

Internal Comment Only:

UNIVERSITY of VIRGINIA
FOUNDATION
Morven Farms Event Request

Internal Use Only:

Approved

Denied

_____/_____/11
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 contact University Transportation Services for more information.

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

Please specify if breakfast, lunch, dinner, or a reception will be provided:

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. The event host and representative entity, whose name is listed on this form, are responsible for all damages caused to the property and facilities by their guests.

Internal Use Only:

\$_____ facility fee

_____/_____/11
Initial

Signature Date

Please return signed Event Request form via mail or electronically (pdf file) to:
Marie Schacht mjs5sg@virginia.edu
University of Virginia Foundation, Morven Programs (434) 982-1859
P.O. Box 400218, Charlottesville, VA 22904-4218