



McNamara Alumni Center
200 Oak St. SE, Minneapolis MN, 55455-2002
612.624.9831 macevents@umn.edu www.mac-events.org

Sample Conference Contract for 400 Attendees

Bookings / Details

Friday, September 11, 2026

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

Oval Tables for 400

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. Final invoice will be adjusted accordingly.

Vendor Rentals and Services:

Virtual Streaming Services (not included in this estimate)

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

Parking:

Misc. Parking (not included in this 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.

8:00 AM - 5:00 PM Registration (1-Week Hold) The Commons

Registration for 400

Room Rental:

The Commons

Less 50% Discount

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.

Discount when used as registration.

Additional Hours:

Additional Hours @ \$40/hour

Less 100% Discount

Room rental includes up to 6 hours of use

Each additional hour = \$40.00

**Waived when used as registration.*

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

Breakout Room 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) Minnesota Room

Theater Seating for 50

Room Rental:

Minnesota Room

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.

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.

9:00 AM - 3:00 PM Breakout Room (1-Week Hold) Thomas H. Swain Room

Theater Seating for 100

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.

9:00 AM - 3:00 PM Breakout Room (1-Week Hold) University Hall

Theater Seating 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.

8:00 AM - 5:00 PM Coatroom (1-Week Hold) Gateway Room

Coatroom for 400

Room Rental:

Gateway Room

Less 100% Discount

Room rental includes tables and chairs in McNamara inventory, portable 50" flat screen TV, Internet access and white board. 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 @ \$25/hour

Less 100% Discount

Room rental includes up to 6 hours of use

Each additional hour = \$25.00

Waived when used as a coatroom.

Estimated Total

\$13,545.00