



## MARY SUMNER HOUSE

Venue space that transforms lives

### **2026 Venue Hire & Equipment Charges**

For further information, please contact us:



+44 (0)207 222 5533



conference@mothersunion.org



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

# LOWER GROUND

	Theatre*	Cabaret*	Boardroom*	Standard		Charity △	
				Session Rate***	Daily Rate	Session Rate***	Daily Rate
Conference Hall**	120	60	48	£767	£1,317	£691	£1,186

\* 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.

△ A tiered charity discount is afforded to registered charities only, ranging from 5%-to-10%, based on income.  
(As an **example**, a 10% discount is indicated in the table above)

# FIRST FLOOR

	Theatre*	Cabaret*	Boardroom*	Standard		Charity △	
				Session Rate***	Daily Rate	Session Rate***	Daily Rate
Mary Sumner Room**	36	16	24	£387	£604	£349	£544
Sarojini Naidu Room**	24	N/A	14	£326	£516	£294	£465
Malala Room**	N/A	N/A	6	£220	£365	£198	£329

\* 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.

△ A tiered charity discount is afforded to registered charities only, ranging from 5%-to-10%, based on income.  
(As an **example**, a 10% discount is indicated in the table above)



- i) No VAT is charged on room hire
- ii) Full payment required by no later than 48 hours prior to date of hire to secure booking
- iii) 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 <sup>△</sup>	
				Session Rate***	Daily Rate	Session Rate***	Daily Rate
Rosa Parks Room**	36	16	24	£387	£604	£349	£544
Wangari Maathai Room**	30	12	20	£357	£559	£322	£504
Maya Angelou Room**	25	N/A	16	£326	£516	£294	£465
Queen Elizabeth II Room**	N/A	N/A	16	£326	£516	£294	£465
Mary Slessor Room**	15	N/A	12	£269	£439	£243	£396

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

△ A tiered charity discount is afforded to registered charities only, ranging from 5%-to-10%, based on income.  
(As an **example**, a 10% discount is indicated in the table above)

## REFRESHMENTS

"Unlimited"  
serving p/p

Tea/Coffee/Biscuits and 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  
spoiltforchoicecatering.com

**Sands Catering**  
0207 619 7788  
sandscatering.co.uk

## EQUIPMENT<sup>ii</sup>

### 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 PACKAGES<sup>ii</sup>

### CHARGES

Complete Audio Visual Package*	£200.00
Includes: 3x Table Microphones; 4x Hand-Held Microphones; 1x Lectern Microphone	
Video Conferencing Package*	£200.00
Includes: Video Camera; 4x 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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