

*M*ary Sumner
House

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*	Loop System	Standard		Charity ^Δ	
					Session Rate***	Daily Rate	Session Rate***	Daily Rate
Conference Hall**	120	84	50	Yes	£665	£1,140	£599	£1,026

* 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	£302	£470
Prince William Suite** (includes 3x breakout rooms)	60	25	24	No	£544	£906	£489	£815
Princess Louise Room	N/A	N/A	6	No	£173	£288	£156	£259
Princess Beatrice Room**	25	12	16	Yes	£282	£447	£254	£402
Princess Eugenie Room**	N/A	N/A	6	Yes	£191	£317	£172	£285

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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	£302	£470
Princess Elizabeth Room**	30	12	20	Yes	£309	£485	£278	£436
Princess Alexandra Room**	30	12	16	Yes	£282	£447	£254	£402
Princess Mary Room**	25	N/A	16	Yes	£282	£447	£254	£402
Princess Helena Room**	18	N/A	12	Yes	£233	£380	£210	£342

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EVENING & WEEK-END BOOKINGS

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

REFRESHMENTS

Tea/Coffee/Biscuits and Sparkling/Still Mineral Water

~Unlimited~
serving p/p

£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.bspoilt4choice.co.uk

EQUIPMENTⁱⁱ

Projector Screen only*	free
3x Table-Top Radio Microphones and 1x Lectern Microphone*	£100.00
Radio Hand-Held Microphones* (max 3)	£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*

£200.00

Includes: 3x Table Microphones; 2x Hand-Held Microphones; 1x Lectern Microphone

Video Conferencing Package*

£200.00

Includes: Video Camera; 2x Hand-Held Microphones; 1x Lectern Microphone

* - Conference Hall **only**

i) All equipment must be booked in advance

ii) VAT is included on all equipment hire charges



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