UW TOWER

EVENT CHECKLIST & AGREEMENT

Event Information

Event Name: _____

Event Date: _____

Event Total Time: _____

Total time includes setup & cleanup time

Setup Time: _____

Cleanup Time: _____

1 hour minimum cleanup time

# of Attendees: _____

Event Location

South Cafeteria	☐	C- 02 Plaza Event Center	☐
North Cafeteria	☐	Visitor's Dining Room (VDR)	☐
Auditorium	☐	T-22	☐
Mezzanine Hallway	☐		

Hours: _____ **Total ($):** _____

Hours: _____ **Total ($):** _____

Builder Setup

Specific (requires layout map)	☐	Chairs only	☐
Classroom	☐	No tables & chairs	☐
Banquet	☐	Other	☐
Pods	☐		

If you no setup is selected you will need to setup and reset tables/chairs yourself.

Total: $100 ☐

Pipe & Drapes

of sections (**$20/per**): _____ **Total ($):** _____

Equipment

This is a hybrid event: ☐

Speaker system	☐	Stage	☐
Aux cable	☐	Podium	☐
AV screen(s)	☐ #_____	Whiteboard(s)	☐ #_____
Microphone(s)	☐ #_____	Poster easel(s)	☐ #_____

Guest Wi-Fi Access (created upon approval): ☐

Need Loading Dock access to unload personal equipment: ☐

Contact Information

Contact Name: _____

Dept/Org: _____

Phone: _____

Email: _____

WORKTAG # _____

Non-Tower Tenant ☐ Non-UW ☐

If selected, visit https://uwspecialprograms.org/uuf-info/ for UUF Form

Permits

Liquor (MUST submit UW Alcohol Service Request Form) ☐

WA state issued banquet permit ☐

WA state issued Special Occasion License ☐

Temporary Food Permit ☐

UUF Form (for RSO's and Non-UW affiliates) ☐

Guest Registration

Type		Location	
Student event	☐	Lobby	☐
Open to public	☐	Mezzanine Hallway	☐
Private	☐	In event space	☐

Non-UW Guest list: ☐

Must provide a guest list for all events, Bring photo ID

Consumables

Event is catered: ☐

Meals	☐	Drinks	☐
Snacks	☐	Alcohol (*wristbands REQUIRED)	☐

Event Staff

$38.50/hr. per staff: ☐

One Event Staff required for large after-hour events.
Additional staff may be assigned on case-by-case basis

Quantity:_____ Hours:_____ **Total ($):**_____

Custodial Service

$260 (Flat Fee) ☐

Required for all Friday (evening), weekend, and/or Holiday Events.

UW TOWER

Security

$60.00/hr (minimum of 4 hrs. if required)

Quantity:_____ **Total ($)**_____

*UW Tower Security is here Sunday 10pm - Friday 10pm
*Events occurring in this range will not need to pay security fee, but there are times where we will require security on a case-by-case basis.
One security guard is required for all after hour events occuring on the Weekends, and/or Holidays.

Parking (W46 Garage)

The UW Tower DOES NOT manage parking for W-46 or W-45 Garage

Parking arrangements will need to be arranged with UW Transportation Services.

Contact information: *tsevents@uw.edu or 206-616-8710*
Visit https://transportation.uw.edu/park/ for more information.

Additional Notes

UW Tower Event Policies/General Information

- Events with more than 50 people, we may require a registration table be placed in the lobby and a volunteer will be required to staff this station.
- Additional Security or UW Police may be required if you have an event with over 100 guests and will be serving alcohol.
- If you plan to have decorations, **ABSOLUTELY NO** nails, tape (except painters), open flames (to include candles), string/holiday lights, glitter, or confetti.
- The doors in the Cafeteria cannot be locked & the fire exits must remain clear at all times. **DO NOT** block fire exits with furniture or equipment.
- Additional Fees will be applied if you go over event time requested and do not return the reservation space back to its original state if you did not request a builder setup, and/or damages UW Tower property.
- If the event space is left is disarray, examples: food being left behind, throw up needing to be cleaned up, or other types of debris there will be surcharge up to **$200** added onto the signed quote amount.
- For guest Wi-Fi access, visit https://itconnect.uw.edu/tools-services-support/networks-connectivity/uw-networks/campus-wi-fi/visitors/ to assign a temp UW NetID.

----------**DO NOT FILL BELOW LINE**----------

Rental	Setup	Event Staff	Custodial	Security	Other	Total Quote

By signing below, you are agreeing to the terms & conditions of the UW Tower, and are resposible for the full payment of the space.

Print Name of Responsible Party

Signature of Responsible Party

Date

UW Tower Representative

Date