



WEDDINGS

Congratulations on your Engagement and Thank you for considering the HUB for your wedding. We can offer several options for your Wedding: the East Ballroom, West Ballroom, or Both Ballrooms. These facilities are available during the academic quarter breaks or during summer months of the year.

In order to accommodate your event either partner must be a University of Washington Student, Staff, Faculty or Alumni.

Please take a moment to go over these suggestions to assist you in the planning of your special day.



- ✓ **PLANNING MEETING SUGGESTED:** At the time you make your initial reservation, we would be happy to go over your request with you and help answer any questions you may have. It is also a good idea to meet with us at least 4 weeks prior to your event to finalize the plan and set up for your event. You may schedule the meeting even earlier to help with your budget preparation.
- ✓ **DEPARTMENTAL SPONSORSHIP, PERMITS & OTHER REQUIREMENTS:** Departmental sponsorship in the form of a Use of University Facilities (UUF) Form will be required 60 days in advance. There may also be a Temporary Food Permit required if you choose to serve non-UW Catered food and an Alcohol Banquet Permit if you choose to serve alcohol.
- ✓ **FACILITY COSTS:** Please review the Rate and Information Packet provided for a complete list of rental rates, seating charges and Audio Visual. Please account for any set up and clean up time in your estimation.

For events that occur when the HUB is normally closed, a Building Overtime Fee applies in addition to other room rental charges. These charges for Monday - Friday Overtime use is \$100 the first hour, \$50 each additional hour. To open the Building on weekends, possible during the summer only, a one time fee of \$500 is charged.
- ✓ **EQUIPMENT & TECHNICAL COSTS:** HUB facilities don't include access to theatrical lighting or large sound systems. Please plan ahead for what types of equipment you'll need, furnishings that will be necessary, and your electrical requirements.
- ✓ **PAYMENT GUIDELINES:** A 50% Deposit will be due 2 months in advance of your event date and the remainder of payment will be due 8 days prior to your event date. Please see your confirmation for a complete list of deadlines to meet.
- ✓ **CATERING:** Any catering service can be used, but only University Catering has access to kitchen facilities within the HUB. All other caterers must bring already prepared food with proper heating/cooling storage equipment. A Temporary Food Permit is also required for all off-campus caterers.
- ✓ **DECORATIONS & SIGNS:** No taping or tacking is allowed in the building. All signs are restricted to easels or designated posting areas throughout the facility. Consider using free standing decorations, flowers and balloons for decoration. Candles can be used for table decoration as long as the flame is enclosed in glass. NO open flames or unenclosed candles are allowed. Please see our decorations policy for details or ask our office for more information.

Please feel free to contact us anytime if we can be of assistance or if you have any questions.