Sample Conference Contract for 400 Attendees

Booking Details

Monday, January 27, 2020
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, lapel mic, handheld mic, and Internet access. Room access begins 2 hours prior to room rental reservation time and 1 hour of teardown, unless 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 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.

Misc. Parking
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 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

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
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:  
AI 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) 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 and 1 hour of teardown, 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 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) 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 and 1 hour of teardown, unless otherwise noted.

---

**Estimated Total $10,659.00**