

*M*ary Sumner  
House

**2021 Venue Hire & Equipment Charges**

For further information, please contact us:



+44 (0)207 222 5533



[conference@mothersunion.org](mailto:conference@mothersunion.org)



[www.mothersunion.org/conference-rooms](http://www.mothersunion.org/conference-rooms)

# LOWER GROUND

	Theatre*	Cabaret*	Boardroom*	Loop System	Standard		Charity <sup>Δ</sup>	
					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 <sup>Δ</sup>	
					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	30	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 <sup>Δ</sup>	
					Session Rate***	Daily Rate	Session Rate***	Daily Rate
Princess Victoria Room**	40	16	24	Yes	£336	£523	£302	£470
Princess Elizabeth Room**	40	16	24	Yes	£336	£523	£302	£470
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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## THIRD FLOOR

	Theatre*	Cabaret*	Boardroom*	Loop System	Standard		Charity <sup>Δ</sup>	
					Session Rate***	Daily Rate	Session Rate***	Daily Rate
Princess Anne Room**	N/A	N/A	10	No	£209	£348	£188	£313
Princess Amelia Room**	N/A	N/A	6	No	£187	£317	£168	£285
Princess Charlotte Room**	N/A	N/A	20	No	£314	£485	£282	£437

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\*\* 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**

## EVENING & WEEK-END BOOKINGS

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

### EQUIPMENT<sup>ii</sup>

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Projector Screen only (Conference Hall <b>only</b> )	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

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### AUDIO-VISUAL PACKAGES<sup>ii</sup>

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	Per day	Per session
<b>Complete Audio Visual Package</b> (Conference Hall <b>only</b> )	£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

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	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

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

**Spoilt for Choice**  
0207 924 2266  
[www.bspoilt4choice.com](http://www.bspoilt4choice.com)