



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 Gala Contract for 300 Guests

### Bookings / Details

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#### **Saturday, April 12, 2025**

#### **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, 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.*

Set-up:

Room set-up charge @ \$300

Additional Hours:

Additional Hours @ \$200/hour

*Room rental includes up to 6 hours of use*

*Each additional hour = \$200.00*

*Standard access begins 2 hours prior to reservation start time. 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 or maroon pipe & drape if desired.*

AV Technician (MAC)

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

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..*

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**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, 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 VIP Reception (1-Week Hold) Heritage Gallery**

Reception for 100

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.*

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

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

Storage

Room Rental:

Ski-U-Mah

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.*

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**Estimated Total**

**\$8,080.00**