



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 Conference Contract for 250 Attendees

### Bookings / Details

#### **Friday, September 11, 2026**

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

Oval Tables with Buffet for 250

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, 4 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 @ \$300

*Includes set-up of all rooms.*

Additional Hours:

Additional Hours @ \$200/hour

*Room rental includes up to 6 hours of use*

*Each additional hour = \$200.00*

Projector:

Projector - 2nd Screen

*Use of McNamara's second built-in 32,000 lumen laser projector and screen (16X9).*

MAC Rentals and Services:

Misc.

*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. 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. Final invoice will be adjusted accordingly.*

Vendor Rentals and Services:

Virtual Streaming Services (not included in estimate)

*Virtual streaming services are available upon request. Please consult with our sales team for estimate.*

Parking:

Misc. Parking (not included in estimate)

*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.*

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

Theater Seating 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, 3 handheld wireless microphones, 1 lapel 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) 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.*

**8:00 AM - 5:00 PM Coatroom or Breakout Room (1-Week Hold) Minnesota Room**

Coatroom for 250

Room Rental:

Minnesota Room

Less 100% Discount

*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.*

*\*\*Room rental waived when used as a coatroom.*

Additional Hours:

Additional Hours @ \$40/hour

Less 100% Discount

*Room rental includes up to 6 hours of use*

*Each additional hour = \$40.00*

*\*\*Additional hours waived when used as a coatroom.*

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**Estimated Total**

**\$9,670.00**