



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 Celebration of Life Contract for 150 Attendees

Bookings / Details R29002

**Friday, April 3, 2026**

**4:00 PM - 8:00 PM Celebration of Life Reception (1-Week Hold) University Hall**

Reception 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.*

After-hours:

Hourly charge @ \$50 per hour

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

*After-hours charge = \$50.00 per hour*

MAC Rentals and Services:

AV Technician (MAC)

*An AV Technician may be hired to staff event (\$80/hr) if desired. 3 hour minimum is required. An AV Tech is not included in this total estimate. Please consult with your event coordinator for final arrangements.*

Overflow Feed

Less 100% Discount

*Overflow feed from University Hall to Swain Room is included with memorial service package.*

Misc.

*Eight handsome wooden easels are available for displays if desired.*

MAC Club Chair

Less 100% Discount

*Up to (4) club chairs are included in the memorial service package for a relaxed seating option in the private family room.*

Vendor Rentals and Services:

Videographer

*A videographer and/or streaming technician may be hired to record or live stream a service. Please consult with the sales team for an 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.*

Reserved parking meters

Less 100% Discount

*Two parking meters are included in memorial service package for family and vendors to use throughout the day.*

**4:00 PM - 8:00 PM Celebration of Life 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.*

**4:00 PM - 8:00 PM Private Family Room (1-Week Hold) Gateway Room**

Conference for 12

Room Rental:

Gateway Room

Less 100% Discount

*Waived when used as a private family room.*

**4:00 PM - 8:00 PM Celebration of Life Patio (1-Week Hold) University Hall Patio**

Room Rental:

University Hall Patio

*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**

**\$3,000.00**