



HUB EVIS

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

Quote

Event: Q2163

Organization Event Name

Japanese Student Association at the University of Washington
4001 E Stevens Way NE
Seattle WA 98105
Matsuri 2026

Table with 4 columns: Contact, Type, Email, Phone. Rows include Tomo William Kunz-Taguchi, Japanese Student Association, and Brendan Chang.

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.

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.

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

Summary table with columns: Qty., Resource, Price, Amount. Row: Sat, May 9, 2026 8:00 AM - 10:00 PM HUB, 211 - Both Ballrooms, Confirmed

Click Here for Room Diagram

Room Charge 14 hr. at \$50.50/hour \$707.00

Room Setup Custom: Other Set for 500

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: 12/03/24

1 Cancellation Deadline: Please submit a cancellation for any event bookings no later than 03/27/26. Cancellations submitted after this date will incur fees.

1 Fiscal Year 2026: This event takes place during the 2026 fiscal year. Rates have not yet been set for that year and as a result there may be an increase in costs for this reservation.

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
1	<p>***</p> <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: ----- 01/09/26 -----</p> <p>.</p> <p>***</p>		
1	<p>Event Planning Meeting:</p> <p>Schedule an event planning meeting appointment with a HUB staff member by emailing hubres@uw.edu no later than: ----- 03/13/26 -----</p> <p>HUB staff are typically able to schedule meetings Monday-Friday 8am-5pm.</p> <p>.</p> <p>***</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: ----- 03/13/26 -----</p> <p>Additional permits and approvals may be required.</p> <p>.</p> <p>***</p>		
1	<p>AV, Sound, and Light Needs:</p> <p>Provide a description of the AV, sound, and lighting needs for this event no later than: ----- 03/27/26 -----</p> <p>.</p> <p>***</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.). ----- 03/27/26 -----</p> <p>Latest possible room access time is 12am, and additional teardown/cleanup time can be reserved for the following day.</p> <p>.</p> <p>***</p>		
1	<p>Decorations Plan:</p> <p>Provide a detailed description of the plan for decorations and décor at this event no later than: ----- 04/09/26 -----</p> <p>More information can be found in the HUB's Event Guidelines policy (https://hub.washington.edu/wordpress/wp-content/uploads/2022/10/C-2-Event-Guidelines-2022.pdf).</p> <p>Only delicate surface painters tape can be used in the HUB.</p> <p>.</p> <p>***</p>		
1	<p>Food Permit:</p> <p>Please fill out the UW EH&S Application for a Temporary Food Service Permit no later than: ----- 04/09/26 -----</p> <p>(https://webapps.ehs.washington.edu/public_health/foodpermit/index.php)</p> <p>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.</p> <p>.</p> <p>***</p>		
1	<p>Performances/Program Outline:</p> <p>Provide an outline of activities, performances, and the overall program for this event by the following date: ----- 04/09/26 -----</p> <p>Include the following information as applicable: activity/performance types, number of performers per act, lighting cues, and estimated performance lengths.</p> <p>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.</p> <p>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</p>		

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
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or cleaning fees will be passed on to the client.

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1 Schedule of Event:

Provide a detailed schedule for this event no later than:

----- 04/09/26 -----

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.

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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:

----- 04/09/26 -----

Examples include laptops, cameras, catering supplies, handouts, etc. The HUB must approve all items in advance.

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1 UUF Form Required:

Visit <https://uwspecialprograms.org/uuf-info/> for more information and to begin the process by the following date:

----- 04/09/26 -----

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1 Final Reservation Updates Deadline:

Please request any reservation updates no later than

----- 04/25/26 -----

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.

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Cleaning/Maintenance Fee

2	Cleaning/Maintenance Fee- Major Space	\$67.00/unit	\$134.00
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Equipment Options

1	PA Package - Performance (BBR)	\$271.75/unit	\$271.75
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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 (Both Ballrooms)	\$99.25/unit	\$99.25
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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 for all performances

1	Microphone - Wireless Handheld - Ballroom	\$66.25/unit	\$66.25
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Placed on a floor stand.

11	Microphone - Wired	\$13.50/unit, \$148.50 discount	\$0.00
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Can be placed on tabletop or floor stand.

Special Instructions:

Included with Performance PA

2	D.I. Box for Performance PA	\$13.50/unit, \$27.00 discount	\$0.00
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Used to connect guitars, bass, and other instruments into the PA system.

Special Instructions:

Included with Performance PA

4	Monitor Wedge Speaker	\$20.25/unit, \$81.00 discount	\$0.00
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Speaker used by performers to hear themselves.

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
	Special Instructions: Included with Performance PA		
22	Stanchion (TensabARRIER) 4 for Ballroom 12 for N Pre-function Used for line management. Minimum of two needed to create a barrier.	\$6.25/unit	\$137.50
1	Coatrack Each coatrack has 75 non-removable hangers. 60"h x 25"w x 75"l 1 coatrack per every 200 attendees.		
1	Mobile Dry Erase Board (white)	\$12.50/unit	\$12.50
1	Off Campus Equipment **2025 pricing - total is subject to change** Special Instructions: 19 sections of 7x7' Bases, Uprights, Crossbars for booths from CORT	\$542.78/unit	\$542.78
Furnishing Options			
1	Stage - Large 30' x 16' x 3'	\$213.25/unit	\$213.25
10	Table (6') Can be used for registration, display, exhibit or refreshments. Special Instructions: 10 included with reservation, additional incur fees.	\$14.50/unit, \$145.00 discount	\$0.00
35	Table (6') 1 next to stage 15 with 6 chairs each (10 free) 26 for booths 3 in NPF	\$14.50/unit	\$507.50
3	Table (6') HUB tech tables		
92	Chairs 2 at 6ft by stage, 90 at 6fts in front of stage	\$1.00/unit	\$92.00
Personnel 8:00 AM to 10:00 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).	14 hr. at \$36.25/hour	\$507.50
Personnel 8:30 AM to 1:30 PM			
1	Sound Technician **Based on 2025 schedule** THIS IS ONLY AN ESTIMATE - TIMING CAN BE ADJUSTED BASED ON SCHEDULE	5 hr. at \$58.25/hour	\$291.25
Personnel 3:00 PM to 8:00 PM			
1	Sound Technician **Based on 2025 schedule** THIS IS ONLY AN ESTIMATE - TIMING CAN BE ADJUSTED BASED ON SCHEDULE	5 hr. at \$58.25/hour	\$291.25
Power & Electricity			
4	Power Strip - Multi Outlet Power strip with six outlets. Special Instructions: 10 included with reservation, additional incur fees.	\$9.50/unit, \$38.00 discount	\$0.00

Sat, May 9, 2026 8:00 AM - 10:00 PM HUB, 211D - Food Staging Area-North Confirmed

Room Charge 14 hr. at \$14.75/hour \$206.50

<u>Qty.</u>	<u>Resource</u>	<u>Price</u>	<u>Amount</u>
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Room Setup Standard: As Is for 1

Furnishing Options

1	Food Staging Area - Ballroom
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- Includes:
- two coffee makers
 - ice machine with ice carts
 - 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 9, 2026 8:00 AM - 10:00 PM HUB, 211E - Food Staging Area-South **Confirmed**

Room Charge	14 hr. at \$14.75/hour	\$206.50
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Room Setup Standard: As Is for 1

Furnishing Options

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

	Subtotal	\$4,286.78
	Total	\$4,286.78

For any questions or to make changes to this event, please contact HUB Event & Information Services.

Refer to the HUB's website for the [HUB Event Services Terms and Conditions](#), [applicable HUB policies](#), and [additional event resources](#).