

Department Rates

Lyceum & Ballrooms

Effective September 15, 2015

Campus Rate Plan

For events & meetings intended solely for the campus community with no admission, donations, registration fees,

Standard Rate Plan

All other events or meetings

Lyceum

Up to 390 persons

Open Space, 100 stacked chairs, 5 tables included

Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$147.00	\$273.00
Each Additional Hour	\$ 36.75	\$ 68.25
Cleaning/Maintenance Fee	\$ 44.00	\$ 57.75

North Ballroom

Up to 700 persons

Open Space, 200 stacked chairs, 5 tables included

Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$193.00	\$323.00
Each Additional Hour	\$ 48.25	\$ 80.75
Cleaning/Maintenance Fee	\$ 46.50	\$ 57.00

South Ballroom

Up to 600 persons

Open Space, 200 stacked chairs, 5 tables included

Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$147.00	\$273.00
Each Additional Hour	\$ 36.75	\$ 68.25
Cleaning/Maintenance Fee	\$ 44.00	\$ 57.75

Both Ballrooms

Up to 1,300 persons

Open Space, 400 stacked chairs, 10 tables included

Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$340.00	\$597.00
Each Additional Hour	\$ 85.00	\$149.25
Cleaning/Maintenance Fee	\$ 52.50	\$ 68.50

Food Staging Areas

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

Daily Fee (minimum charge)

First Floor Food Staging Area	\$ 61.50	\$ 61.50
North Food Staging Area	\$128.50	\$128.50
South Food Staging Area	\$128.50	\$128.50

Ballroom Set Options

Lecture/Theater Style seating: \$41.00 per 50

Banquet Seating: \$82.00 per 50*

Display, Classroom** or Exhibit: \$13.50/table

*8 chairs per round table/**2.5 chairs per 6' table

A variety of skirting, pipe & drape, staging & electrical services are also available. Please contact our office for pricing and availability.

Lyceum & Ballroom Rentals

Includes use of the built-in public address system and up to four wired microphones at no additional charge. Event Service Staff is required during most ballroom and lyceum programs at additional charge per hour.

Cleaning/Maintenance Fee

Charged when food or 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

Authorization of budget use must be received at the time of reservation. Departmental budgets are only charged after the event. Late cancellation penalties 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 are 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>.