

Internal Comment Only:

UNIVERSITY of VIRGINIA
FOUNDATION
Morven Farms Event Request

Internal Use Only:

Approved

Denied

_____/_____/13
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 will be provided:

Invoicing: The event host will be billed by the UVA Foundation for use of the facility following the event. If you are a UVA-related entity and wish to use the P O system please indicate by checking the box below:

P O # _____

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 to the extent that the host is legally liable.

Signature

Date

Please return signed Event Request form via mail or electronically (pdf file) to:
Rebecca Deeds, Event Coordinator, Morven Programs
University of Virginia Foundation (434) 960-1590
791 Morven Drive, Charlottesville, VA 22902 rld8n@eservices.virginia.edu

Internal Use Only:

\$ _____ facility fee

_____/_____/15
Initial