



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 300 Attendees

Bookings / Details R29002

### **Saturday, April 4, 2026**

#### **10:00 AM - 2:00 PM Celebration of Life Service & Reception (1-Week Hold) Memorial Hall**

Theater Seating 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. Arrangements must be made more than two weeks prior to event date. Requests made within two weeks of event date are subject to availability and a short-term booking fee. Please consult with your event coordinator for final arrangements.*

*Access to the room begins 2 hours prior to room rental reservation time, unless otherwise noted.*

Set-up:

Room set-up charge @ \$200

After-hours:

Hourly charge @ \$50 per hour

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

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

Projector:

Projector - 2nd Screen

Less 100% Discount

*Use of McNamara's second built-in 32,000 lumen laser projector and screen (16X9) is waived as part of memorial service package.*

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 Memorial Hall to Johnson Great Room included for 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.*

**10:00 AM - 2:00 PM Celebration of Life – Lunch Seating (1-Week Hold) Johnson Great Room**

Oval Tables for 120

Room Rental:

Al Johnson Great 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.*

**10:00 AM - 2:00 PM Private Family Room (1-Week Hold) Minnesota Room**

Conference for 12

Room Rental:

Minnesota Room

Less 100% Discount

*Room rental waived when used as a private family room.*

MAC Rentals and Services:

MAC Club Chair

Less 100% Discount

*Up to four (4) club chair(s) are included in the memorial service package for comfortable seating in the family room.*

**10:00 AM - 2:00 PM Museum (1-Week Hold) Heritage Gallery**

Room Rental:

Heritage Gallery

Less 100% Discount

*Room rental is waived if left empty and open as a museum for guests to enjoy.*

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**Estimated Total**

**\$5,700.00**