



HUB EVIS

HUB Event & Information Services
Seattle WA 98195-2230
(206) 543-8191
hubres@uw.edu

Quote

Event: H8239

Organization Event Name

Micronesian Islands Club
3931 Brooklyn Ave NE
Seattle WA 98105

MIC Night

Contact Type Email Phone

E-Anna Aguon Babauta Primary ebabauta@uw.edu
Jasmine Borja Secondary jib04@uw.edu

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.

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.

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: Sat, May 16, 2026 10:00 AM - 10:00 PM HUB, 160 - Lyceum, Quoted

Click Here for Room Diagram

Room Charge 12 hr. at \$21.50/hour \$258.00

Room Setup Custom: Banquet - Rounds for 184

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: [7/16/2025]

1 Final Room Setup and AV Changes: Please request any reservation updates no later than [5/1/2026]. Changes after this date 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 Cancellation Deadline: Please submit a cancellation for any event bookings no later than [4/3/2026]. Cancellations submitted after this date will incur fees. Cancellations should be submitted online via the HUB's reservation website, Mazevo, at https://mymazevo.com

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
	or via an email to hubres@uw.edu. .***		
1	AV, Sound, and Light Plan: Provide a description of the AV, sound, and lighting needs for this event no later than: ----- [4/3/2026] ----- .***		
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.). ----- [4/3/2026] ----- Latest possible room access time is 12am, and additional teardown/cleanup time can be reserved for the following day. .***		
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: ----- [4/3/2026] ----- Additional permits and approvals may be required. .***		
1	Ticket Sale Request Form: Use the link below to complete the Ticket Sales Request form no later than: ----- [4/3/2026] ----- https://forms.office.com/Pages/ResponsePage.aspx?id=W9229i_wGkSZoBYqxQYL0oK1nnYUmYpLhUiUnKnHJC9UNU9RODBMM1ZIRFhPREgwN0tXOE9CS1BXSSQIQCN0PWcu .***		
1	Schedule of Event: Provide a detailed schedule for this event no later than: ----- [4/17/2026] ----- 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: ----- [4/17/2026] ----- Examples include laptops, cameras, catering supplies, handouts, etc. The HUB must approve all items in advance. .***		
1	UUF Form Required: Visit https://uwspecialprograms.org/uuf-info/ for more information and to begin the process by the following date: ----- [4/17/2026] ----- .***		
1	Food Permit: Please fill out the UW EH&S Application for a Temporary Food Service Permit no later than: ----- [4/17/2026] ----- (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	Equipment Brought by DJ/Band: Advise of any AV and lighting equipment, including its electrical needs, that will be brought in by the DJ, band, or performers by the following date:		

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
	----- [4/17/2026] ----- All items must be approved by the HUB in advance. Smoke, fog, bubble, laser or glitter machines are not permitted in the HUB. .***		
1	Performances, Activities, and Program Outline: Provide an outline of activities, performances, and the overall program for this event by the following date: ----- [4/17/2026] ----- Include the following information as applicable: activity/performance types, number of performers per act, lighting cues, and estimated performance lengths. House PA and Meeting Room AV systems are not suitable for amplifying live musical performance. The HUB is not able to provide amps or backline for instruments. For arts & crafts activities: Take all precautions to contain mess and prevent damage that may result from activities. This may include using drop cloths, tarps, drip pans, etc. All activities must be approved in advance, and any damages or cleaning fees will be passed on to the client. .***		
1	Event Planning Meeting: Schedule an event planning meeting appointment with a HUB staff member by emailing hubres@uw.edu no later than: ----- [5/1/2026] ----- HUB staff are typically able to schedule meetings Monday-Friday 8am-5pm. .***		
	Cleaning/Maintenance Fee		
1	Cleaning/Maintenance Fee- Major Space	\$67.00/unit	\$67.00
	Equipment Options		
1	Lighting - House Pre-set house lighting. Does not include a stage wash		
1	PA Package - Advanced Requires HUB Sound Technician Includes sound board, up to 16 wired microphones, up to six additional powered loudspeakers to support additional sound reinforcement and/or stage monitoring. Not suitable for performance. *The HUB reserves the right to monitor audio volume and turn audio down or off if deemed too disruptive.	\$132.25/unit	\$132.25
1	Lectern - Standing Wooden lectern with transparent HUB plaque. Microphone available upon request.		
1	Microphone - Wired - Lectern Microphone built into lectern.		
2	Microphone - Wireless Handheld - Lyceum Placed on a floor stand.	\$66.25/unit	\$132.50
1	Projector, Video/Data - Built-In Installed data projector with screen. HDMI or VGA connections available.	\$79.75/unit	\$79.75
3	Easel - Tripod Stand Three tiered easel used to display signage. Special Instructions: 5 included with reservation, additional incur fees.	\$6.25/unit, \$18.75 discount	\$0.00
	Furnishing Options		
184	Chairs For banquet set	\$1.00/unit	\$184.00
3	Table (6') Can be used for registration, display, exhibit or refreshments. Special Instructions:	\$14.50/unit, \$43.50 discount	\$0.00

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
	5 included with reservation, additional incur fees.		
23	Table (5') - Banquet Round	\$9.75/unit	\$224.25
	Eight chairs per table.		
	Personnel 10:00 AM to 10:00 PM		
1	Event Representative	12 hr. at \$36.25/hour	\$435.00
	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).		
1	Sound Technician	12 hr. at \$58.25/hour	\$699.00
	THIS IS ONLY AN ESTIMATE - TIMING CAN BE ADJUSTED BASED ON SCHEDULE		
	Tickets		
1	Ticket Sales Setup Charge	\$36.25/unit	\$36.25
	Please note that the HUB does NOT accommodate ticket sales at the door. *		
	All ticket sales on the day of the event must be online via https://hub.washington.edu/about/in-the-hub/hub-ticket-office/ .		

Sat, May 16, 2026 10:00 AM - 10:00 PM HUB, 160F - First Floor Food Staging Area **Quoted**

Room Charge	12 hr. at \$7.00/hour	\$84.00
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Room Setup Standard: As Is for 10

Furnishing Options

1	Food Staging Area - First Floor
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- Includes:
- one two-door refrigerator
 - one heated plating table
 - sinks
 - counter space

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.

Subtotal	\$2,332.00
Total	\$2,332.00

Please review and sign this document by the listed due date. Only the primary or secondary contact's signature will be accepted.

Events are not confirmed until a signed copy of the quote is received, and changes to the reservation are not accepted until the quote has been signed.

By signing and approving this document, the client agrees to the [HUB Event Services Terms and Conditions](#), to follow [all applicable HUB policies](#) and to complete all listed event tasks and deadlines by the given due dates.

Signature:  Date: 7/22/2025

Name (please print): Jasmine Borja

Signing this document does not preclude future requests for changes. Failure to return the document with a signature by the listed deadline may result in cancellation of this reservation.