

UW Tower Reservation Space + Service Fees



The following information applies to non-tenants at the UW Tower. Below you can see the rates we provide for reservations at the Tower & service fees that may apply to your event.

Pricing Chart

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| --- | --- | --- | --- |
| **Reservation Space** | **Capacity** | **Hourly** | **Room Specific Information** |
| **C Building** |
| North Cafeteria | 100 | $100.00 / hr | The North Cafeteria section can be found across from the Tower Café & has a view of the UW Tower Courtyard. |
| South Cafeteria | 200 | $100.00 / hr | The South Cafeteria section is the big open area portion of the cafeteria. Has a view of Space Needle & Southlake Union |
| Cafeteria | 300 | $300.00 / hr | Provides access to both the South + North cafeteria amenities |
| Visitor’s Dining Room | 25 | $50.00 / hr | Located near the Tower Café, this room has the following: lounge, kitchen, & conference area. This is a closed-door room |
| C-2 Plaza North | 10 | $75.00 / hr | Located on Lobby Level, provides a view of the UW Tower Courtyard & is a closed-door room. (Projector Capabilities available) |
| C-2 Plaza South | 10 | $75.00 / hr | Located on Lobby Level, provides a view of the UW Tower Courtyard & is a closed-door room. (Projector Capabilities available) |
| Plaza Event Center | 25 | $150.00 / hr | Access to both North + South Plaza rooms & the space in-between |
| **O Building** |
| Mezzanine | 200 | $25.00 / hr | This is not a conference room, but a space where you can hold receptions, poster sessions etc. (this is the hallway area on the 4th floor) |
| Auditorium | 200 | $200.00 / hr | Located on the 4th floor, this room provides a fully integrated sound system & built-in data projector. |

Contact Information

Email: uwtower@uw.edu

Phone: 206-685-5648

Available Monday 7AM – 3:30PM



UW Tower Reservation Space + Service Fees cont.



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| **T-22 Conference Center** |
| Alki | 10 | $20.00/hr | Open-air conference room with the following capabilities: conference call & projector capabilities. |
| Ballard | 10 | $20.00/hr | Open-air conference room with the following capabilities: conference call & projector capabilities. |
| Boardroom | 50 | $60.00/hr | NO FOOD ALLOWED. Closed-door room with high-end technology for presentations or Zoom Meetings. |
| Cascade | 10 | $20.00/hr | Open-air conference room with the following capabilities: conference call & projector capabilities. |
| Fremont | 18 | $20.00/hr | Open-air conference room with the following capabilities: conference call & projector capabilities. |
| Glass | 12 | $30.00/hr | NO FOOD ALLOWED. Closed-door conference room with the following capabilities: conference call & projector capabilities. |
| Greenlake | 12 | $20.00/hr | Open-air conference room with the following capabilities: conference call & projector capabilities. |
| Magnolia | 32 | $30.00/hr | Closed-door room: this room layout can be configured as needed. Has conference call + projector capabilities |
| Queen Anne | 6 | $20.00/hr | Closed-door room: built to be a small conference room with zoom capabilities |
| Ravenna | 50 | $30.00/hr | Open-air room: this room layout can be configured as needed. Has conference call & projector capabilities. |
| Wallingford | 6 | $20.00/hr | Closed-door room: built to be a small conference room with zoom capabilities |
| **Staffing Fees** |
| After-Hours Support Staff | $38.50/hr | Support staff are required for events with 50+ people: they assist with venue setup, and other requested amenities |
| Room setup | $95.00/hr | The builder team will set up the room layout to your specification |
| Custodial Service | $188.25 Flat Fee | Events over the weekend that involve food and/or alcohol will require scheduled custodial service. (Flat Fee) |
| Pipe & Drape | $1 per Foot | Available in the Cafeteria only: this provides black curtains so that you may separate the area into different sections if needed. |
| Security Guards | $60.00/hr | Security is needed for all events on the weekend & events after 10pm on weekdays. |