

# OFF-CAMPUS RATES

Meeting rooms, Lyceum & Ballrooms For events occurring FY 24 July 1, 2023 - June 30, 2024



## SMALL MEETING ROOMS

10-25 persons

First 2 Hours (minimum charge)	\$ 113.50
Each Additional Hour	\$ 56.75
Cleaning/Maintenance Fee	\$ 63.00

## MEDIUM MEETING ROOMS

25-70 persons

First 2 Hours (minimum charge)	\$ 183.50
Each Additional Hour	\$ 91.75
Cleaning/Maintenance Fee	\$ 71.25
Custom Set Fee	\$ 57.00

## LARGE MEETING ROOMS

70-165 persons

First 2 Hours (minimum charge)	\$ 278.50
Each Additional Hour	\$ 139.25
Cleaning/Maintenance Fee	\$ 80.25
Custom Set Fee	\$ 64.00

## LYCEUM

Up to 390 persons

Open Space, 100 stacked chairs, 5 tables

First 4 Hours (minimum charge)	\$ 558.00
Each Additional Hour	\$ 139.50
Cleaning/Maintenance Fee	\$ 102.75

### For Weddings/Special Events:

Cleaning/Maintenance Fee	\$ 258.00
Damage Deposit (refundable)	\$ 595.50

## NORTH BALLROOM

Up to 700 persons

Open Space, 200 stacked chairs, 5 tables

Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$ 676.00
Each Additional Hour	\$ 169.00
Cleaning/Maintenance Fee	\$ 102.75

### \*For Weddings/Special Events:

Cleaning/Maintenance Fee	\$ 258.00
Damage Deposit (refundable)	\$ 595.50

## SOUTH BALLROOM

Up to 600 persons

Open Space, 200 stacked chairs, 5 tables

Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$ 558.00
Each Additional Hour	\$ 139.50
Cleaning/Maintenance Fee	\$ 102.75

### \*For Weddings/Special Events:

Cleaning/Maintenance Fee	\$ 258.00
Damage Deposit (refundable)	\$ 595.50

## BOTH BALLROOMS

Up to 1,300 persons

Open Space, 400 stacked chairs, 10 tables

Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$ 1185.00
Each Additional Hour	\$ 296.25
Cleaning/Maintenance Fee	\$ 205.50

### \*For Weddings/Special Events:

Cleaning/Maintenance Fee	\$ 516.00
Damage Deposit (refundable)	\$ 1191.00

## FOOD STAGING AREAS

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

First Floor Food Staging Area	\$ 104.25
North Food Staging Area	\$ 215.00
South Food Staging Area	\$ 215.00

# OFF-CAMPUS RATE POLICIES

Meeting rooms, Lyceum & Ballrooms

## MEETING ROOMS

### Audio Visuals – NEW!

Rental rate includes built-in projector & screen and built-in PA with 1 wired microphone and 1 wireless handheld microphone (in medium and large rooms only). All microphones must be requested in advance.

### Cleaning/Maintenance Fee

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

### Custom Set Fees

Charged for any set other than standard set already in the room. Please contact this office for more information.

### Security

The HUB reserves the right to assess a refundable damage deposit and require University Police for event security or other personnel.

### Terms of Payment

Authorization of budget use or payment must be received 8 days in advance of the event date. For additional information, please see your confirmation.

## LYCEUM & BALLROOMS

### Ballroom Set Options

Lecture/Theater Style seating: \$51.25 per 50  
Banquet Seating: \$99.00 per 50\*  
Display/Classroom/Exhibit: \$16.75/table  
*\*8 chairs per round table/\*\*2.5 chairs per 6' table*

### Lyceum & Ballroom Rentals

Includes use of the built-in public address system and up to four wired microphones at no additional charge per hour.

### Cleaning/Maintenance Fee

Charged when food/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 assess a refundable damage deposit and 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 areas not cleaned. Use of service elevators requires an elevator access card. 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>.

# OFF CAMPUS AV RATES

Audio Visual Equipment For events occurring FY 24 July 1, 2023–June 30, 2024



## AUDIO

### Built-In PA for Meeting Rooms Complimentary

Available in medium & large meeting rooms. Includes 1 wired podium mic and 1 wireless handheld mic (upon request).

### House PA Complimentary

Available in major spaces. For speaking, short videos, and light pre-recorded background music. Includes up to 4 wired mics (upon request).

### PA Package – Advanced\* \$193.50

Available in major spaces. Includes: Installed house speakers. External mixer for connection of up to 8 mics/inputs. Suitable for speech reinforcement, panel discussions, pre-recorded background music and videos

### PA Package – Advanced\*\*

Available in ballrooms only. Includes: Installed house speakers + 4 powered loud speakers to support solo/ensemble performances and live auctions. External mixer for connection of up to 12 mics/inputs

Single Major Space	\$193.50
Both Ballrooms	\$225.75

### Performance PA Package\*

Lyceum	\$322.25
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Includes: 24 channel mixer, cables and 2 direct input boxes. Up to 16 wired microphones can be requested at no extra charge.

Single Ballroom	\$322.25
Both Ballrooms	\$387.00

Ballrooms Include: Full range concert PA system with installed line arrays and sub woofers. External mixer for connection of up to 24 mics/inputs. Up to 4 independent stage monitors.

### Small Portable PA\* N/A

Includes 1 speaker, 4 channel mixer, cables, max 4 microphones/sound sources. (Outside use)

### Medium Portable PA\* \$225.75

Includes 2 Mackie speakers, 8 channel mixer with up to 4 mics. Requires an operator. (Not for outside use)

### Additional Mics or Direct Input Boxes \$26.00

Mics are wired. For use with HUB sound systems ONLY. (Per mic/DI)

### Wireless Mics

Wireless handheld or lapel mic upon request. Headset mic available at additional charge. For use with HUB sound system ONLY. (Per mic)

Handheld/Lapel	\$90.50
Headset	\$116.25

## PROJECTION

### Solstice Pod Projection\*\* Complimentary

IDEA Board projector screen/whiteboard supports VGA and HDMI connection. Includes Solstice Pod wireless connectivity

### Meeting Room Projection\*\* Complimentary

In meeting rooms. Supports VGA and HDMI. Adapters are not provided.

### Ballroom & Lyceum Projection\*\* \$193.50

In Ballrooms & Lyceum. Supports VGA, HDMI, and composite video (Lyceum only). (Per Screen)

### LCD TV \$129.25

On cart with VGA, HDMI, and component composite connection. Does not include DVD player/laptop/other accessories.

### Image Magnification\* \$129.25

Magnification only. Recording services are NOT available.

**\*Requires HUB operator (Sound, Lighting, or FSA)**

**\*\*All clients are responsible for having a computer equipped to work with a data projector. Adapters are available on first come first serve basis. While we do our best to have an adaptor for everyone, we cannot guarantee we will have the adaptor for your device. Please come prepared.**

All fees are daily unless otherwise specified.

# OFF CAMPUS AV RATES

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## LIGHTING

### House Lighting Package Complimentary

This is the basic lighting pre-programmed into the room.

### Advanced Lighting Package \$322.25

For ballrooms only. This includes all pre-set house lighting plus one custom set. Does not require a lighting technician.

### Performance Lighting Package\* \$387.00

For Lyceum and ballrooms. Includes all preset lights plus up to 4 custom scenes. Requires a lighting technician.

## MISCELLANEOUS

### Ethernet Access \$28.50

This is a single, activated Ethernet Port which is located within the room.

### WiFi Setup \$35.75

WiFi is available in the HUB, accessed with a UW netID. An event netID can be obtained for an additional fee. (Per request)

### Telephone \$28.50

Not suitable for Polycom/conference calls. Polycom adapters are not provided by the HUB.

### Sign Easel/Clip Stand \$9.75

2-10 included depending upon space. Additional available upon request. Price listed is for each additional.

### Stage Sections

6'x8' sections available in 2' or 2'8" high. Vinyl or carpeted.

**Small (1-4 sections) \$95.50**

**Medium (5-8 sections) \$178.75**

**Large (9+ sections) \$333.50**

### Pipe/Drape Section \$53.75

10' wide black sections. (Per section)

### Piano Complimentary

Baby grand available in ballrooms, upright available in Lyceum upon request. Not available in meeting rooms. Tuning incurs extra fees.

### Flags Complimentary

U.S. and Washington state flags available upon request.

### Hashtag Printer TBD

The hashtag printer monitors a chosen hashtag on Instagram and Twitter and instantly prints a 4"x6" photo from public accounts that include the hashtag.

## POWER

### Electrical Closet Access \$258.00

Access to power closets for extra electrical power in the ballrooms and Lyceum. Does not include planning, diagramming, and setup fees. (Per closet)

### Power Planning Fees \$258.00

Includes diagramming, planning, setup, and 2-5 extension cords (based on venue). Available in meeting rooms & major spaces. (Per request)

### Power Distribution \$773.75

Includes: Pagoda OR two drop points (equivalent to 2 - 20 amp circuits, 4 outlets would be spaced out every 10 feet). Additional drops are available for a fee.

**Additional Drop \$129.25**

### Extension Cord \$15.75

2-10 upon request (based on venue). All extension cords must be provided by the HUB.

## PERSONNEL

### Facilities Services Assistant (FSA) \$60.00

Required for all events in major spaces, multiple meeting rooms, or as assigned. (Hourly fee)

### Lighting Technician \$60.00

Required for performance lighting package. (Hourly fee)

### Sound Operator \$73.50

Required for any advanced, advanced+, performance PA package, or as assigned. (Hourly fee)

### Event Staff \$46.75

Ticket takers, ID checkers, and/or capacity monitors. (Hourly fee)

**\*Requires HUB operator (Sound, Lighting, or FSA)**

**All fees are daily unless otherwise specified.**