

The HUB is one of the few buildings on campus that allows food or beverages in most of its meeting rooms. We are only able to provide this service by recovering the costs of cleaning and maintaining these rooms through a **cleaning/maintenance fee** which is added to any reservation that plans to have food or beverage in our rooms.

There are several important items you should be familiar with if you plan on serving food or beverages:

All reservations which involve food or beverage will be charged a **non-refundable cleaning/maintenance fee**. Please see your Confirmation for pricing. A damage deposit may also apply in some cases.



UW's Bay Laurel Catering can provide food for catered events (call 206-685-2051).

You may provide your own food or catering under the following additional requirements:

- ✓ Your food service must be reviewed and approved in advance by Environmental Health & Safety on Campus. Please complete a Food Permit application and send or fax it back to the HUB ten (10) days prior to your event date. (Fax: 206-616-8486) You can find the permit online at: <http://www.ehs.washington.edu/forms/ohs/tempfoodevent.pdf>.
- ✓ Off campus caterers must be notified that **no kitchen facilities are available**, no running water is available, and that they are responsible for appropriately bagging and disposing of their own garbage.
- ✓ If you are bringing your own food it is best to provide commercially prepared food or items purchased at a grocery store. Service of home prepared foods is discouraged since several health requirements need to be satisfied. Please contact the Sanitarian with Environmental Health and Safety (206-543-7209) with questions regarding homemade food items.
- ✓ Cambrio warmers are allowed in the HUB; however, we cannot accommodate cooking on our tables with gas or electric cooking elements. Please have all food prepared in advance.
- ✓ Please see your Caterer for Linens, the HUB does not carry these items.

Contact a representative in the Event Services Office if you have additional questions regarding