



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 400 Attendees

### Bookings / Details

### **Wednesday, April 14, 2021**

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

Oval Tables for 400

#### Room Rental:

Memorial Hall

*Room rental includes tables and chairs in McNamara inventory, podium and microphone, 3 microphones (combination of handheld & lapel mics) and Internet access. Access to the room begins 2 hours prior to room rental reservation time, unless otherwise noted.*

Room set-up charge @ \$300

*Includes set-up of all rooms.*

Additional Hours @ \$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 laser projectors and two screens (18X10 & 16X9). Reduced rental for a single screen is available. For an additional \$70 per hour, a McNamara AV technician can operate your AV (see below). AV technician may require 3 hour minimum and parking. Overflow feed from Memorial Hall to other rooms is available at an additional cost. Please inquire with McNamara staff regarding your program needs. Final invoice will be adjusted based on final equipment used.*

WiFi

*Guest wireless access is available throughout McNamara for casual use (such as checking email or web browsing) at no additional charge.*

*Hardwire internet access is included and available in each room for presenters.*

*Secure wireless logins may be purchased at \$5 per user if attendees need to follow along on a training, upload or download photos or have a dedicated internet service throughout the conference (not included in this estimate). Please consult with your event coordinator to make final arrangements.*

Misc. Parking (not included in this estimate)

*Parking options include the adjacent University Avenue Ramp, connected by tunnel to the McNamara Alumni Center, and the nearby Washington Avenue and Oak Street Ramps. Ramps are on a first-come, first-serve basis.*

*Fee is \$10-\$12 per car with a \$1 per car reservation fee to guarantee parking, if desired or recommended. If reservations are not made, parking availability is not guaranteed. 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.*

Parking - AV Technician

*Estimate for AV tech parking. Final invoice will be adjusted accordingly.*

AV Technician

*Estimate to hire AV tech to staff event. 3 hour minimum required. Final invoice will be adjusted accordingly.*

**8:00 AM - 5:00 PM Coatroom (1-Week Hold) Gateway Room**

Coatroom for 400

Room Rental:

Gateway Room

Less 100% Discount

*Room rental waived when used as a coatroom.*

Additional Hours @ \$25/hour

Less 100% Discount

*Room rental includes up to 6 hours of use.*

*Each additional hour = \$25.00*

*Additional hours waived when used as a coatroom.*

**8:00 AM - 5:00 PM Registration (1-Week Hold) The Commons**

Registration for 400

Room Rental:

The Commons

*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, unless otherwise noted.*

Additional Hours @ \$40/hour

*Room rental includes 0-6 hours of use.*

*Each additional hour = \$40.00*

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

Breakout Room 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, unless otherwise noted.*

**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, 2 microphones (choice between handheld wireless and lapel), 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, unless otherwise noted.*

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

Theater Seating for 50

Room Rental:

Minnesota Room

*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, unless otherwise 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, unless otherwise noted.*

**9:00 AM - 3:00 PM Breakout Room (1-Week Hold) Thomas H. Swain Room**

Theater Seating for 100

Room Rental:

Swain 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, unless otherwise noted.*

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**Estimated Total**

**\$10,460.00**