

*M*ary Sumner
House

2020 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*	Loop System	Standard		Charity ^Δ	
					Session Rate***	Daily Rate	Session Rate***	Daily Rate
Conference Hall**	120	84	50	Yes	£665	£1,140	£566	£968

* 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 LCD Projector & Screen **IS** included in the venue hire fee.

Δ A charity discount is afforded to registered charities **only**

FIRST FLOOR

	Theatre*	Cabaret*	Boardroom*	Loop System	Standard		Charity ^Δ	
					Session Rate***	Daily Rate	Session Rate***	Daily Rate
Mary Sumner Room**	40	16	24	Yes	£336	£523	£286	£444
Prince William Suite** (includes 3x breakout rooms)	60	30	24	No	£544	£906	£462	£771
Princess Louise Room	N/A	N/A	6	No	£173	£288	£147	£245
Princess Beatrice Room**	25	12	16	Yes	£282	£447	£239	£380
Princess Eugenie Room**	N/A	N/A	6	Yes	£191	£317	£162	£269

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

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- 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*	Loop System	Standard		Charity ^Δ	
					Session Rate***	Daily Rate	Session Rate***	Daily Rate
Princess Victoria Room**	40	16	24	Yes	£336	£523	£286	£444
Princess Elizabeth Room**	40	16	24	Yes	£336	£523	£286	£444
Princess Alexandra Room**	30	12	16	Yes	£282	£447	£239	£380
Princess Mary Room**	25	N/A	16	Yes	£282	£447	£239	£380
Princess Helena Room**	18	N/A	12	Yes	£233	£380	£198	£322

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THIRD FLOOR

	Theatre*	Cabaret*	Boardroom*	Loop System	Standard		Charity ^Δ	
					Session Rate***	Daily Rate	Session Rate***	Daily Rate
Princess Anne Room**	N/A	N/A	10	No	£209	£348	£178	£297
Princess Margaret Room**	N/A	N/A	10	No	£209	£348	£178	£297
Princess Amelia Room**	N/A	N/A	6	No	£187	£317	£162	£269
Princess Charlotte Room**	N/A	N/A	20	No	£314	£485	£267	£413

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EVENING & WEEK-END BOOKINGS

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

EQUIPMENTⁱⁱ

Projector Screen only (Conference Hall only)	free
Laptop	£75.00
3x Table-Top Radio Microphones and 1x Lectern Microphone	£80.00
Radio Hand-Held Microphones	£45.00 each
Flipchart, paper and pens	£15.00 per set
Spider Phone	£45.00
Photocopies	20p per sheet

AUDIO-VISUAL PACKAGESⁱⁱ

	Per day	Per session
Complete Audio Visual Package (Conference Hall only)	£250.00	£190.00
<i>Includes:</i> 3x Table-Top Microphones; 2x Hand-Held Microphones; 1x Lectern Microphone; Laptop		

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

REFRESHMENTS

	Per person per serving	Unlimited serving p/p
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

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

Spoilt for Choice
0207 924 2266
www.bspoilt4choice.com