

Off Campus Rates - Weddings & Special Events

Lyceum & Ballrooms

Effective September 01, 2015

Lyceum

Up to 390 persons
Open Space, 100 stacked chairs, 5 tables included
Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$468.00
Each Additional Hour	\$117.00
Cleaning/Maintenance Fee	\$200.00
Damage Deposit (refundable)	\$500.00

North Ballroom

Up to 700 persons
Open Space, 200 stacked chairs, 5 tables included
Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$564.00
Each Additional Hour	\$141.00
Cleaning/Maintenance Fee	\$200.00
Damage Deposit (refundable)	\$500.00

South Ballroom

Up to 600 persons
Open Space, 200 stacked chairs, 5 tables included
Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$468.00
Each Additional Hour	\$117.00
Cleaning/Maintenance Fee	\$200.00
Damage Deposit (refundable)	\$500.00

Both Ballrooms

Up to 1,300 persons
Open Space, 400 stacked chairs, 10 tables included
Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$995.00
Each Additional Hour	\$248.75
Cleaning/Maintenance Fee	\$350.00
Damage Deposit (refundable)	\$1000.00

Food Staging Areas

Must be used for all catered or food service events in the ballroom(s) and Lyceum

Daily Fee (minimum charge)

First Floor Food Staging Area	\$ 87.50
North Food Staging Area	\$180.50
South Food Staging Area	\$180.50

Ballroom Set Options

Lecture/Theater Style seating: \$43.00 per 50
Banquet Seating: \$87.00 per 50*
Display, Classroom** or Exhibit: \$14.00/table
*8 chairs per round table/**2.5 chairs per 6' table

A variety of skirting, pipe & drape, staging & electrical services are also available. Please contact our office for pricing and availability.

Lyceum & Ballroom Rentals

Includes use of the built-in public address system and up to four wired microphones at no additional charge. Event Service Staff is required during all ballroom and lyceum programs at additional charge per hour.

Cleaning/Maintenance Fee

Charged when food or beverage is served. Please notify us at the time of making your reservation. No linens provided. Please contact your caterer for this item.

Security

The HUB reserves the right to require University Police for event security or other personnel.

Terms of Payment

A 50% non-refundable deposit is due 30-60 days prior to the event. The full balance is due 14 days in advance of the event date. Late cancellation fees apply. For additional information, please see your confirmation.

Food Staging Areas

Hallways may not be utilized for set up at any time. Customer/Caterer is responsible for disposing of all garbage, recycling, compost at the loading dock following the event. Additional cleaning fees will be added if food staging area is not cleaned.

Use of service elevators requires an elevator access card. This item is available for check out on a first come first serve basis from the Information Desk.

Staging areas are equipped with a variety of equipment. For more details please see your confirmation or visit <http://depts.washington.edu/thehub/reserve-the-hub/hub-spaces/food-staging-areas>.

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