



McNamara Alumni Center
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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) (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 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 (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.

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, 1 lapel microphone, 3 handheld wireless microphones, 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.

Estimated Total

\$5,900.00