

Internal Comment Only:

UNIVERSITY of VIRGINIA
FOUNDATION
Morven Farms Event Request

Internal Use Only:

Approved

Denied

_____/_____/09
Initial

Name: _____ [circle one: UVA student, faculty, staff, or other]

Contact Information: tel. () ____-____
add. _____
e-mail. _____@_____.

Name of Entity or Department Represented: _____

Date(s) & Time(s) Requested: _____

Purpose of Event: _____

Estimated Attendance: _____

Transportation: *For events with over 50 participants, please secure a shuttle service to transport individuals.*

Please list tables, chairs, podium, technology requirements and quantity:

Please specify if breakfast, lunch, dinner, or a reception is requested (additional fee): _____

Please include any additional requests, special needs, or comments: _____

Please note: *By completing this Event Request form, the sponsor agrees that if approved within two weeks of submission, the event will be held at Morven on the date and time requested. Per the accompanying rules and regulations, the event host, whose name is listed on this form, is responsible for all damages caused to the property and facilities by their guests.*

Internal Use Only:

\$_____ facility fee

_____/_____/09
Initial

Signature Date

Please return signed Event Request form via mail or electronically (pdf file) to:
Stewart Gamage, Director, The Morven Project shg7f@virginia.edu
University of Virginia Foundation (434) 924-9982
P.O. Box 400218, Charlottesville, VA 22904-4218