

# DEPARTMENT RATES

Meeting rooms, Lyceum & Ballrooms For events occurring FY26: July 1, 2025-June 30, 2026



## SMALL MEETING ROOMS

10-25 persons; fixed furnishings

	CAMPUS RATE	STANDARD RATE
First 2 Hours (minimum charge)	\$ 36.50	\$ 59.50
Each Additional Hour	\$ 18.25	\$ 29.75
Cleaning/Maintenance Fee	\$ 42.50	\$ 52.00

## MEDIUM MEETING ROOMS

25-70 persons. Open Space, 2 tables included. Additional furnishing fees apply

First 2 Hours (minimum charge)	\$ 49.50	\$ 85.50
Each Additional Hour	\$ 24.75	\$ 42.75
Cleaning/Maintenance Fee	\$ 52.00	\$ 59.25

## LARGE MEETING ROOMS

70-165 persons. Open Space, 2 tables included. Additional furnishing fees apply

First 2 Hours (minimum charge)	\$ 85.50	\$ 155.00
Each Additional Hour	\$ 42.75	\$ 77.50
Cleaning/Maintenance Fee	\$ 59.25	\$ 67.25

## LYCEUM

Up to 390 persons. Open Space, includes 5 tables. Additional furnishing fees apply

First 4 Hours (minimum charge)	\$ 187.00	\$ 346.00
Each Additional Hour	\$ 42.75	\$ 86.50
Cleaning/Maintenance Fee	\$ 69.25	\$ 84.50
Event Representative (hourly rate based on reservation time)	\$ 53.25	\$ 53.25

## SOUTH BALLROOM

Up to 600 persons. Open Space, 5 tables included. Additional furnishing fees apply

First 4 Hours (minimum charge)	\$ 187.00	\$ 346.00
Each Additional Hour	\$ 42.75	\$ 86.50
Cleaning/Maintenance Fee	\$ 69.25	\$ 84.50
Event Representative (hourly rate based on reservation time)	\$ 53.25	\$ 53.25

## NORTH BALLROOM

Up to 700 persons. Open Space, 5 tables included. Additional furnishing fees apply

First 4 Hours (minimum charge)	\$ 244.00	\$ 408.00
Each Additional Hour	\$ 61.00	\$ 102.00
Cleaning/Maintenance Fee	\$ 69.25	\$ 84.50
Event Representative (hourly rate based on reservation time)	\$ 53.25	\$ 53.25

## BOTH BALLROOMS

Up to 1,300 persons. Open Space, 10 tables included. Additional furnishing fees apply

First 4 Hours (minimum charge)	\$ 429.00	\$ 754.00
Each Additional Hour	\$ 107.25	\$ 188.50
Cleaning/Maintenance Fee	\$ 138.50	\$ 169.00
Event Representative (hourly rate based on reservation time)	\$ 53.25	\$ 53.25

Campus Departments are eligible for one free meeting of two hours or less per week in small meeting rooms or one discounted meeting of two hours or less per week in medium meeting rooms. Requests must be received at least five business days in advance of your meeting date. Cleaning/Maintenance fees apply for all events with food. See website for more information

# DEPARTMENT RATES

For events occurring FY26: July 1, 2025-June 30, 2026



	<u>CAMPUS RATE</u>	<u>STANDARD RATE</u>
<b>1ST FLOOR STREET / LOUNGE</b>		
<i>Up to 500 persons. Public space with limited setup options. Additional Seating/Tabling/Labor fees apply</i>		
First 4 Hours (minimum charge)	\$ 244.00	\$ 408.00
Each Additional Hour	\$ 61.00	\$ 102.00
Cleaning/Maintenance Fee	\$ 69.25	\$ 84.50
Event Representative (hourly rate based on reservation time)	\$ 53.25	\$ 53.25

<b>FOOD STAGING AREAS</b>		
<i>Must be used for all catered/food service events in ballroom(s) and Lyceum. 4 hour minimum</i>		
First Floor Food Staging Area (first 4 hours)	\$ 48.80	\$ 48.80
First Floor - Each Additional Hour	\$ 12.20	\$ 12.20
North OR South Food Staging Area (first 4 hours)	\$ 102.00	\$ 102.00
North or South - Each Additional Hour	\$ 25.50	\$ 25.50

<b>FURNITURE</b>		
<i>same rate for campus/standard</i>		
6'x30" Rectangle Tables		\$ 16.00
5" Round Banquet Tables (8 chairs per table)		\$ 10.50
Cocktail Rounds		\$ 17.00
Chairs		\$ 1.10

<b>PERSONNEL</b>		
<b>Event Representative</b>		\$53.25
<i>Required for all events in major spaces, multiple meeting rooms, or as assigned. (Hourly fee)</i>		
<b>Lighting Technician</b>		\$53.25
<i>Required for performance lighting package. (Hourly fee)</i>		
<b>Sound Operator</b>		\$68.25
<i>Required for any advanced, performance PA package, or as assigned. (Hourly fee)</i>		
<b>Event Staff</b>		\$38.25
<i>Ticket takers, ID checkers, and/or capacity monitors. (Hourly fee)</i>		

**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. For Special Events= \$295.50**

**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>.**

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

**CAMPUS RATE** For events & meetings intended exclusively for the UW campus community (students/faculty/staff) with no admissions donations, registrations fees, or sales.

**STANDARD RATE** All other events or meetings

# DEPARTMENT RATES

Audio Visual Equipment For events occurring FY26 July 1, 2025–June 30, 2026



## MEETING ROOM AUDIO VISUAL

Built-In PA <i>Available in medium &amp; large meeting rooms. Includes 1 wired podium mic and 1 wireless handheld mic (upon request).</i>	Complimentary
Meeting Room Projection <i>Supports HDMI. Adapters available upon request.</i>	Complimentary
Built-In Videoconferencing Equipment <i>USB-connected cameras and ceiling microphones. Not available in 106.</i>	Complimentary

## MAJOR SPACES AUDIO

*Includes Lyceum, South Ballroom, North Ballroom and Both Ballrooms*

House PA	Complimentary
Advanced PA for a single major space*	\$ 174.00
Advanced PA for Both Ballrooms*	\$208.50
Performance PA for Lyceum, South Ballroom, North Ballroom*	\$286.00
Performance PA for Both Ballrooms*	\$357.25

MAJOR SPACE AUDIO PACKAGES			
	HOUSE	ADVANCED	PERFORMANCE
Lectern Microphone	Included	Included	Included
Standard Wired Microphones	Up to 4	Up to 16	Up to 32
Wireless Microphones	<i>Available for a fee</i>	<i>Available for a fee</i>	<i>Available for a fee</i>
Performance Microphones	Not available	Not available	Included
Headset Microphones	Not available	Not available	<i>Available for a fee</i>
HDMI Audio	Included	Included	Included
Laptop Interface	Included	Included	Included
Additional Speakers	Not available	2 loudspeakers included, additional available for a fee	6 loudspeakers included, no additional available
Subwoofers	Not available	2 subwoofers	Up to 4 subwoofers
Sound Technician Staffing	Not available	Sound technician student to control sound board	Sound technician student to control sound board

## MAJOR SPACES VIDEO

*Includes Lyceum, South Ballroom, North Ballroom and Both Ballrooms*

Built-In Projector and Screen (Per Screen)	\$139.50
Image Magnification* <i>Magnification only. Recording services are NOT available</i>	\$90.75

## MISCELLANEOUS AUDIO VISUAL

*ask your event coordinator for details*

Small Portable PA <i>Includes 1 speaker, 4 channel mixer, cables, max 4 microphones/ sound sources. Not available for meeting rooms.</i>	\$139.50
Medium Portable PA* <i>Includes 2 speakers, 8 channel mixer, cables, max 8 microphones/ sound sources. Not available for meeting rooms.</i>	\$208.50
LCD TV <i>On cart with HDMI connection. Does not include DVD player/laptop/other accessories.</i>	\$104.75
Additional Mics or Direct Input Boxes <i>Mics are wired. For use with HUB sound systems ONLY. (Per mic/DI)</i>	\$21.25
Wireless Mics <i>Wireless handheld or lapel mic upon request. For use with HUB sound system ONLY. (Per mic) Headset mic available at additional charge in conjunction with performance sound package ONLY.</i>	Handheld/Lapel \$83.50 Headset \$111.50

**\*Requires HUB operator (Sound, Lighting, or Event Representative)**

**\*\*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 adapter for everyone, we cannot guarantee we will have the adapter for your device. Please come prepared.**

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

# DEPARTMENT RATES

Additional Equipment For events occurring FY26 July 1, 2025–June 30, 2026



## MAJOR SPACE LIGHTING

*Includes Lyceum, South Ballroom, North Ballroom and Both Ballrooms*

<b>House Lighting Package</b> <i>This is the basic lighting pre-programmed into the room.</i>	Complimentary
<b>Advanced Lighting Package</b> <i>This includes all pre-set house lighting plus one custom set. Does not require a lighting technician.</i>	\$174.00
<b>Performance Lighting Package</b> <i>For Lyceum and ballrooms. Includes all preset lights plus up to 4 custom scenes. Requires a lighting technician.</i>	\$278.00

## POWER

<b>Power Planning - Available in meeting rooms &amp; major spaces</b> <i>Includes diagramming, planning, and 2-5 extension cords (based on venue).</i>	\$183.25
<b>Power Distribution - Ballrooms &amp; Lyceum only</b> <i>Includes: Pagoda OR two drop points (equivalent to 2 - 20 amp circuits, 4 outlets would be spaced out every 10 feet).</i>	\$731.25
<b>Additional Drop</b> <i>For Lyceum and ballrooms. Includes all preset lights plus up to 4 custom scenes. Requires a lighting technician.</i>	\$110.25
<b>Electrical Closet Access</b> <i>Access to power closets for extra electrical power in the ballrooms and Lyceum. (Per closet)</i>	\$146.75
<b>Extension Cord</b> <i>2-10 upon request (based on venue). All extension cords must be provided by the HUB.</i>	\$14.25

## MISCELLANEOUS

<b>Ethernet Access</b>	\$25.50						
<b>Telephone</b> <i>Not suitable for Polycom/conference calls. Polycom adapters are not provided by the HUB.</i>	\$25.50						
<b>Sign Easel/Clip Stand</b> <i>2-10 included depending upon space. Additional available upon request. Price listed is for each additional.</i>	\$6.75						
<b>WiFi Setup</b> <i>WiFi is available in the HUB, accessed with a UW netID. An event netID can be obtained for an additional fee.</i>	\$27.25						
<b>Piano</b> <i>Upright available in Lyceum upon request. Not available in meeting rooms. Tuning incurs extra fees.</i>	Complimentary						
<b>Flags</b> <i>U.S. and Washington state flags available upon request.</i>	Complimentary						
<b>Pipe/Drape Section</b> <i>10' wide black sections. (Per section)</i>	\$38.75						
<b>Stage Sections</b> <i>6'x8' sections available in 2' or 2'8" high. Vinyl or carpeted.</i>	<table><tr><td><b>Small (1-4 sections)</b></td><td>\$77.00</td></tr><tr><td><b>Medium (5-8 sections)</b></td><td>\$160.50</td></tr><tr><td><b>Large (9+ sections)</b></td><td>\$288.75</td></tr></table>	<b>Small (1-4 sections)</b>	\$77.00	<b>Medium (5-8 sections)</b>	\$160.50	<b>Large (9+ sections)</b>	\$288.75
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<b>Medium (5-8 sections)</b>	\$160.50						
<b>Large (9+ sections)</b>	\$288.75						

All fees are daily unless otherwise specified.