



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) (not included in this estimate)

*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 (not included in this estimate)

*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

*Nearby parking options include the adjacent University Avenue Ramp connected by tunnel to the McNamara Alumni Center, the Washington Avenue Ramp connected to the Graduate Minneapolis Hotel, the Oak Street Ramp, and surface lots. Parking facilities are managed and operated by the University of Minnesota, not McNamara.*

*Parking is available on a first-come, first-serve basis. Fees range from \$9-\$15 per car with the option to pay a \$1 per car reservation fee to guarantee parking, if desired or recommended, based on availability and approval by University Parking and Transportation Services (PTS). Your event coordinator will work on your behalf with PTS and advise you on the recommended parking locations for your guests and the corresponding rates established by PTS. While we do our best to secure parking for McNamara events in the adjacent University Avenue Ramp, guests may be directed to multiple ramps based on campus activity. Please consult with your event coordinator if you'd like to cover the parking expense for your guests. Your final invoice will be adjusted accordingly.*

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**

**\$3,300.00**