



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 150 Attendees

Bookings / Details

Saturday, April 20, 2024

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

Oval Tables for 150

Room Rental:

University Hall

Room rental includes tables and chairs in McNamara inventory, podium and microphone, lapel microphone, handheld wireless microphone, 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. Additional setup time may be added at \$100 per hour.

After-hours:

Hourly charge @ \$50 per hour(1 hours @ \$50.00/hr)

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

After-hours charge = \$50.00 per hour

MAC Rentals and Services:

AV Technician (MAC)

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

Misc.

The fundraiser package includes up to 10 wooden easels for signage, auction items, etc.

Pipe & Drape

Less 100% Discount

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

Parking:

Misc. Parking

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 reserved meters accessible the day of your event located on Walnut Street. These can be used for deliveries, staff parking, VIP parking, or vendors.

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

Reception

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 Registration (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 Coatroom or Staff HQ (1-Week Hold) Gateway Room

Coatroom

Room Rental:

Gateway Room

Less 100% Discount

*The fundraiser package includes a complimentary room when used for a coat room, storage, volunteer headquarters or green room. *Access to a designated storage room will reflect the contracted University Hall access time without incurring additional fees.*

5:00 PM - 11:00 PM Patio (1-Week Hold) University Hall Patio

Room Rental:

University Hall Patio

Less 100% Discount

Patio includes seating at outdoor tables and chairs. Food, alcoholic and non-alcoholic beverages are allowed on patio within designated area. Patio is included with University Hall room rental, weather permitting.

Estimated Total

\$4,130.00