



Organization	Event Name
Polynesian Student Alliance	Polynesian Day 2026

Contact	Type	Email	Phone
Makena Luisa Togia	Primary	mtogia@uw.edu	
Brendan Chang	Secondary	brech@uw.edu	SAO Advisor; 206-543-2380
Savannah G Tautolo	Secondary	stautolo@uw.edu	

Qty.	Resource	Price	Amount
	Thu, May 7, 2026 4:00 PM - 10:00 PM HUB, 340		Booked

[Click Here for Room Diagram](#)

Room Charge	6 hr. at \$15.00/hour	\$90.00
-------------	-----------------------	---------

Room Setup Custom: Lecture for 72

Deadlines

- 1 Signature Required:
Return a copy of the quote document with the signature of a listed event contact (see last page) no later than:
----- [02/27/2025] -----
.***
- 1 Cancellation Deadline:
Please submit a cancellation for any event bookings no later than
----- [3/26/2026] -----
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 Reservation Updates Deadline:
Please request any reservation updates no later than
----- [4/23/2026] -----
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:
Ensure that one of the event contacts is a listed officer of the RSO with the Student Activities Office (SAO) no later than:
----- [11/15/2025] -----
To add or update an event contact, please provide the officer's full name, email, and phone number.

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.
.***
- 1 Food Service Information:
Advise if food or alcohol will be served for this event and where it will be obtained by the following date:
----- [3/12/2026] -----

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
	Additional permits and approvals may be required. . ***		
1	Event Planning Meeting: Schedule an event planning meeting appointment with a HUB staff member by emailing hubres@uw.edu no later than: ----- [3/19/2026] ----- HUB staff are typically able to schedule meetings Monday-Friday 8am-5pm. . ***		
1	Confirm Room Access Time: 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.). ----- [3/26/2026] ----- Latest possible room access time is 12am, and additional teardown/cleanup time can be reserved for the following day. . ***		
1	Outdoor Amplification Plan: Provide a detailed list of equipment, times, and type of amplification by the following date: ----- [4/7/2026] ----- Speaker(s) may NOT exceed 70 decibels. Activities with amplification will be restricted to one of two options: • Option 1: Ten minute class breaks • Option 2: Maximum of one hour in length occurring between 11:30am - 1:30pm . ***		
1	Outdoor Event Details: Provide the following information as applicable for this event no later than: ----- [4/7/2026] ----- • List of all supplies, equipment, and furnishings including canopies, cooking equipment, inflatable games, etc. • Confirm food source (Bay Laurel, off-campus catering, etc.) • Diagram of where all items (canopies, tables, chairs, etc.) will be set up • Power requirements • Rain back up plan • Copy of tent permit (if applicable) • Copy of fire permit (if applicable) • Copy of special event waste bins request form (if applicable) . ***		
1	Food Permit: Please fill out the UW EH&S Application for a Temporary Food Service Permit no later than: ----- [4/7/2026] ----- (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. ***		
1	Schedule of Event: Provide a detailed schedule for this event no later than: ----- [4/7/2026] ----- 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. . ***		
1	Supplies and Equipment Being Brought: 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: ----- [4/7/2026] ----- Examples include laptops, cameras, catering supplies, handouts, etc. The HUB must approve all items in advance. . ***		

Equipment Options

1	Meeting Room Audio Visuals		
---	----------------------------	--	--

Qty.	Resource	Price	Amount
	Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. *HUB Meeting Room event spaces & AV systems are not compatible with live musical performance or other performance audio. The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive. **Connections via HDMI to Mac products may sometimes encounter display issues.		
1	Microphone - Wireless - Mtg. Included with room, must be requested in advance.		
Furnishing Options			
2	Table (6') Can be used for registration, display, exhibit or refreshments. Special Instructions: 2 included with reservation, additional incur fees.		
1	Table (6') - Head Tables 2 chairs included with each head table.		
72	Chairs	\$1.00/unit, \$28.80 discount	\$43.20

Thu, May 7, 2026 4:00 PM - 10:00 PM HUB, HUB Lawn Booked

[Click Here for Room Diagram](#)

Room Setup Standard: Outdoor for 300

Power & Electricity

1	Electricity - Outdoor Availability is pending weather conditions. Client must provide a canopy with appropriate weights to be placed over the power access point.		
---	--	--	--

Thu, May 7, 2026 4:00 PM - 10:00 PM HUB, HUB Patio Booked

Room Setup Standard: Outdoor for 300

Fri, May 8, 2026 7:00 AM - 6:00 PM HUB, HUB Lawn Booked

[Click Here for Room Diagram](#)

Room Setup Standard: Outdoor for 300

Miscellaneous Charges

1	Early Opening Fee (7am M-F) Applied anytime for 7am access on a Monday-Friday when the HUB is regularly open.	\$139.50/unit	\$139.50
---	--	---------------	----------

Personnel 7:00 AM to 6:00 PM

1	Event Representative 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).	11 hr. at \$36.25/hour	\$398.75
---	---	------------------------	----------

Power & Electricity

1	Electricity - Outdoor Availability is pending weather conditions. Client must provide a canopy with appropriate weights to be placed over the power access point. *2024 price from University Facilities - rates may change*		
---	--	--	--

Fri, May 8, 2026 7:00 AM - 6:00 PM HUB, HUB Patio Booked

Room Setup Standard: Outdoor for 300

Qty.	Resource	Price	Amount
Fri, May 8, 2026 7:30 AM - 6:00 PM HUB, 332			Booked

[Click Here for Room Diagram](#)

	Room Charge	10.5 hr. at \$20.00/hour	\$210.00
Room Setup Custom: Lecture for 120			
Equipment Options			
1	Meeting Room Audio Visuals		
	Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. *HUB Meeting Room event spaces & AV systems are not compatible with live musical performance or other performance audio. The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive. **Connections via HDMI to Mac products may sometimes encounter display issues.		
1	Microphone - Wireless - Mtg.		
	Included with room, must be requested in advance.		
Furnishing Options			
2	Table (6') - Head Tables		
	2 chairs included with each head table.		
2	Table (6')		
	Can be used for registration, display, exhibit or refreshments. Special Instructions: 2 included with reservation, additional incur fees.		
120	Chairs	\$1.00/unit, \$48.00 discount	\$72.00

Fri, May 8, 2026 7:30 AM - 6:00 PM HUB, 334			Booked
---	--	--	--------

[Click Here for Room Diagram](#)

	Room Charge	10.5 hr. at \$20.00/hour	\$210.00
Room Setup Custom: Lecture for 132			
Equipment Options			
1	Meeting Room Audio Visuals		
	Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. *HUB Meeting Room event spaces & AV systems are not compatible with live musical performance or other performance audio. The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive. **Connections via HDMI to Mac products may sometimes encounter display issues.		
1	Microphone - Wireless - Mtg.		
	Included with room, must be requested in advance.		
Furnishing Options			
2	Table (6') - Head Tables		
	2 chairs included with each head table.		
2	Table (6')		
	Can be used for registration, display, exhibit or refreshments. Special Instructions: 2 included with reservation, additional incur fees.		
132	Chairs	\$1.00/unit, \$52.80 discount	\$79.20

Fri, May 8, 2026 7:30 AM - 6:00 PM HUB, 337			Booked
---	--	--	--------

[Click Here for Room Diagram](#)

	Room Charge	10.5 hr. at \$15.00/hour	\$157.50
Room Setup Custom: Lecture for 50			

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
Equipment Options			
1	Meeting Room Audio Visuals		
	Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. *HUB Meeting Room event spaces & AV systems are not compatible with live musical performance or other performance audio. The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive. **Connections via HDMI to Mac products may sometimes encounter display issues.		
1	Microphone - Wireless - Mtg.		
	Included with room, must be requested in advance.		
Furnishing Options			
2	Table (6') - Head Tables		
	2 chairs included with each head table.		
1	Table (6')		
	Can be used for registration, display, exhibit or refreshments. Special Instructions: 2 included with reservation, additional incur fees.		
50	Chairs	\$1.00/unit, \$20.00 discount	\$30.00

Fri, May 8, 2026 7:30 AM - 6:00 PM HUB, 340 Booked

[Click Here for Room Diagram](#)

Room Charge	10.5 hr. at \$15.00/hour	\$157.50
-------------	--------------------------	----------

Room Setup Custom: Lecture for 72

Equipment Options

1	Meeting Room Audio Visuals		
	Includes projector, PA system, built-in videoconferencing equipment, lectern and lectern microphone. *HUB Meeting Room event spaces & AV systems are not compatible with live musical performance or other performance audio. The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive. **Connections via HDMI to Mac products may sometimes encounter display issues.		
1	Microphone - Wireless - Mtg.		
	Included with room, must be requested in advance.		

Furnishing Options

1	Table (6') - Head Tables		
	2 chairs included with each head table.		
2	Table (6')		
	Can be used for registration, display, exhibit or refreshments. Special Instructions: 2 included with reservation, additional incur fees.		
72	Chairs	\$1.00/unit, \$57.60 discount	\$14.40
	Special Instructions: *discounted due to same setup multiple days*		

Personnel 7:30 AM to 6:00 PM

1	Event Representative	10.5 hr. at \$36.25/hour	\$380.63
	For all meeting rooms.		

Subtotal	\$1,982.68
----------	------------

Total	\$1,982.68
--------------	-------------------

