

2019 Tariffs



Mary Sumner House
24 Tufton Street
London, SW1P 3RB

For further information contact us:

-  +44 (0)20 7222 5533
-  conference@mothersunion.org
-  www.mothersunion.org/conference-rooms

Mary Sumner House now offers wedding venue facilities!
Contact conference@mothersunion.org for more information

	Theatre*	Boardroom*	Ceiling Projector**	Loop System	Internet	Standard		Charity ^Δ	
						Session Rate***	Daily Rate	Session Rate***	Daily Rate
Conference Hall	120	50	Yes	Yes	Yes	£579	£991	£492	£842
Mary Sumner Room	40	24	No	Yes	Yes	£292	£455	£249	£386
Princess Mary Room	25	16	No	Yes	Yes	£245	£389	£208	£330
Princess Beatrice Room	25	16	No	Yes	Yes	£245	£389	£208	£330
Princess Elizabeth Room	40	24	Yes	Yes	Yes	£292	£455	£249	£386
Princess Alexandra Room	30	16	Yes	Yes	Yes	£245	£389	£208	£330
Princess Victoria Room	40	24	Yes	Yes	Yes	£292	£455	£249	£386
Princess Helena Room	18	12	No	Yes	Yes	£203	£330	£172	£280
Princess Eugenie Room	N/A	6	No	Yes	Yes	£166	£276	£141	£234

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

** Please note that a projector is **not** included in the venue hire fee. There is an additional cost for the use of a projector

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 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

EQUIPMENT

LCD Projector and screen	£125.00
Projector screen only	free
Laptop	£75.00
PA System with 3x table-top radio microphones and 1x lectern microphone	£80.00
Radio hand-held microphones	£45.00 each
Flipcharts, pens and paper	£15.00 per set
Spider Phone	£45.00
Wireless Internet Connection	free
Photocopies	20p per sheet
Fax	30p per sheet

AUDIO-VISUAL PACKAGES

Per day Per session

Complete Audio Visual Package (*Conference Hall only*) £300.00 £220.00

Includes: PA System; 3x table-top microphones; 2x hand-held microphones; 1x lectern microphone; LCD projector; screen; laptop

LCD Projector Package plus laptop £185.00 £115.00

Includes: LCD projector; screen; laptop

- i) All equipment must be booked in advance.
- ii) VAT is included on all equipment hire charges.
- iii) We are happy to arrange the hire of any equipment that we do not supply to meet your requirements.

REFRESHMENTS

Per person Unlimited
per serving servings

Tea/Coffee/Biscuits and Sparkling/Still Mineral Water £2.50 (inc VAT) £5.00 (inc VAT)

Please note: We will 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

You have the freedom to choose your own caterers, we are happy to recommend the following:

Spoilt for Choice

0207 924 2266

www.bspoilt4choice.com