

Due to our facility demands and reservation process, we are unable to provide you with a full estimate of costs before we have fully confirmed your event.

The most accurate estimate of the cost for your event will be listed on the Confirmation you receive via e-mail. Please never assume rental costs and only refer to your Confirmation or subsequent Updated Confirmation(s) for any changes requested.

▼ Payments: By Cash or Check:

- ❖ Unfortunately, at this time we are unable to accept Credit Cards.
- ❖ All payments are due prior to your event as specified on your e-mailed Confirmation.
- ❖ Payments for Major Events (events held in the Ballroom(s), Auditorium, or Multiple Meeting Rooms):
 - A 50% deposit is typically required thirty (30) days prior to your event date.
 - The remaining balance is typically required fourteen (14) days prior to your event.
- ❖ Payments for Meeting Rooms:
 - The full payment is typically due 8 days prior to your event.
- ❖ Checks should be made out to the University of Washington. Please reference your Reservation Number on the check. You can find this number located in the upper right corner of your Confirmation.

Please refer to your Confirmation for your specific payment deadline(s).

▼ Payments: By UW Budget Number:

- ❖ Budget Numbers will be charged during our invoicing process after your event has passed.
- ❖ Appropriate authorization for budget use may be required prior to your event. Please review your Confirmation for more information and event specific deadline(s).

▼ Cancellations:

- ❖ Please refer to your Confirmation for your Cancellation deadline. Cancellations after this date will incur fees.
- ❖ All cancellations must be requested by the main contact listed on the confirmation. Please login to your online reservation account to submit a cancellation request.
- ❖ A Cancellation Confirmation will be sent via e-mail once your request is reviewed. Please look for messages regarding cancellation conditions or fees.

Please feel free to contact us at anytime if we can be of assistance.