



McNamara Alumni Center  
200 Oak St. SE, Minneapolis MN, 55455-2002  
612.624.9831 macevents@umn.edu [www.mac-events.org](http://www.mac-events.org)

## Sample Conference Contract for 250 Attendees

### Booking Details

#### **Tuesday, January 28, 2020**

#### **8:00 AM - 5:00 PM Breakfast + General Session + Lunch (1-Week Hold) Memorial Hall**

Oval Tables with Buffet for 250

#### Room Rental:

Memorial Hall

*Room rental includes tables and chairs in McNamara inventory, podium and microphone, lapel mic, handheld mic, and Internet access. Access to the room begins 2 hours prior to room rental reservation time and 1 hour of teardown, unless otherwise noted.*

Room set-up charge @ \$200

*Includes set-up of all rooms.*

Additional Hours 3 @ \$200/hour

*Room rental includes up to 6 hours of use  
Each additional hour = \$200.00*

Projector - Dual Screens

*Use of two built-in 32,000 lumen projectors and 18X10 screens. For an additional \$70 per hour, a McNamara AV technician can operate your AV. AV technician may require 3 hour minimum and parking. Please inquire with McNamara staff regarding your program needs.*

AV Technician

*McNamara AV Technician to staff event.*

WiFi - secure login

*Charge to purchase 250 secure logins.*

Parking (not included in this estimate)

*Parking is available in the adjacent University Avenue Ramp, connected by tunnel to the McNamara Alumni Center. Fee is \$8-\$12 per car with a \$1 per car reservation fee to guarantee parking, if desired or recommended. Your event coordinator can arrange your parking needs closer to your event and advise you on the best options and rates established by University Parking and Transportation Services.*

#### **8:00 AM - 5:00 PM Coatroom or Breakout Room (1-Week Hold) Minnesota Room**

Coatroom for 250

#### Room Rental:

Minnesota Room

Less 100% Discount

*Room rental includes tables and chairs in McNamara inventory, podium, built-in flat screen TV, and Internet. Set-up fees are included unless multiple rooms are booked. Access to the room begins 1 hour prior to room rental reservation time and 1 hour of teardown, unless otherwise noted.*

*\*\*Room rental waived when used as a coatroom.*

Additional Hours 3 @ \$30/hour

Less 100% Discount

*Room rental includes 0-6 hours of use  
Each additional hour = \$30.00*

*\*\*Additional hours waived when used as a coatroom.*

**9:00 AM - 3:00 PM Breakout Room (1-Week Hold) Johnson Great Room**

Classroom for 96

Room Rental:

Al Johnson Great Room

*Room rental includes tables and chairs in McNamara inventory, podium and microphone, lapel microphone, handheld wireless microphone, built-in projector and screen, and Internet access. Set-up fees are included unless multiple rooms are booked. Access to the room begins 2 hours prior to room rental reservation time and 1 hour of teardown, unless noted.*

**9:00 AM - 3:00 PM Breakout Room (1-Week Hold) Ski-U-Mah Room**

Theater Seating for 90

Room Rental:

Ski-U-Mah Room

*Room rental includes tables and chairs in McNamara inventory, podium and microphone, lapel microphone, handheld wireless microphone, built-in projector and screen, and Internet access. Set-up fees are included unless multiple rooms are booked. Access to the room begins 2 hours prior to room rental reservation time and 1 hour of teardown, unless noted.*

**9:00 AM - 3:00 PM Breakout Room (1-Week Hold) Heritage Gallery**

Theater Seating for 90

Room Rental:

Heritage Gallery

*Room rental includes tables and chairs in McNamara inventory, podium and microphone, lapel microphone, handheld wireless microphone, built-in projector and screen, and Internet access. Set-up fees are included unless multiple rooms are booked. Access to the room begins 2 hours prior to room rental reservation time and 1 hour of teardown, unless noted.*

**Estimated Total**

**\$8,839.00**