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:
UVA 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.
Who we are:
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 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, co-sponsoring alumni-student job fairs, administering the UVA Fund, sending alumni association members, friends and family the *Virginia 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.

With the University as your backdrop, entertain your guests at historic Alumni Hall. The relaxed, friendly atmosphere makes it an ideal location for your event. With its proximity to the Grounds of UVA and on-site parking, Alumni Hall is ideal for:

- wedding receptions
- conferences
- meetings
- cocktail receptions
- dinners
- galas
- banquets
General Policies for UVA 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 UVA 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 UVA 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 UVA 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 3 hours is included at no charge if the function uses the ballroom.
- Your caterer is responsible for all of the set-up and break down of your event.
- UVA 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 UVA Department of Parking and Transportation at 434-924-3305 or ptevents@virginia.edu
- Only contracted space may be used; otherwise the organizer will be charged.
- 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 or annex projectors may be used at no additional cost with the room reservation.
Directions to UVA 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.
Alumni Hall Approved Caterers

For any catered event in Alumni Hall, one of the following approved caterers must be used.

**Alex Montiel Catering & Fine Events**
Rhonda Reid
P.O. Box 579
Crozet, VA 22932
434.249.4750
chefalexmontiel@gmail.com
alexmontielcatering.com

**BBQ Exchange**
Jaclyn Conlogue
102 Martinsburg Ave.
Gordonsville, VA 22942
540.832.0227
events@bbqex.com
bbqex.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
blueridgecafe.com

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

**Catering**
Morgan Hurt or Gabe Garcia
606 Rivanna Avenue
Charlottesville, VA 22903
434.260.7687
kitchencateringandevents@gmail.com
kitchencateringva.com

**Eric Stamer Catering**
19 E. Frederick Street
Staunton, VA 24401
540.885.5085
es_chef@yahoo.com
ericstamer.net

**Harvest Moon Catering**
Cristina Webster
946 Grady Avenue, Suite 11
Charlottesville, VA 22903
434.296-9091 | Fax: 434.296-9644
cristina@hmcatering.com
hmcatering.com

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

**Kitchen Catering and Events**
Morgan Hurt or Gabe Garcia
606 Rivanna Avenue
Charlottesville, VA 22903
434.260.7687
kitchencateringandevents@gmail.com
kitchencateringva.com

**l’etoile Catering “Fresh Local Cuisine”**
Vickie Gresge
5857 Jarmans Gap Rd.
Crozet, VA 22932
434.823.1435
letoileva@embarqmail.com
letouilecatering.com

**Simply Delicious**
Ramsey Thurston
814 Cherry Avenue
Charlottesville, VA 22903
434.220.3332
sdcaterers@ntelos.net
simplydeliciouscateringofcville.com

**The Local**
Courtney Hildebrand
824 Hinton Avenue
Charlottesville, VA 22902
434.984.9749 | Fax: 434.984.9750
thelocal@thelocal-cville.com
courtenay@thelocal-cville.com
thelocal-cville.com

**Virginia Catering**
Scott Stroney
P.O. Box 400312
Charlottesville, VA 22904
434.924.7234
sms2b@virginia.edu
virginiacatering.com

**Wayside Takeout & Catering**
Christen Cummings
2203 Jefferson Park Avenue
Charlottesville, VA 22903
434.977.5000 | Fax: 434.977.0392
waysideinfo@gmail.com
waysidechicken.com
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, 8 a.m. - 5 p.m., 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 UVA 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 (8 a.m. - 12 p.m.), afternoon (1-5 p.m.), entire day (8 a.m. - 5 p.m.), or evening (7 p.m. - 12 a.m.).

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.

Capacities

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

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

**Additional Service Providers**

**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
amoreeventsbycody.com

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

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

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

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

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

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

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

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

**MS Events**
Steve Sudduth
1720 Allied St., Suite 2
Charlottesville, VA 22903
434.984.1155
events@mseventscville.com
mseventscville.com

**Sam Hill Entertainment**
PO. Box 1051
Charlottesville, VA 22902
434.977.6665
samhillbands.com

**Skyline Tent Company**
434.977.8568
skylinetentcompany.com

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

**Va. Tent Rental**
518 Barracks Farm Road
Charlottesville, VA 22901
434.296.7595
Walking to/from 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.

Alumni Hall is an ideal location for couples interested in having their wedding ceremony at the University Chapel. Your guests can park at Alumni Hall and walk to and from the Chapel in approximately 10 minutes.
Below is a schematic layout of the rental spaces available within Alumni Hall. Parking lots are located at both entrances and are generally available for your event. Additional parking is also available in surrounding parking garages within walking distance of Alumni Hall.
Additional images of the building are available on the Alumni Association website. Many of these will demonstrate the variety of ways in which the spaces can be set up to accommodate the needs of your particular event.