 from a door behind a “false wall” created by bookshelves.

North Lobby
If you are expecting a small delivery, it may be easiest for the vendor to simply enter through the North Lobby (off the Diag). Ramps are available at this entrance, and the Gallery is located directly off of the North Lobby and accessed via a short ramp.

South Lobby
A vendor entering through the South Lobby faces a more difficult route. Take the elevator up to the Second Floor, turn right, walk just past the Reference Desk, turn left to locate the elevators, take an elevator down to the First Floor, and the Library Gallery is visible off of the North Lobby.

Caterers and related vendors may use the space behind the bookshelves for staging.

Ideally, clean up and removal of all items is complete at the end of the event. On rare occasion, pick-up of rental furniture may be arranged for the following day. Rentals must be stacked or otherwise consolidated, while also taking care to not block emergency exits. Keep in mind that the room is a public space and may stay open until midnight or later.
Parking

To date, we have been unable to arrange with University parking authorities temporary parking for caterers and similar event deliveries. Once unloaded, the vehicle must leave the loading dock to be parked elsewhere. This applies to ALL deliveries; please make sure you have staff present to accept deliveries.

Food/Catering in the Gallery

- Food may be served in the Gallery with some limits:
- Arrangements must be made in advance to coordinate food service.
- Cooking is not allowed in the Library or in the Loading Dock. Caterers may not fry foods in the Loading Dock.
- Sterno may be used with chafing dishes in Room 100 but must be carefully attended to minimize any risk of fire.
- Candles are not permitted.
- There is no water source in the Gallery.
- You are responsible for all clean up; a deposit for clean up may be required in some cases, such as in the case of an event with large attendance.

Alcohol in the Gallery

The Library follows all University of Michigan policies regarding the serving of alcohol. Because the library is open to the public, and students are always in the building during open hours, we do not permit serving alcohol in the Gallery.

Contact Info

Please contact Karen Jordan, Exhibits and Outreach Librarian, with inquiries about the Gallery.

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