



McNamara Alumni Center
200 Oak St. SE, Minneapolis MN, 55455-2002
612.624.9831 macevents@umn.edu www.mac-events.org

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 (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 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:

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) 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