



McNamara Alumni Center  
200 Oak St. SE, Minneapolis MN, 55455-2002  
612.624.9831 macevents@umn.edu [www.mac-events.org](http://www.mac-events.org)

## **Sample Conference Contract for 250 Attendees**

**Bookings / Details R23750**

### **Tuesday, September 3, 2024**

#### **8:00 AM - 5:00 PM Breakfast + General Session + Lunch (1-Week Hold) Memorial Hall**

Oval Tables with Buffet for 250

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 @ \$300

*Includes setup of all rooms.*

Additional Hours @ \$200/hour

*Room rental includes up to 6 hours of use*

*Each additional hour = \$200.00*

Projector - 2nd Screen

*Use of McNamara's second built-in 32,000 lumen laser projector and screen (16X9).*

WiFi

*Guest wireless access is available throughout McNamara at no additional charge. Hardwire internet access is included and available in each room for presenters.*

AV Technician (MAC)

*Estimate to hire AV tech to staff event. 3 hour minimum required. Final invoice will be adjusted accordingly.*

Virtual Streaming Services (not included in this estimate)

*Virtual streaming services are available upon request. Please consult with sales team for estimate.*

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.*

#### **8:00 AM - 5:00 PM Coatroom or Breakout Room (1-Week Hold) Minnesota Room**

Coatroom for 250

Room Rental:

Minnesota Room

Less 100% Discount

*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, unless otherwise noted.*

*\*\*Room rental waived when used as a coatroom.*

Additional Hours:

Additional Hours @ \$30/hour

Less 100% Discount

*Room rental includes up to 6 hours of use*

*Each additional hour = \$30.00*

*\*\*Additional hours waived when used as a coatroom.*

**9:00 AM - 3:00 PM Breakout Room (1-Week Hold) Heritage Gallery**

Theater Seating 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, unless otherwise noted.*

**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, 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.*

**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, unless otherwise noted.*

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**Estimated Total**

**\$9,170.00**