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:
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, 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