

# OFF-CAMPUS RATES

Meeting rooms, Lyceum & Ballrooms

For events occurring FY25: July 1, 2024-June 30, 2025

the  
HUB

## SMALL MEETING ROOMS

10-25 persons

|                                |           |
|--------------------------------|-----------|
| First 2 Hours (minimum charge) | \$ 113.50 |
| Each Additional Hour           | \$ 56.75  |
| Cleaning/Maintenance Fee       | \$ 68.25  |

## MEDIUM MEETING ROOMS

25-70 persons

|                                |           |
|--------------------------------|-----------|
| First 2 Hours (minimum charge) | \$ 183.50 |
| Each Additional Hour           | \$ 91.75  |
| Cleaning/Maintenance Fee       | \$ 77.00  |

## LARGE MEETING ROOMS

70-165 persons

|                                |           |
|--------------------------------|-----------|
| First 2 Hours (minimum charge) | \$ 278.50 |
| Each Additional Hour           | \$ 139.25 |
| Cleaning/Maintenance Fee       | \$ 86.75  |

## 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       | \$ 111.00 |

For Weddings/Special Events:

|                             |           |
|-----------------------------|-----------|
| Cleaning/Maintenance Fee    | \$ 278.75 |
| Damage Deposit (refundable) | \$ 500.00 |

## 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       | \$ 111.00 |

\*For Weddings/Special Events:

|                             |           |
|-----------------------------|-----------|
| Cleaning/Maintenance Fee    | \$ 278.75 |
| Damage Deposit (refundable) | \$ 500.00 |

## 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       | \$ 111.00 |

\*For Weddings/Special Events:

|                             |           |
|-----------------------------|-----------|
| Cleaning/Maintenance Fee    | \$ 278.75 |
| Damage Deposit (refundable) | \$ 500.00 |

## BOTH BALLROOMS

Up to 1,300 persons

Open Space, 400 stacked chairs, 10 tables

Seating/Tabling fees apply

|                                |             |
|--------------------------------|-------------|
| First 4 Hours (minimum charge) | \$ 1,185.00 |
| Each Additional Hour           | \$ 296.25   |
| Cleaning/Maintenance Fee       | \$ 222.00   |

\*For Weddings/Special Events:

|                             |            |
|-----------------------------|------------|
| Cleaning/Maintenance Fee    | \$ 278.75  |
| Damage Deposit (refundable) | \$ 1000.00 |

## 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

the  
**HUB**

## MEETING ROOMS

### Audio Visuals

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.

### Set up Options

Setup is charged based on the amount of furniture used.  
Chairs: **\$1.20** per chair  
Round tables = **\$11** (8 chairs per table)  
Rectangle tables = **\$16.75**

### 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

Setup is charged based on the amount of furniture used.  
Chairs: **\$1.20** per chair  
Round tables = **\$11** (8 chairs per table)  
Rectangle tables = **\$16.75**

### 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>.