

# OFF-CAMPUS RATES

Meeting rooms, Lyceum & Ballrooms For events occurring FY 21 July 1,2020-June30, 2021



## SMALL MEETING ROOMS

10-25 persons

First 2 Hours (minimum charge)	\$ 108.00
Each Additional Hour	\$ 54.00
Cleaning/Maintenance Fee	\$ 55.25

## MEDIUM MEETING ROOMS

25-70 persons

First 2 Hours (minimum charge)	\$ 175.00
Each Additional Hour	\$ 87.50
Cleaning/Maintenance Fee	\$ 62.50
Custom Set Fee	\$ 50.00

## LARGE MEETING ROOMS

70-165 persons

First 2 Hours (minimum charge)	\$ 265.00
Each Additional Hour	\$ 132.50
Cleaning/Maintenance Fee	\$ 70.50
Custom Set Fee	\$ 56.25

## LYCEUM

Up to 390 persons

Open Space, 100 stacked chairs, 5 tables

First 4 Hours (minimum charge)	\$ 531.00
Each Additional Hour	\$ 132.75
Cleaning/Maintenance Fee	\$ 90.25

### For Weddings/Special Events:

Cleaning/Maintenance Fee	\$ 227.00
Damage Deposit (refundable)	\$ 567.25

## NORTH BALLROOM

Up to 700 persons

Open Space, 200 stacked chairs, 5 tables

Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$ 644.00
Each Additional Hour	\$ 161.00
Cleaning/Maintenance Fee	\$ 90.25

### \*For Weddings/Special Events:

Cleaning/Maintenance Fee	\$ 227.00
Damage Deposit (refundable)	\$ 567.25

## SOUTH BALLROOM

Up to 600 persons

Open Space, 200 stacked chairs, 5 tables

Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$ 531.00
Each Additional Hour	\$ 132.75
Cleaning/Maintenance Fee	\$ 90.25

### \*For Weddings/Special Events:

Cleaning/Maintenance Fee	\$ 227.00
Damage Deposit (refundable)	\$ 567.25

## BOTH BALLROOMS

Up to 1,300 persons

Open Space, 400 stacked chairs, 10 tables

Seating/Tabling fees apply

First 4 Hours (minimum charge)	\$ 1129.00
Each Additional Hour	\$ 282.25
Cleaning/Maintenance Fee	\$ 180.50

### \*For Weddings/Special Events:

Cleaning/Maintenance Fee	\$ 454.00
Damage Deposit (refundable)	\$ 1134.50

## FOOD STAGING AREAS

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

First Floor Food Staging Area	\$ 99.25
North Food Staging Area	\$ 204.75
South Food Staging Area	\$ 204.75

# 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: \$49.00 per 50  
Banquet Seating: \$94.25 per 50\*  
Display/Classroom/Exhibit: \$16.00/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>.