



MARY SUMNER HOUSE

Venue space that transforms lives

2023 Venue Hire & Equipment Charges

For further information, please contact us:



+44 (0)207 222 5533



conference@mothersunion.org



www.mothersunion.org/conference-rooms

LOWER GROUND

	Theatre*	Cabaret*	Boardroom*	Standard		Charity ^Δ	
				Session Rate***	Daily Rate	Session Rate***	Daily Rate
Conference Hall**	120	60	48	£731	£1,254	£658	£1,129

* These are the **maximum** number of people that can be accommodated in each room in these particular room layouts

** Please note that the use of a Projector & Screen **is included** in the venue hire fee.

^Δ A charity discount is afforded to registered charities only

FIRST FLOOR

	Theatre*	Cabaret*	Boardroom*	Standard		Charity ^Δ	
				Session Rate***	Daily Rate	Session Rate***	Daily Rate
Mary Sumner Room**	36	16	24	£369	£575	£333	£518
Sarojini Naidu Room**	24	N/A	14	£310	£491	£279	£442
Malala Room**	N/A	N/A	6	£210	£348	£189	£314

* These are the **maximum** number of people that can be accommodated in each room in these particular room layouts

** Please note that the use of a Display Screen **is included** in the venue hire fee.

^Δ A charity discount is afforded to registered charities only.



- i) No VAT is charged on room hire
- ii) A deposit of 30% required to secure booking
- iii) Full payment required by no later than 48 hours prior to date of hire
- iv) A fee is charged if confirmed bookings are cancelled

*** Sessions fall between the following times:

Morning session	9:00am - 1:00pm
Afternoon session	1:30pm - 5:30pm

SECOND FLOOR

	Theatre*	Cabaret*	Boardroom*	Standard		Charity ^Δ	
				Session Rate***	Daily Rate	Session Rate***	Daily Rate
Rosa Parks Room**	36	16	24	£369	£575	£333	£518
Wangari Maathai Room**	30	12	20	£339	£533	£306	£480
Maya Angelou Room**	25	N/A	16	£310	£491	£279	£442
Queen Elizabeth II Room**	N/A	N/A	16	£310	£491	£279	£442
Mary Slessor Room**	15	N/A	12	£256	£418	£231	£377

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EVENING & WEEK-END BOOKINGS

We offer evening and week-end bookings. Please contact us for availability & a quote.

REFRESHMENTS

	"Unlimited" serving p/p
Tea/Coffee/Biscuits and Sparkling/Still Mineral Water	£6.00 (inc. VAT)

Please note: We can provide refreshments for bookings in all rooms **except** the Conference Hall. If you require refreshments in the Conference Hall, please include this in your arrangements with the caterer.

CATERING

We recommend the following caterers, alternatively, you are welcome to use caterers of your choosing:

Spoilt for Choice
0207 924 2266
www.bsSpoilt4choice.co.uk

EQUIPMENTⁱⁱ

	CHARGES
3x Table-Top Radio Microphones and 1x Lectern Microphone*	£100.00
Radio Hand-Held Microphones* (max 4)	£50.00 each
Lectern Microphone* (max 1)	£45.00 each
Table Microphones* (max 3)	£45.00 each
Video Conferencing Equipment** (max 2)	£75.00 each
Flipchart, paper and pens	£15.00 per set
Photocopies	20p per sheet

* - Conference Hall **only**

** - 1st & 2nd Floor meeting rooms **only**

AUDIO-VISUAL PACKAGESⁱⁱ

	CHARGES
Complete Audio Visual Package* <u>Includes:</u> 3x Table Microphones; 4x Hand-Held Microphones; 1x Lectern Microphone	£250.00
Video Conferencing Package* <u>Includes:</u> Video Camera; 4x Hand-Held Microphones; 1x Lectern Microphone	£250.00

* - Conference Hall **only**

- i) All equipment must be booked in advance
- ii) VAT is included on all equipment hire charges



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