



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 300 Guests

Bookings Details

Saturday, April 06, 2019

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

Oval Tables for 300

Room Rental:

Memorial Hall

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

Additional Hours @ \$200/hour

Room rental includes up to 6 hours of use

Each additional hour = \$200

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

Room set-up charge @ \$200

Includes set-up of all rooms.

After-hours hourly charge @ \$40/hour

Building Hours: 7am - 8pm M-F; 10am - 4pm Saturday; Closed Sunday

After-hours charge = \$40.00 per hour

Projector - Dual screens

Less 25% Discount

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. The fundraiser package includes the projectors at a discounted rate of \$750.

AV Technician

McNamara AV technician to staff event from 5pm – 11pm.

Pipe & Drape

Less 100% Discount

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

Misc. Parking (not included in this estimate—information only)

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.

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 Registration & Check-out (1-Week Hold) Ski-U-Mah

Registration for 300

Room Rental:

Ski-U-Mah

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 Silent 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, 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 Staff HQ/ Storage (1-Week Hold) Heritage Gallery

Storage

Room Rental:

Heritage Gallery

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 Coatroom (1-Week Hold) Minnesota Room

Coatroom for 300

Room Rental:

Minnesota Room

Less 100% Discount

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

Estimated Total:

\$6,960.00

