



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 300 Attendees

Bookings / Details

Saturday, September 12, 2026

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

Oval Tables 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, 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.

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).

The fundraiser package includes the second projector at no additional charge.

MAC Rentals and Services:

AV Tech (MAC)

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

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.

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 in the Oak Street turnaround on the day of the event for deliveries, staff parking, etc.

5:00 PM - 7:00 PM VIP Reception (1-Week Hold) Heritage Gallery

Reception for 100

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.

5:00 PM - 11:00 PM Auction & Reception (1-Week Hold) Johnson Great Room

Reception for 180

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.

5:00 PM - 11:00 PM Coatroom (1-Week Hold) Minnesota Room

Coatroom

Room Rental:

Minnesota Room

Less 100% Discount

*The fundraiser package includes two complimentary rooms when used for a coat room, storage, volunteer headquarters or green room. *Access to a designated storage room will reflect the contracted Memorial Hall access time without incurring additional fees.*

5:00 PM - 11:00 PM Staff HQ/Storage (1-Week Hold) Ski-U-Mah Room

Storage

Room Rental:

Ski-U-Mah Room

Less 100% Discount

*The fundraiser package includes two complimentary rooms when used for a coat room, storage, volunteer headquarters or green room. *Access to a designated storage room will reflect the contracted Memorial Hall access time without incurring additional fees.*

Estimated Total

\$8,120.00

