



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 400 Attendees

Bookings / Details

Tuesday, April 22, 2025

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

Oval Tables for 400

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 set-up of all rooms.

Additional Hours @ \$150/hour

*Room rental includes up to 6 hours of use
Each additional hour = \$150.00*

Projector:

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 our 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. 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.

8:00 AM - 5:00 PM Registration (1-Week Hold) The Commons

Registration for 400

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.

Additional Hours @ \$40/hour

*Room rental includes up to 6 hours of use
Each additional hour = \$40.00*

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

Breakout Room 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) University Hall

Theater for 150

Room Rental:

University Hall

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) Minnesota Room

Theater Seating for 50

Room Rental:

Minnesota Room

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.

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.

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

Theater Seating for 100

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 (1-Week Hold) Gateway Room

Coatroom for 400

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.*

Estimated Total

\$9,540.00

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