



HUB EVIS Confirmation

Confirmation

4001 E Stevens Way NE
Seattle WA 98195
206.543.8191
hubres@uw.edu

Event: D8796

Table with 2 columns: Organization, Event Name. Row 1: Khmer Student Association, Khmer New Year Show 2025. Address: 3931 Brooklyn Ave N Office #304, Seattle WA 98105.

Table with 4 columns: Contact, Type, Email, Phone. Rows: Suorsdey Kadenn Sou (Primary, ssou1@uw.edu), Andrew Chiang (Secondary, achian2@uw.edu), Rick Young (Secondary, ryoung95@uw.edu, SAO Advisor; 206-543-2380).

Thank you for choosing the Husky Union Building (HUB) for your meeting and event needs!

The HUB supports the Husky Experience by enhancing UW community, providing a dynamic event center, and fostering student engagement. The HUB relies on its professional and student staff to carry out its mission to enrich student engagement.

This quote has been created based upon the information that was provided. If changes are needed, please return a signed copy of the quote to the HUB along with a list of the desired updates.

Cash, check and credit card payments are due once the event has occurred. If applicable, the budget work tag will be charged after the event. Payments can be made online at this link, in person, or over the phone.

Annual rate increases will be posted by January 30 and go into effect July 1. Personnel rates will increase by 3% annually. The cost of this reservation may increase depending on the event date.

Additional fees or cancellation of this reservation may occur if event tasks are not completed by the listed due dates.

Table with 4 columns: Qty, Resource, Price, Amount. Row 1: 1, Fri, May 2, 2025 5:00 PM - 11:00 PM HUB, 211 - Both Ballrooms - Khmer Setup/Rehearsal Day, Confirmed

Click Here for Room Diagram

Room Charge 6 hr. at \$47.75/hour \$286.50

Room Setup Custom: Banquet - Rounds for 504

Deadlines

1 Cancellation Deadline: Please submit a cancellation for any event bookings no later than 3/21/2025. Cancellations submitted after this date will incur fees. Cancellations should be submitted online via the HUB's reservation website, Mazevo, at https://mymazevo.com or via an email to hubres@uw.edu.

1 Final Room Setup and AV Changes: Please request any reservation updates no later than 4/18/2025. Significant changes to event bookings may not be possible, and requested changes are subject to staffing and equipment availability. Please be advised that changes requested after this date will incur an express fee in addition to any event costs.

1 New or Updated Officer:

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
	<p>Ensure that one of the event contacts is a listed officer of the RSO with the Student Activities Office (SAO) no later than: ----- [3/7/2025] ----- To add or update an event contact, please provide the officer's full name, email, and phone number.</p> <p>The HUB uses the HuskyLink RSO Directory (https://huskylink.washington.edu/) to verify RSO officer status. If the incorrect officers are listed, please contact the SAO at sao@uw.edu or 206-543-2380 to update the listings.</p> <p>. ***</p>		
1	<p>Ticket Sales Plan:</p> <p>Provide a detailed description of the admission fee/ticket sales plan for this event, including how and when tickets will be sold no later than: ----- [3/7/2025] ----- . ***</p>		
1	<p>Food Service Information:</p> <p>Advise if food or alcohol will be served for this event and where it will be obtained by the following date: ----- [3/7/2025] ----- Additional permits and approvals may be required. . ***</p>		
1	<p>AV, Sound, and Light Plan:</p> <p>Provide a description of the AV, sound, and lighting needs for this event no later than: ----- [3/21/2025] ----- . ***</p>		
1	<p>Confirm Room Access Time:</p> <p>Confirm reserved room access times as listed on the quote are accurate by the date listed below. Reservation times must include any deliveries and setup/cleanup from all involved parties, including vendors and rental companies (such as catering, furnishings, florists, decorators, etc.). ----- [3/21/2025] ----- Latest possible room access time is 12am, and additional teardown/cleanup time can be reserved for the following day. . ***</p>		
1	<p>Schedule of Event:</p> <p>Provide a detailed schedule for this event no later than: ----- [4/4/2025] ----- Please make sure to include the following (where applicable): setup times, vendor/delivery times, sound checks, ticket sales, door open, event start, session times & locations, event end, and cleanup. . ***</p>		
1	<p>UUF Form Required:</p> <p>Visit https://uwspecialprograms.org/uuf-info/ for more information and to begin the process by the following date: ----- [4/4/2025] ----- . ***</p>		
1	<p>Performances, Activities, and Program Outline:</p> <p>Provide an outline of activities, performances, and the overall program for this event by the following date: ----- [4/4/2025] -----</p> <p>Include the following information as applicable: activity/performance types, number of performers per act, lighting cues, and estimated performance lengths. . ***</p>		
1	<p>Supplies and Equipment Being Brought:</p> <p>Provide a list of any equipment, furnishings, supplies, or other items not provided by the HUB that will be brought for this event by the following date: ----- [4/4/2025] ----- Examples include laptops, cameras, catering supplies, handouts, etc. The HUB must approve all items in advance. . ***</p>		

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
1	Food Permit: Please fill out the UW EH&S Application for a Temporary Food Service Permit no later than: ----- [4/18/2025] ----- (https://webapps.ehs.washington.edu/public_health/foodpermit/index.php) This form requires a UW NetID to access and complete. If the client does not have a UW NetID, the HUB recommends reaching out to the Use of University Facilities (UUF) sponsor for help completing the form. ***		
Equipment Options			
1	PA Package - Performance (BBR) Requires HUB Sound Technician. South Facing Set Only Full range concert PA system. *The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive.	\$256.25/unit	\$256.25
1	Lighting - Advanced (Ballrooms) Includes pre-set house lighting plus one custom look. Light board will be run by Event Rep scheduled for room; if dedicated staff needed for cues, light technician must be added. Special Instructions: *Stage wash on east stage*	\$96.25/unit	\$96.25
5	Microphone - Wired On boom stands.		
2	Microphone - Wireless Handheld - Ballroom Placed on a floor stand.	\$64.25/unit	\$128.50
1	Laptop Interface Cable Standard 1/8" auxiliary cable. Used to connect phones/tablets/laptops to House PA.		
2	Easel - Tripod Stand Three tiered easel used to display signage. Special Instructions: 10 sign easels/clip stands included in rental. Each additional easel/stand will incur fees.	\$6.00/unit, \$12.00 discount	\$0.00
1	Coatrack Each coatrack has 75 non-removable hangers. 60"h x 25"w x 75"l		
Furnishing Options			
10	Table (6') Can be used for registration, display, exhibit or refreshments. Special Instructions: 10 included with reservation, additional incur fees.	\$14.00/unit, \$140.00 discount	\$0.00
7	Table (6') Can be used for registration, display, exhibit or refreshments.	\$14.00/unit	\$98.00
63	Table (5') - Banquet Round 8 chairs per table	\$9.50/unit	\$598.50
514	Chairs 504 for banquet set, 10 for sponsor/merch tables	\$1.00/unit	\$514.00
1	Stage - Medium Each stage section is 6' x 8' x 2'. Includes 5-8 sections.	\$88.75/unit	\$88.75
1	Stage - Large Each stage section is 6' x 8' x 2'. Includes 9-12 sections.	\$207.00/unit	\$207.00
8	Pipe/Drape - Black Width: 6' (minimum) to 10' (maximum) Height: 7' (minimum) to 12' (maximum) Special Instructions: 5 - SPF 2 - by stage in BBR	\$23.75/unit	\$190.00

Qty.	Resource	Price	Amount
	1 - for photo booth		
Personnel 5:00 PM to 10:00 PM			
1	Event Representative	5 hr. at \$34.50/hour	\$172.50
	The Event Representative will be your point of contact on behalf of the HUB for the entirety of your event. They are available to answer questions about the facility, help keep the room safe and operational, and provide hands on assistance with the HUB's equipment (for example, AV troubleshooting, assistance with moving larger furniture, etc).		
Personnel 6:30 PM to 9:00 PM			
1	Sound Technician	2.5 hr. at \$55.25/hour	\$138.13

Sat, May 3, 2025 8:00 AM - 11:45 PM HUB, 211 - Both Ballrooms **Confirmed**

[Click Here for Room Diagram](#)

	Room Charge	15.75 hr. at \$47.75/hour	\$752.06
Room Setup Custom: Banquet - Rounds for 504			
Cleaning/Maintenance Fee			
2	Cleaning/Maintenance Fee- Major Space	\$63.25/unit	\$126.50
Equipment Options			
1	PA Package - Performance (BBR)	\$256.25/unit	\$256.25
	Requires HUB Sound Technician. South Facing Set Only Full range concert PA system. *The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive.		
1	Lighting - Advanced (Ballrooms)	\$96.25/unit	\$96.25
	Includes pre-set house lighting plus one custom look. Light board will be run by Event Rep scheduled for room; if dedicated staff needed for cues, light technician must be added.		
	Special Instructions: *Stage wash on east stage*		
5	Microphone - Wired		
	On boom stands.		
2	Microphone - Wireless Handheld - Ballroom	\$64.25/unit	\$128.50
	Placed on a floor stand.		
4	Projector, Video/Data - Built-In	\$77.25/unit	\$309.00
	Installed data projector with screen. HDMI or VGA connections available.		
1	Laptop Interface Cable		
	For laptop connection at AV table (FOH) Standard 1/8" auxiliary cable. Used to connect phones/tablets/laptops to House PA.		
1	Image Magnifying Camera (IMAG)	\$57.75/unit	\$57.75
	Allows for activity on the stage to be displayed on projection screens and/or livestreaming. *Please inform HUB if IMAG will be used for livestreaming, as Audio Interface is required.		
	Requires HUB Event Staff to operate. Advanced Lighting highly suggested to ensure stage is well-lit for camera.		
2	Easel - Tripod Stand	\$6.00/unit, \$12.00 discount	\$0.00
	Three tiered easel used to display signage. Special Instructions: 10 sign easels/clip stands included with rental. Each additional easel/stand will incur fees.		
1	Coatrack		
	In South Pre-Function Each coatrack has seventy-five non-removable hangers. 60"h x 25"w x 75"l		
Furnishing Options			
10	Table (6')	\$14.00/unit, \$140.00 discount	\$0.00

Qty.	Resource	Price	Amount
	Can be used for registration, display, exhibit or refreshments. Special Instructions: 10 included with reservation, additional incur fees.		
7	Table (6')	\$14.00/unit, \$49.00 discount	\$49.00
	Can be used for registration, display, exhibit or refreshments. Special Instructions: *Discounted due to same setup multiple days		
63	Table (5') - Banquet Round	\$9.50/unit, \$299.25 discount	\$299.25
	8 chairs per table Special Instructions: *Discounted due to same setup multiple days		
514	Chairs	\$1.00/unit, \$257.00 discount	\$257.00
	504 for banquet set, 10 for sponsor/merch tables Special Instructions: *Discounted due to same setup multiple days		
1	Stage - Medium	\$88.75/unit, \$44.38 discount	\$44.37
	Each stage section is 6' x 8' x 2'. Includes 5-8 sections. Special Instructions: *Discounted due to same setup multiple days		
1	Stage - Large	\$207.00/unit, \$103.50 discount	\$103.50
	Each stage section is 6' x 8' x 2'. Includes 9-12 sections. Special Instructions: *Discounted due to same setup multiple days		
8	Pipe/Drape - Black	\$23.75/unit, \$95.00 discount	\$95.00
	Width: 6' (minimum) to 10' (maximum) Height: 7' (minimum) to 12' (maximum) Special Instructions: *Discounted due to same setup multiple days		
Personnel 8:00 AM to 11:45 PM			
1	Event Representative	15.75 hr. at \$34.50/hour	\$543.38
	The Event Representative will be your point of contact on behalf of the HUB for the entirety of your event. They are available to answer questions about the facility, help keep the room safe and operational, and provide hands on assistance with the HUB's equipment (for example, AV troubleshooting, assistance with moving larger furniture, etc).		
Personnel 1:00 PM to 9:00 PM			
1	Sound Technician	8 hr. at \$55.25/hour	\$442.00
	For rehearsal and show		
Personnel 5:00 PM to 6:30 PM			
1	Ticket Crew	1.5 hr. at \$27.75/hour	\$41.63
Personnel 5:00 PM to 9:00 PM			
1	Lighting Operator	4 hr. at \$34.50/hour	\$138.00
Personnel 6:00 PM to 9:00 PM			
1	Event Staff	3 hr. at \$27.75/hour	\$83.25
	IMAG Operator		

Sat, May 3, 2025 8:00 AM - 11:45 PM HUB, 211D - Food Staging Area-North **Confirmed**

Room Charge \$89.00 \$89.00

Room Setup Standard: As Is for 1

Furnishing Options

1 Food Staging Area - Ballroom
Includes:
- two coffee makers
- ice machine with ice carts

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
	<ul style="list-style-type: none"> - water glass filling station - dish scrapping table - pre-rinse and handwashing sinks - two-door rolling and reach in refrigerators - heated plating table - heated drawer 		

Food Staging Area and service hallways must be cleaned at the end of reservation. This includes taking all garbage, trash and compost down to dumpsters at the loading dock. Bins must be returned to the Food Staging Area after being emptied.

Sat, May 3, 2025 8:00 AM - 11:45 PM HUB, Ticket Services Confirmed

Tickets

1	Ticket Sales Setup Charge	\$34.50/unit	\$34.50
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NO TICKET Sales @ the Door:
 Please note that the HUB does NOT accommodate ticket sales at the door.
 All ticket sales on the day of the event must be conducted at the HUB Information Desk.
 There is a \$2-3 service charge added to the price of each Ticket at the time of purchase by attendee.

	Subtotal	\$6,720.57
	Sales Tax 10.35%	\$695.56
	Total	\$7,416.13
	Room Charge	\$1,127.56
	Cleaning/Maintenance Fee	\$126.50
	Equipment Options	\$1,328.75
	Furnishing Options	\$2,544.37
	Personnel	\$1,558.89
	Tickets	\$34.50