

Food and refreshments from a variety of sources may be served at the HUB. The following conditions and guidelines will apply.

Conditions and Guidelines for serving food at the HUB:

- ❖ UW's Bay Laurel Catering can provide food for catered events at (206) 685-2051.
- ❖ All reservations which involve food or beverage will be charged a non-refundable cleaning/maintenance fee. Please see emailed Confirmation for pricing.
The HUB is able to allow food service from various sources by recovering the costs of maintaining these rooms through this fee.
- ❖ If group is planning on providing their own food, it is best to provide commercially prepared foods or prepackaged items purchased at a grocery store. Service of home prepared foods is NOT allowed since several health requirements need to be satisfied.
- ❖ Cambrio warmers are allowed in the HUB. The HUB cannot accommodate cooking anywhere in the building or surrounding area.
Please have all foods prepared in advance.
- ❖ The HUB does not provide table linens for Refreshment Tables, Banquet Rounds or Cocktail Rounds, please contact a caterer or party rental company regarding these items.
- ❖ Food staging areas are available for large events that plan to serve food. If a group plans to serve food in the Lyceum, any of the ballrooms, or multiple meeting rooms, one of the food staging areas will automatically be added to their reservation. Use of a food staging area is required for these events.
- ❖ The organization and/or caterer is responsible for appropriately bagging and disposing of all food related items and trash. Additional fees may apply if appropriate steps are not taken to clean, bag and dispose all food related trash.
- ❖ A damage deposit may be required.

If a group wishes to serve food from an off campus source the following requirements must be met:

- ❖ All food service must be reviewed and approved a minimum of ten (10) business days in advance by the Office of Environmental Health and Safety.
- ❖ The event Confirmation will have a specific deadline for a food permit. Please review carefully.
- ❖ Please complete a Food Permit application as soon as possible, no later than ten (10) business days prior to event date.
This form is available online at:
<https://depts.washington.edu/ehas/pubcookie/prod/foodpermit/client/index.php>

Please feel free to contact HUB Event & Information Services with any questions.

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