**Waterfront Activities Center (WAC)**

### Rates & Fees (Per Day)

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<tr>
<th></th>
<th>Events 3 hrs or less</th>
<th>Events 3+ hrs</th>
<th>Custom Setup</th>
<th>Early/Late Occupation</th>
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<tr>
<td>Day Rates (7:30am-5:00p)</td>
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<tr>
<td>UW Student Groups</td>
<td>Flat $70</td>
<td>$20/hr</td>
<td>$40</td>
<td>Prorated at $40/hr</td>
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<tr>
<td>UW Departmental Groups</td>
<td>Flat $175</td>
<td>$50/hr</td>
<td>$40</td>
<td>Prorated at $100/hr</td>
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<tr>
<td>Off-Campus Groups</td>
<td>Flat $260</td>
<td>$75/hr</td>
<td>$40</td>
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| Evenings Rates (5:00p-12:00a) |
|-----------------------------|----------------------|---------------|--------------|-----------------------|
| UW Student Groups            | Flat $135            | $40/hr        | $40          | Prorated at $80/hr    |
| UW Departmental Groups       | Flat $275            | $75/hr        | $40          | Prorated at $150/hr   |
| Off-Campus Groups            | Flat $400            | $110/hr       | $40          | Prorated at $220/hr   |

**Explanation of Fees**

* The WAC charges a flat fee for events spanning 3 hrs or less, defaulting to the evening rate if event runs past 5pm. Hourly rates do not apply.  
* Events longer than 3 hours will only be billed at an hourly rate.  
* Discounts may be available for events that span consecutive days.

* Evening rates will apply to Special Event dates, including (but not limited to) home football game days, commencement, major campus events, major holidays, Seafair weekend, or events on dates where our building would otherwise be closed.

* Our standard set up is free of charge (two rows of three 60" round tables, seven chairs per table). There is an additional charge for a custom set up, should you wish for the room to be arranged in a specific manner prior to your arrival.

* The WAC does not charge a banquet fee for food or drink. The WAC does not charge a cleaning fee.

* There may be an additional fine for early arrival as well as a fine for late departure, based on your confirmed reservation times.

* Our cancellation policy is such that once an event is confirmed, groups will be charged a flat $50 when the WAC receives 15+ days notice. Groups will pay full charge for an event that is cancelled with notice inside of two weeks (14 days).

**User Categories**

**UW Student Groups:**

* Registered Student Organizations (RSO) currently registered with the Student Activities Office.  
* ASUW, GPSS and Department of Recreational Sports Programs conducting programs intended as a service to all students.

* NO donations, attendance fees, or off-campus advertising allowed.

**UW Departments:**

* UW departments, faculty or staff organizations, and university committees conducting programs without off-campus advertisement and with at least 50% of attendees officially part of the UW community.

* RSO functions when admission is charged, donations are collected, or event is advertised off-campus.

**Off-Campus Groups:**

* Off-campus (non-UW) groups with sponsorship from an individual or department within the UW community.

**Facility Description**

**Room:** The Waterfront Great Room is a long rectangular shaped room (66’x30’) which may be split into three smaller areas by sliding partition walls. With partitions open, the room holds 90 seated or 100 standing. There is also a large adjoining deck for outdoor use. A propane grill is available for BBQing, but the WAC does not provide propane gas.

**Kitchen:** The kitchen is located across the hall and is included in room rental at no additional charge. It has a sink, counter, microwave and full refrigerator/freezer. NO range/oven, garbage disposal, coffee pots, or utensils. The WAC does not provide linens.

**Amenities:**

* 90 chairs  
* Ethernet  
* Phone line  
* 75”HDTV  
* Propane grill  
* 6 round tables (60” diameter)  
* Wireless internet access  
* Extension cords + power strip  
* Projector + pull down screen  
* Outdoor bistro tables  
* 14 rectangular tables (5’x 3’)  
* 1 rectangular table (8’x 3’)  
* Stand up podium  
* Wireless microphone + speakers  
* Outdoor sound system
Reservation Procedure

Reservations for the following calendar year are accepted from any qualified group starting November 1st.

1. The Waterfront Great Room is available from 7:30a-midnight on weekdays (M-F) and from 8:00a-midnight on weekends (Sat/Sun).

2. Call or email to check date availability; paperwork will be emailed to you. You can also check our online event calendar and, if your date appears available, email Reservation Request form (also found online) for review and approval by a WAC manager.

3. After a Reservation Request form has been received and approved, a written estimate will be emailed to you. This estimate will be accompanied by our rental contract further explaining WAC rules and regulations. This contract must be returned and approved in order to receive final approval for your booking.

4. Your requested time must include any setup and/or clean up time your event will require, as the reservation times will be the earliest your group will be allowed access to the room and when your group is expected to leave.

5. Notice of cancellations must be submitted at the earliest possible time so that facilities may be made available to other users. All costs incurred prior to receipt of cancellation notice will require payment.

6. Groups not using a UW budget number for billing will be required to prepay the estimated costs.

Rules and Regulations

Cleaning: Groups are responsible for removing any and all equipment, catering supplies and food from the facility before departing. All compost, recycling, and garbage must be placed in the provided receptacles. This applies to ALL GROUPS.

Liquor: A Washington State Liquor Control Board Permit and a copy of the UW alcohol service request approval must be posted if alcohol is present. Alcohol is not permitted in the building without these permits. NO EXCEPTIONS!

Permits: WA State: liq.wa.gov/licensing/banquet-permits UW: depts.washington.edu/eventfrm/banquet

Food: Sale of food, alcohol, etc. is strictly prohibited. Food may be served, but must follow established University food sanitation guidelines.

Phone: There is a campus phone (543-9449) in the hallway. There is also a phone jack inside the room for your use.

Music: Amplified live music is allowed during regular building hours on a case by case basis. All music sound systems must be approved by Waterfront Manager prior to the scheduled event.

Restrictions: The WAC does not host weddings, wedding receptions, etc.

Conditions: Misrepresentation of the activity, failure to fully disclose pertinent details regarding the event, failure to abide by all the policies, rules and regulations of the Waterfront Great Room and/or failure to promptly pay your bill may result in additional charges and/or denial of future facility use.

Other Information

Parking: Parking is $3.00/hr and can be paid for at the nearby kiosk. The issued receipt serves as the E-19 permit; the receipt must be displayed on dash. Current UW permit holders have the option of obtaining an “out of area” permit from a parking station on main campus, allowing them to park anywhere in the E-19 lot. Citations may be issued to vehicles without a valid permit. Parking is free Saturdays after noon and all day Sundays/holidays. Please contact Parking Services Special Events Office at 616-8710 or tsevents@uw.edu for more information.

Decor: Decorations can easily damage furniture and walls. All decorations must be approved and must be removed at the completion of the event. Only masking tape or painters tape on walls. No candles, confetti, or glitter.

Storage: Overnight storage is available (A/V equipment, catering supplies, etc.) but will result in additional charges.

UUF: Off-campus group usage of UW facilities must be sponsored and approved. Proof of commercial general liability insurance must be provided.

Driving Directions

From I-5/SR 520:
1. Take the Montlake Blvd. exit and head North.
2. Go across the Montlake Bridge, staying right.
3. Once across Bridge, turn right at first stoplight.
4. Pass gated E-12 lot on right, proceed to E-19 hourly lot.
5. WAC is only building in back, behind Husky Stadium.

From Seattle Childrens/University Village:
1. Head South on Montlake Blvd, toward SR 520.
2. Turn left at stoplight just before Montlake Bridge.
3. Pass gated E-12 lot on right, continue to E-19 hourly lot.
4. WAC is only building in back, behind Husky Stadium.