McNamara Alumni Center
200 Oak St. SE, Minneapolis MN, 55455-2002
612.624.9831 macevents@umn.edu www.mac-events.org

## *Sample University Conference Contract for 100 Attendees*

**Bookings / Details**

**Friday, September 6, 2024**
**8:00 AM - 5:00 PM Breakfast + General Session + Lunch (1-Week Hold) University Hall**
Oval Tables for 120
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 Hours:
    Additional Hours @ $100/hour
      *Room rental includes up to 6 hours of use; Each additional hour = $100.00*

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.*

Vendor Rentals and Services:
    Virtual Streaming Services
      *Virtual streaming services are available upon request. Please consult with sales team for estimate.*

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.*

**8:00 AM - 5:00 PM Registration & Buffets (1-Week Hold) The Commons**
Registration
Room Rental:
    The Commons
      Less 50% Discount
      *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.*
      **Room rental is discounted by 50% when used as registration & buffet space. Full charge will apply if used as post-conference reception space.*

Additional Hours:
    Additional Hours @ $40/hour
      *Less 100% Discount*
      *Room rental includes up to 6 hours of use*
      *Each additional hour = $40.00*
      ***Additional hours waived when used as registration & buffet space.*

**9:00 AM - 3:00 PM Breakout Room (1-Week Hold) Thomas H. Swain Room**

    Classroom for 56

    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.*

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

    Coatroom for 120

    Room Rental:

        Gateway Room

        Less 100% Discount

        *Room rental includes tables and chairs in McNamara inventory, portable 50" flat screen TV, Internet access and white board. 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 @ $25/hour

        *Less 100% Discount*
        *Room rental includes up to 6 hours of use*
        *Each additional hour = $25.00*
        ***Additional hours waived when used as a coatroom.**

**8:00 AM - 5:00 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.*

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        **Estimated Total**        **$3,320.00**