

Please review your attached Confirmation carefully and double check the following information for accuracy:

- ❖ Your contact, event, budget number (if applicable) and/or payment information.
- ❖ The date(s), time(s) and room(s) assigned.
 - Check for your "Reserved Time." This indicates the times you will have access to the room(s) before and after your event.
- ❖ Set up type and count, equipment, and furnishings.
- ❖ Take special note of all Comments and Deadlines, listed at the top of your Confirmation as they are pertinent to and will affect your event.

If any of this information is incorrect please contact our office IMMEDIATELY. We will note any differences from your original request if applicable as we do make minor changes in order to best accommodate your event.

▶ HUB Remodel:

- ❖ Due to the ongoing HUB remodel project, ALL information (including capacities, fixtures, furnishings and audio visual equipment) are estimations ONLY.
All components of your confirmation and the meeting/event facilities are subject to change without prior notice to your event date.

Please continue to visit our website, www.hubreservations.com, for updated information on the facilities and HUB Event Services rental policies.

▶ Changes and/or Additions:

- ❖ We will always try to accommodate changes to your reservation if at all possible. Changes made within three (3) business days of your event are subject to an additional fee. All changes, including set up, are subject to availability.

▶ Personnel and Security:

- ❖ Auditorium and/or Ballroom events that take place during the evening or on the weekend require at least one staff member to be present. The cost for this service will be reflected on your Confirmation.
- ❖ UW Police or HUB staff may be required for some events. The cost for this will be listed on your Confirmation. Please contact our office with questions you may have about staffing or security.

▶ Deliveries and Storage:

- ❖ The HUB does not have a regular receiving and shipping staff or storage space available to accept and/or store deliveries. All deliveries must be made to your reserved space on the day of your event. Unauthorized deliveries will be returned. Please contact our office if you wish to look into options for advance delivery or storage, additional fees will apply.

▶ Aisles and Fire Code:

- ❖ All aisles leading to exit doors must be kept clear and unobstructed at all times. Fire exit doors may not be fastened or propped open at any times.

▶ Commercial sales activity is prohibited on the University of Washington campus. Students wishing to raise funds or sell tickets must obtain a permit from the Student Activities Office (HUB 207) 206-543-2380.

▶ The University of Washington is a smoke free campus.

Please feel free to contact us at anytime if we can be assistance or if you have any questions.