



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

Sample Gala Contract for 500 Guests

Bookings / Details

Saturday, April 12, 2025

5:00 PM - 11:00 PM Dinner & Live Auction (1-Week Hold) Memorial Hall

Oval Tables for 500

Room Rental:

Memorial Hall

Room rental includes tables and chairs in McNamara inventory, one built-in 18'x10' screen with 32,000 lumen laser projector, podium and microphone, 3 microphones (combination of handheld & lapel mics) and Internet access. A second screen and projector may be added for \$250. For an additional \$80 per hour (3 hour minimum), a McNamara AV technician can operate your AV. Access to the room begins 2 hours prior to room rental reservation time, unless otherwise noted.

Room set-up charge @ \$350

Includes set up of all rooms.

Additional Hours @ \$200/hour

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

Standard access time begins 2 hours prior to reservation start time (access at 3pm). Additional hour charges incurred for early access at 12pm.

After-hours Hourly charge @ \$50 per hour

Building Hours: 7am - 6pm M-F; Closed Saturday & Sunday

After-hours charge = \$50.00 per hour

Projector – 2nd Screen

Less 100% Discount

*Use of second built-in 32,000 lumen projector and 16'x9' screens.
The fundraiser package includes the 2nd projector at no additional fee*

Pipe & Drape

Less 100% Discount

The fundraiser package includes one set of black, copper, white or maroon pipe & drape if desired

AV Technician (MAC)

McNamara AV Technician to staff event from 5pm - 11pm.

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 \$9-\$13 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. Please notify your event coordinator if you're interested in creating and paying for guest parking reservations, and they 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.

Reserved parking meters

Less 100% Discount

The fundraiser package includes two 24-hour access day-of parking meters in the Oak Street turnaround on the day of the event for deliveries, staff parking, etc.

5:00 PM - 11:00 PM Coatroom (1-Week Hold) Gateway Room

Coatroom for 400

Room Rental:

Gateway Room

Less 100% Discount

The fundraiser package includes two complimentary rooms when used for a coat room, storage, volunteer headquarters or green room.

5:00 PM - 11:00 PM Auction & Reception (1-Week Hold) Johnson Great Room

Reception for 180

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.

5:00 PM - 11:00 PM Volunteer HQ/Storage (1-Week Hold) Ski-U-Mah Room

Storage

Room Rental:

Ski-U-Mah Room

Less 100% Discount

The fundraiser package includes two complimentary rooms when used for a coat room, storage, volunteer headquarters or green room.

Access to a designated storage room will reflect the contracted Memorial Hall access time without incurring additional fees.

5:00 PM - 11:00 PM Registration / Check Out (1-Week Hold) The Commons

Registration

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.

5:00 PM - 11:00 PM Auction & Reception (1-Week Hold) Thomas H. Swain Room

Reception for 110

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.

5:00 PM - 11:00 PM Auction & Reception (1-Week Hold) University Hall

Reception for 150

Room Rental:

University Hall

Room rental includes tables and chairs in McNamara inventory, podium and microphone, 2 microphones (choice between handheld wireless and lapel), built-in 12,000 lumen laser 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.

Estimated Total

\$10,380.00