



Room	Rental Fee	Capacity: Based on Room Setup			Service Fee*	Discounts	Overtime
		Classroom	Banquet	Theatre			
Auditorium	\$500	120	150	200	<ul style="list-style-type: none"> • \$75 for groups of 30 or fewer attendees • \$125 for groups with 31 to 100 attendees • \$200 for groups with over 100 attendees 	A discount of 30% may be applied when: <ul style="list-style-type: none"> • Meeting space includes the use of the Lounge for catered meals (discount on Lounge fee only) • All meeting spaces are booked at one time (discount on total meeting room charge) • A single room or rooms are booked for 3 or more consecutive days (discount on total meeting room charge) <i>Only one discount per group may be applied.</i>	Groups that book Zehmer Hall Conference Center for use before 8am or after 5pm on weekdays, and anytime on weekends will be subject to an additional charge of \$30 per hour.
Lounge	\$240	40	60	60			
Room A	\$50	10	N/A	N/A			
Room B	\$125	30	30	40			
Room C	\$125	30	30	40			
Room D	\$125	30	30	40			
Room C-D	\$240	60	50	80			
Room E	\$125	30	30	40			

***Service Fee:** A service fee will be included with each group reservation, calculated by guest attendance (includes all instructors, facilitators, and program assistants) at event. Charges will be billed to the sponsor group and noted on the final invoice. For all bookings, fee includes setup of tables and chairs, signage in the lobby, space breakdown and cleanup, and staff assigned for planning and on-site assistance. It also includes the following in support of each meeting booked at the Zehmer Hall Conference Center:

- **Easy access parking on site at the conference center**
- **High speed wireless Internet access**
(Non-UVA guest registration required)
- **Standard equipment for the meeting room, upon request**
Flipchart pad *(one free, charge for additional)*
Tripod easel
- **On-site technical support services, available upon request.**

Catering: Refreshment breaks (e.g. continental breakfast, beverage service, snack breaks) may be ordered through the Zehmer Hall Conference Center, though not required. All other food service (e.g. lunch, dinner or bar service) held in Zehmer Hall Conference Center must be approved by the Director of Facilities and Operations. It is the client's responsibility to contact the caterer directly to coordinate food service. Any events offering alcohol must have prior approval through the Office of Student Affairs. For more information contact Kathy Roy, Director of Facilities and Operations, 434.982.5282 or ksr2k@virginia.edu.

Morning Refreshment Break Options - Price per person **

Beverages	\$3.00	Premium brewed coffee, decaf, and hot water with a variety of teas
Standard	\$6.50	Premium brewed coffee, decaf, and hot water with a variety of teas, assorted juices, and pastries
Deluxe Break (minimum 20)	\$8.25	Same as Standard with sodas, fresh fruit, assorted bagels and cream cheese added

Afternoon Refreshment Break Options - Price per person**

Beverages	\$2.00	Assorted sodas with ice
Standard	\$6.25	Premium brewed coffee, decaf, and hot water with a variety of teas, assorted sodas, fresh whole fruit, and cookies

Other Break Options - Price per person**

Full Beverage	\$5.00	Premium brewed coffee, decaf, and hot water with a variety of teas, and sodas
Custom	TBD	Available upon request

**Sales tax included in price.