With the University as your backdrop, entertain your guests at historic Alumni Hall. Its proximity to the Grounds of UVA and on-site parking makes it an ideal location for your event.

Alumni Hall

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 and named Alumni Hall. Numerous renovations and additions have been added to the structure, but the main entrance to the building is the original footprint.
Directions to 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.
General Policies for Alumni Hall

- 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 \( \frac{1}{2} \) 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.

- 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.

- 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.

- 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.

- 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.

- Most of the rooms have extensive audio and visual capabilities that are available for an additional fee.

CANCELATION POLICY
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.
Alumni Hall Approved Caterers

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

Avocado
Rhonda Reid
P.O. Box 579
Crozet, VA 22932
avocado.rr@gmail.com
chefalexmontiel@gmail.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
sue@blueridgecafe.com
blueridgecafe.com

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

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

Exchange Events and Catering
Jaclyn Grieger
102 Martinsburg Avenue
Gordonsville, VA 22942
540.832.0227
events@bbqex.com
bbqex.com

Harvest Moon Catering
Mark Hahn
Cristina Webster
3352 Berkmar Drive
Charlottesville, VA 22901
434.296.9091
Fax: 434.296.9644
mark@hmrcatering.com
cristina@hmrcatering.com
hmrcatering.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

LeToile Catering “Fresh Local Cuisine”
Vickie Gresge
5857 Jarmans Gap Rd.
Crozet, VA 22932
434.823.1435
letoileva@embarqmail.com
letoilerestaurant.com

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

The Catering Outfit
Holly Boggs
Walter Slawski
221 Carlton Road, Suite 8
Charlottesville, VA 22902
434.951.4699
Fax: 1.888.879.1344
holly@cateringoutfit.com
walter@cateringoutfit.com
cateringoutfit.com

The Local
Courtney Hildebrand
824 Hinton Avenue
Charlottesville, VA 22902
434.422.5140
Fax 434.984.9750
catering@thelocal-cville.com
courtney@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
wayside.info@gmail.com
waysidechicken.com
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.
Orange & Blue Never Fades
For 179 years, the Alumni Association has been there to make sure of that, ensuring that the ties that bind alumni together, along with the University they love, remain strong and vital.

The Alumni Association is here to serve, innovate, celebrate, inspire and inform, supporting alumni and their families throughout their lives. Where the University leaves off, the Alumni Association begins. We’re here for things that matter—helping your sons and daughters navigate the admission process, reuniting you with old friends on Grounds, or assisting you in managing your career.

Just as the Association has stood by UVA alumni, it has also been a steadfast partner for the University. Whether it’s keeping the fires burning by supporting the restoration of fireplaces in the Lawn and Range rooms, providing scholarships and programs for students and resources for the Honor System, or raising seed money to launch groundbreaking University programs, the Alumni Association has stepped up time and time again.

No matter where you are in life, the Alumni Association is there for you. No matter the opportunities—and challenges—the University may face, we are there for UVA.
Alumni Hall Rental Spaces

Annex
Adjacent to the Jefferson Ballroom, the Annex can serve as a setting for more intimate receptions or dinners. It features slate flooring, a fireplace, a descending screen for presentations and adjustable ceiling and wall lighting. The Annex is included when renting the Ballroom and may be used for a buffet setup or event registration. It may be rented separately from the Ballroom.

Ballroom
The Ballroom is ideally suited for receptions, dinners, luncheons or large meetings. A wet bar runs half the length of one side of the room and can be screened off, if not needed. The room features an elegant décor with hardwood flooring and adjustable ceiling and wall lighting.

Board Room
Host 34 guests at the table. The Board Room can seat an additional 24 guests 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 a bar area where refreshments can be served.
Alumni Hall Rental Spaces

Kitchen
We offer a large commercial kitchen to which all Alumni Hall approved caterers may access to prepare food for your event. Included in the kitchen are three walk-in refrigerators, freezer, stove, ovens, hotboxes, ice machine and washing sinks. A second ice machine is located in the Ballroom bar as well.

Manning Pavilion
This new space located off the Ballroom and Terrace can be host to small dinners or meetings. It can also serve as an add-on to a Ballroom reservation for a cocktail hour, bridal suite or breakout room to a conference.

Small Conference Room
Located centrally in the building, this room is ideally suited for small meetings and seats up to 10 at the table with an additional 10 chairs around the perimeter. This room has wireless internet and has presentation and conference calling capabilities.
Alumni Hall Rental Spaces

Terrace
Outside the ballroom lies the stately terrace and green area, which are included with the rental of the ballroom. Framed with a serpentine wall, trees and flowers, the terrace includes a built-in bar and awning. Access to the terrace may be gained through the ballroom or directly off the front or back parking lots. The terrace is perfect for cocktail receptions, small dinners wishing to be held outside or just as an outdoor option for your guests to enjoy.

TJ Conference Room
Located near the main lobby and across the hall from the Boardroom, this room is ideally suited for small meetings and seats up to 10 at the table with an additional 10 chairs around the perimeter. This room has wireless internet and has presentation and conference calling capabilities.

Virginia Room
The Virginia Room is the ideal “Home away from Home” for local alumni or those passing through the Charlottesville area. The Alumni Lounge, open Monday – Friday 8 AM - 5 PM, is complete with a coffee bar, computer workstation, wireless internet connection, sitting areas and library tables. It will also host a variety of UVA Alumni Association events throughout the year.