The University Alumni Association offers a variety of rooms to meet your conference and banquet needs.

If you would like to tour the facilities, please call us to set up an appointment.

**Rentals include:**
- 30 5’ round tables
- 15 8’ rectangular tables
- 5 6’ rectangular tables
- 400 chairs
- Podium with microphone, as applicable
- Easels

**Policies:**
U.Va. Alumni Hall can be used by alumni and friends, students, faculty, staff and administrators, and the general public.

For a non-university group to confirm a reservation for any room in Alumni Hall, a deposit of ½ the room rental fee and a signed rental agreement are required. Tentative reservations will be accepted for no longer than two weeks.

For university groups to confirm reservations for any room, a signed rental agreement is required.

All food and beverage consumed in Alumni Hall must be approved and served by a caterer from our approved list. A complete list of caterers is available in this packet.

If an event is canceled, the following guidelines may apply:
- Canceled within 365 to 181 days of the event, 75% refund of deposit
- Canceled within 180 to 90 days of the event, 50% refund of deposit
- Canceled less than 90 days prior to the event, no refund
- Canceled less than 30 days prior to the event, the organizer shall be billed and liable for the full balance

Final payment is due 2 weeks, to the date, prior to your event.
University of Virginia

U.Va. Alumni Association

Formed on July 4, 1838, the Alumni Association of the University of Virginia was the sixth such group organized in the United States. A charter was granted to the University near the end of the nineteenth century by the General Assembly of Virginia. The association was originally housed in Pavilion VII on the Lawn of the Academical Village. In 1936 it moved to its current location, the Kappa Phi House on Emmet Street.

The purpose for which the Association is formed are to aid, strengthen, and expand in every proper and useful way the University of Virginia and its work, and to develop, strengthen, and utilize the bonds of interest, sympathy and affection existing between the University and its alumni themselves. (From the Charter of the Alumni Association.)

By using service as the link between alumni and their alma mater, the Alumni Association has a window view into the University’s long and proud history. The Alumni Association keeps its members and friends involved in the University’s present. No matter how far away (either in time or location) alumni have traveled from Charlottesville, their views on the governance of today’s University are represented.

The Alumni Association assists and encourages connections between alumni and students by hosting joint discussions on the Honor System, cosponsoring alumni-student job fairs, administering the U. Va. Fund, housing the prestigious Jefferson Scholars Program, sending alumni association members the Alumni News magazine quarterly, and overseeing other important initiatives and activities. Through active involvement with the Association while still on Grounds, students are cultivated to assume the mantle of “university caretaker” when they become alumni. In partnership with the University of Virginia, and through its own mission and goals, the Alumni Association plays an active role in the institution’s future as well. By doing its job well today, the Alumni Association makes it much easier for the University to call on its beloved sons and daughters for help tomorrow.

The Alumni Association of the University of Virginia is headquartered in Alumni Hall, located at 211 Emmet Street South, across the street from the University’s Memorial Gymnasium. Our business hours are 8:00 to 5:00, Monday-Friday. The U.Va. Alumni Association is made up of a staff of over 50 and is governed by the Board of Managers.

If you are planning a wedding reception, presentation, banquet, conference, or a meeting, and looking for quality, then start with the University of Virginia Alumni Association. We’d be pleased to assist you with your event planning. The relaxed, friendly atmosphere of Alumni Hall makes it an ideal location for your event. Our professional staff will ensure you have all you need for a successful event.

If you are planning a wedding reception, presentation, banquet, conference, or a meeting, and looking for quality, then start with the University of Virginia Alumni Association. We’d be pleased to assist you with your event planning. The relaxed, friendly atmosphere of Alumni Hall makes it an ideal location for your event. Our professional staff will ensure you have all you need for a successful event.
General Policies for U.Va. Alumni Hall

- All food and beverage consumed in Alumni Hall must be approved and served by a caterer from our approved list.
- Alumni Hall is not responsible for guests’ lost, damaged, or stolen articles.
- Recurring events will be considered, but approval is subject to limitations of time and available space.
- All events must be by invitation only; no admission may be charged.
- Reservations may be made one year to the date in advance.
- Decorations may not be attached to any part of Alumni Hall, including but not limited to the walls, ceiling or fixtures of the rooms. No items/substances, including but not limited to rice, glitter, confetti, birdseed or flower petals may be thrown or placed within or outside Alumni Hall. Bubbles may be used outside, provided they are properly disposed of after use. No open flames, including but not limited to candles, tiki torches, sparklers within or outside Alumni Hall, with the exception of birthday candles. No liquids or powders, including but not limited to talcum powder, cornmeal or artificial snow may be placed on the floors, with the exception of cleaning solutions used by Approved Caterers for the sole purpose of cleaning the floors. Any spills should be brought to the attention of the Approved Caterer for immediate cleanup. The Organizer will be billed and liable for any damages or special cleaning resulting from the Function.
- The removal of any fixtures, furniture or furnishings from U.Va. Alumni Hall is prohibited.
- All guests understand they must vacate the rented space within thirty minutes of the closing of the event.
- Events taking place in U.Va. Alumni Hall must conclude by 1 a.m. An hourly charge will be assessed for events lasting beyond the scheduled time.
- Renter will be required to pay a fee when utilizing U.Va. Alumni Hall during non-business hours. The fee will added to the total charges for each event.
- Live music as well as sound amplification systems must be approved by the Facilities Director.
- A set-up period of 2 hours is included at no charge if the function uses the ballroom.
- Set-up time is not guaranteed without an all day reservation.
- U.Va. Alumni Hall is adjacent to a residential area, and the organizer shall be responsible for maintaining order and quiet during the function.
- If parking for the event is desired, the event organizer must contact the U.Va. Department of Parking and Transportation at 434-924-7231, KC Bennett or e-mail kcb2n@virginia.edu.
- Only contracted space may be used; otherwise the organizer will be charged.
- Your caterer is responsible for all of the set-up and break down of your event.
- Alumni Hall will provide a podium with a microphone, easels, and AV carts at no extra cost.
- The ballroom projectors may be rented for a fee of $175 for use of one projector or $225 for the use of both.
- The board room projector may be used at no additional cost with the room reservation.
- Groups using both the ballroom and board room projectors will be charged a fee of $225.00.
U.Va. Alumni Hall

From Washington:
Follow Interstate 66 West from Washington to its intersection with State Highway 29 at Gainesville; Follow 29 (South) to Charlottesville; Upon approaching Charlottesville, continue South on 29 (Seminole Trail) through major intersections at Rio Road, Greenbriar Road, Hydraulic Road, and under the State Highway 29/250 Bypass (Seminole Trail changes to Emmet Street). Do not exit; Continue on Emmet Street past major intersections at Barracks Road and Ivy Road/University Avenue; Alumni Hall is located on the right (second block) at 211 Emmet Street.

From Charlottesville/Albemarle Airport:
Exit airport; Follow Airport Road to its intersection with State Highway 29 (Seminole Trail); Turn right (South) on 29 (Seminole Trail). Continue South on 29 (Seminole Trail) through major intersections at Rio Road, Greenbriar Road, Hydraulic Road, and under the State Highway 29/250 Bypass (Seminole Trail changes to Emmet Street). Do not exit; Continue on Emmet Street past major intersections at Barracks Road and Ivy Road/University Avenue; Alumni Hall is located on the right (second block) at 211 Emmet Street.

From Richmond:
Follow Interstate 64 West from Richmond towards Charlottesville. Exit at the State Highway 29/250 Bypass (towards Charlottesville and Culpeper); Exit at Ivy Road (250 towards Charlottesville); Continue through a major intersection at Alderman Road/Copeley Road; Turn right at the next major intersection onto Emmet Street; Alumni Hall is located on the right (second block) at 211 Emmet Street.

From Lynchburg:
Follow State Highway 29 North towards Charlottesville. Upon approaching Charlottesville, continue on 29 (Monacan Trail Road) past its intersection with Interstate 64; Exit at Ivy Road (250 towards Charlottesville); Continue through a major intersection at Alderman Road/Copeley Road; Turn right at the next major intersection onto Emmet Street; Alumni Hall is located on the right (second block) at 211 Emmet Street.

From Staunton:
Follow Interstate 64 East towards Charlottesville; Exit at the State Highway 29/250 bypass (towards Charlottesville and Culpeper); Exit at Ivy Road (250 towards Charlottesville); Continue through a major intersection at Alderman Road/Copeley Road; Turn right at the next major intersection onto Emmet Street; Alumni Hall is located on the right (second block) at 211 Emmet Street.
Following is a list of approved caterers for events at U.Va. Alumni Hall. For any catered event in Alumni Hall, one of the following must be used.

**20 South**
Pierce McCleskey  
1156 Roundtop Farm  
Charlottesville, VA 22902  
434.296.2420  
pierce@20south.com  
www.20south.com

**Blue Ridge Cafe & Catering Co.**  
Shawn Hayes  
8315 Seminole Trail  
Ruckersville, VA 22968  
434.985.3633 ext. 5 | Fax: 434.990.9175  
shawn@blueridgecafe.com  
www.blueridgecafe.com

**C&W**
Cristelle Koerper  
515 E. Water Street  
Charlottesville, VA 22902  
434.971.7045  
cristelle@candorestaurant.com  
www.candorestaurant.com

**Chef Ted**
Ted Leake  
606 Rivanna Avenue  
Charlottesville, VA 22901  
434.295.9283  
cheftedcatering@aol.com  
www.cheftedcatering.com

**Harvest Moon Catering**
Barbara Shifflett  
946 Grady Avenue, Suite 11  
Charlottesville, VA 22903  
434.296-9091 | Fax: 434.296-9644  
barbara@hmccatering.com  
www.hmccatering.com

**Horse & Hound Catering**
Brooke Fedora  
625 West Main Street  
Charlottesville, VA 22903  
434.249.0792 | Fax 434.974.6446  
brookeandrus@comcast.net  
www.horseandhoundspoutpub.com

**Hot Cakes**
Lisa McEwan  
1137-A Emmet Street  
Charlottesville, VA 22903  
434.295.6037  
lisam@hotcakes.biz  
www.hotcakes.biz

**l’etoile Restaurant/Catering**  
“Fine Virginia Cuisine”  
Vickie Gresge  
817 W. Main Street  
Charlottesville, VA 22903  
Catering: 434.823.1435 | Restaurant: 434.979.7957  
letoileva@embarqmail.com  
www.leoilereastaurant.com

**Simply Delicious**
Fred Bossardt  
814 Cherry Avenue  
Charlottesville, VA 22903  
434.220.3332  
sdcaterers@ntelos.net  
www.simplydeliciouscateringofcville.com

**The Catering Outfit**
Walter Slawski  
247 Ridge-McIntire Road  
Charlottesville, VA 22903  
434.951.4699 | Fax: 1.888.879.1344  
walter@cateringoutfit.com  
www.cateringoutfit.com

**The Local**
Crystal Evans  
824 Hinton Avenue  
Charlottesville, VA 22902  
434.984.9749 | Fax: 434.984.9750  
thelocal@thelocal-cville.com  
crystal.evans@thelocal-cville.com  
www.thelocal-cville.com

**Chef Ted**
Ted Leake  
606 Rivanna Avenue  
Charlottesville, VA 22901  
434.295.9283  
cheftedcatering@aol.com  
www.cheftedcatering.com

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Charlottesville, VA 22903  
434.951.4699 | Fax: 1.888.879.1344  
walter@cateringoutfit.com  
www.cateringoutfit.com

**U.Va. Catering/Aramark**
Scott Stroney  
P.O. Box 400312  
Charlottesville, VA 22904  
434.924.7234  
sm2b@virginia.edu  
www.virginia.edu/catering

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Charlottesville, VA 22903  
434.220.3332  
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Charlottesville, VA 22904  
434.924.7234  
sm2b@virginia.edu  
www.virginia.edu/catering

**Wayside Takeout & Catering**
Calvin Cummings  
2203 Jefferson Park Avenue  
Charlottesville, VA 22903  
434.977.5000 | Fax: 434.977.0392  
info@waysidechicken.com  
www.waysidechicken.com
U.Va. Alumni Hall

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Square Footage</th>
<th>Room Dimensions</th>
<th>Round Tables*</th>
<th>Theater Style</th>
<th>Reception Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jefferson Ballroom</td>
<td>Ground</td>
<td>4320</td>
<td>72x60</td>
<td>400*</td>
<td>400</td>
<td>700</td>
</tr>
<tr>
<td>Annex</td>
<td>Ground</td>
<td>1332</td>
<td>36x37</td>
<td>60*</td>
<td>75</td>
<td>60</td>
</tr>
<tr>
<td>Terrace</td>
<td>Ground</td>
<td>1800</td>
<td>60x30</td>
<td>100*</td>
<td>130</td>
<td>200</td>
</tr>
<tr>
<td>Virginia Room</td>
<td>Ground</td>
<td>1332</td>
<td>36x37</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Board Room</td>
<td>Ground</td>
<td>1104</td>
<td>46x24</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Conference Room</td>
<td>Ground</td>
<td>308</td>
<td>14x22</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Based on seating eight per table
N/A Room not available for this type of set-up

Jefferson Room - Our Ballroom is ideally suited for receptions, dinners, luncheons, or large meetings. A wet bar runs the full length of the room and be screened off if preferred. The room features an elegant décor with hardwood flooring and has a large descending screen that may be used for presentations.

Annex - This room, adjacent to the Jefferson Room, can serve as a setting for more intimate receptions or dinners. It features slate flooring, a handsome fireplace and a portrait of Thomas Jefferson. The Annex is included when renting the Jefferson Room and may be used for buffet setup or event registration.

The Terrace and Gardens - Directly outside of the Jefferson Room lie the stately Terrace and Gardens, which are included with rental of the Jefferson Room. Framed with trees, flowers and statuary, the Terrace includes a bar and grill, as well as a loggia under which buffet or registration tables may be set. It provides a lovely setting for warm weather events.

Virginia Room - The Virginia Room is the ideal “Home away from Home” for alum’s passing through the Charlottesville area. The Alumni Lounge, open Monday-Friday, 8am - 5pm, is complete with a coffee bar, computer workstation, wireless internet connection, sitting areas, and library tables. It will also be host to a variety of U.Va. Alumni Association events throughout the year.

Board Room - Host 34 guests at the table. The Board Room can seat an additional 10-15 around the perimeter of the room. Elegantly appointed, this room features fine furnishings, wall-to-wall carpeting, a descending screen for presentations, wireless Internet and conference-calling capability. There is also an adjacent private room with a wet bar where refreshments may be served. Reservations can be made for the Board Room for the morning (8am - 12pm), afternoon (1pm - 5pm), entire day (8am - 5pm), or evening (7pm - 12am).

Conference Room - Located centrally in the building, this room is ideally suited for small meetings and seats up to 20 with additional seating around the perimeter of the room.
Following is a list of services in Charlottesville that are available to help with your events at Alumni Hall. This listing provides only a sampling of services available in the area. You are not limited to only these services when renting Alumni Hall for events.

**Albemarle Vintage Limousine**
Andrea Saathoff
P.O. Box 5371
Charlottesville, VA 22905
434.531.5802
andrea@albemarlevintagelimousine.com

**Amore Events by Cody**
Wedding and Event Planning
Cody Grannis, IEWP
434.989.8405
amoreeventsco@gmail.com
www.amoreevents.vpweb.com

**The AV Company**
1112-24 E. Market St.
Charlottesville, VA 22902
434.977.8288
www.theavcompany.net

**Barb Wired Events**
Barbara Lundgren
Event Management & Consultation
4073 Gilmers Mill Lane
Scottsville, VA 24590
434.531.3247
barb@barbwiredllc.com
www.barbwiredllc.com

**Camryn Executive**
Transportation & Limousine
434.990.9070
703.997.0543
limo@camryn-limo.com
www.camryn-limo.com

**Commonwealth Tents**
5611-C Grandale Road
Richmond, VA 23228
804.264.6621
Fax 804.264.6610

**CVR**
Central Virginia Rental
1141 River Road
Charlottesville, VA 22901
434.977.5917
www.cvrrental.com

**MS Events**
Steve Sudduth
434.249.5155
events@mseventscville.com
www.mseventscville.com

**Sam Hill Entertainment**
P.O. Box 1051
Charlottesville, VA 22902
434.977.6665
www.samhillbands.com

**Festive Fare**
1745 Broadway St.
Charlottesville, VA 22902
434.296.5496
www.festivefarerentals.com

**FDS Tents**
2415 Pinegarth Run
Charlottesville, VA 22901
434.295.7977
www.fdstents.com

**Blue Ridge Light Forms**
750 Harris St.
Charlottesville, VA 22903
434.975.3540
434.978.1406 (fax)
www.blueridgelightforms.com

**Skyline Tent Company**
434.977.8368
www.skylinetentcompany.com

**20 South Productions**
Live music & DJs
1415 Auburn Drive
Charlottesville, VA 22902
434.296.1600
www.20south.net

**Va. Tent Rental**
518 Barracks Farm Road
Charlottesville, VA 22901
434.296.7595
Ground Level

Jefferson Room
Our Ballroom is ideally suited for receptions, dinners, luncheons, or large meetings. It seats up to 250 and can accommodate up to 700 for a standing reception. A wet bar runs the full length of the room and be screened off if preferred. The room features an elegant décor with hardwood flooring and has a large descending screen that may be used for presentations.

Annex
This room, adjacent to the Jefferson Room, can serve as a setting for more intimate receptions or dinners. Seating 50-60, the Annex features slate flooring, a handsome fireplace and a portrait of Thomas Jefferson. The Annex is included when renting the Jefferson Room and may be used for buffet setup or event registration.

The Terrace and Gardens
Directly outside of the Jefferson Room lie the stately Terrace and Gardens, which are included with rental of the Jefferson Room. Framed with trees, flowers and statuary, the Terrace includes a bar and grill, as well as a loggia under which buffet or registration tables may be set. It provides a lovely setting for warm weather events.

Virginia Room
The Virginia Room is the ideal “Home away from Home” for alums passing through the Charlottesville area. The Alumni Lounge, open Monday-Friday, 8 a.m. - 5 p.m., is complete with a coffee bar, computer workstation, wireless connection, sitting area and library tables. It will also be host to a variety of U.Va. Alumni Association events throughout the year.

Conference Room
Located centrally in the building, this room is ideally suited for small meetings. The Conference Room seats 10 around an oblong table, with additional seating around the perimeter of the room.

Board Room
The Board Room seats 34 around an executive-style I-shaped table with seating for an additional 10-15 around the perimeter of the room. Elegantly appointed, this room features fine furnishings, wall-to-wall carpeting, a descending screen for presentations, wireless Internet and conference-calling capability. There is also an adjacent private room with a wet bar where refreshments may be served. Reservations can be made for the Board Room for the morning (8am - 12pm), afternoon (1pm - 5pm), entire day (8am - 5pm), or evening (7pm - 12am).
Walking from Alumni Hall to the University Chapel

1. **Walking Down University Avenue**
   a. From the Alumni Hall front parking lot, cross Emmet Street to the opposite sidewalk running along Memorial Gym.
   b. Turn left to follow the sidewalk down to the Emmet Street/University Avenue intersection. Bear right at the intersection.
   c. Continue to walk up University Ave. Cross Newcomb Road and continue up the sidewalk, walking towards the Chapel.

2. **“Nameless Field” Cut-Through**
   a. From the Alumni Hall front parking lot, cross Emmet Street to the sidewalk along Memorial Gym.
   b. Walk toward the front entrance to Memorial gym, but continue past the entrance to walk down the stairs leading to the tennis courts and Nameless field.
   c. At this point, you may either walk across the field or take the sidewalk running behind the field house to the stairs leading up to Newcomb Road.
   d. Take the Clemons library stairs up to the top level. You will be facing the side of the Rotunda.
   e. Walk straight, in the direction of the Rotunda, until you see the Chapel across the street.

3. **Newcomb/Directions from Central Grounds Parking Garage**
   a. From the Alumni Hall front parking lot, cross Emmet Street to the sidewalk along Memorial Gym.
   b. Turn right, walking toward the Central Grounds parking garage and walking away from the Emmet St./University Ave. intersection.
   c. Once you’ve reached the parking garage, you may either take the elevator in the parking garage up to the 4th floor, or walk up the parking garage or outdoor stairs.
   d. Once you’re on the plaza (4th floor) facing Newcomb Hall, take the shorter set of stairs that wrap up and around the right side of Newcomb Hall. You should then be facing Monroe Hall with Peabody Hall to your left and the Range lawn rooms should be visible in the distance.
   e. Bear left, walking diagonally across the open courtyard, in the direction of the Chapel. The Chapel should be immediately visible across the street.
Please use these diagrams below to help in setting up tables, chairs, etc. for your event. If you have multiple spaces reserved, please see the diagram on the previous page for the exact room positions as they relate to the entire building.