



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 100 Attendees

Bookings / Details

Friday, September 11, 2026

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

Oval Tables for 100

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 Hours:

Additional Hours @ \$100/hour

*Room rental includes up to 6 hours of use
Each additional hour = \$100.00*

MAC Rentals and Services:

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 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.

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

Classroom for 56

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.

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

Coatroom

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

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

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

Registration

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.

***Room rental is discounted by 50% when used as registration & buffet space. Full charge will apply if used as post-conference reception space.*

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 registration & buffet space.*

8:00 AM - 5:00 PM Patio 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

\$3,520.00