



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

Sample Gala Contract for 150 Attendees

Bookings / Details

Saturday, September 12, 2026

5:00 PM - 11:00 PM Dinner & Live Auction (1-Week Hold) University Hall

Oval Tables 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. Additional setup time may be added at \$100 per hour.

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:

Pipe & Drape

Less 100% Discount

The fundraiser package includes one set of black, copper or maroon pipe & drape if desired.

Stage Platform with Skirting

Less 100% Discount

The fundraiser package includes up to 8 stage pieces at no additional charge.

AV Technician (MAC)

Estimate to hire AV tech to staff event. 3 hour minimum required. Final invoice will be adjusted accordingly.

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.

Reserved parking meters

Less 100% Discount

The fundraiser package includes two 24-hour access day-of parking meters the day of the event for deliveries, staff parking, etc.

5:00 PM - 11:00 PM Auction & 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.

5:00 PM - 11:00 PM Registration / Check Out (1-Week Hold) The Commons

Registration

Room Rental:

The Commons

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.

5:00 PM - 11:00 PM Patio (1-Week Hold) University Hall Patio

Room Rental:

University Hall Patio

Less 100% Discount

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.

Estimated Total

\$4,670.00

