

2017 Tariffs



For further information contact us:

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

Mary Sumner House
24 Tufton Street
London, SW1P 3RB

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

	Theatre	Boardroom	Ceiling Projector	Loop System	Internet	Standard		Charity	
						Session Rate*	Daily Rate	Session Rate*	Daily Rate
Conference Hall	120	50	Yes	Yes	Yes	£424	£726	£340	£581
Mary Sumner Room	40	24	No	Yes	Yes	£265	£412	£212	£330
Princess Mary Room	25	16	No	Yes	Yes	£222	£352	£178	£282
Princess Beatrice Room	25	16	No	Yes	Yes	£222	£352	£178	£282
Princess Elizabeth Room	40	24	Yes	Yes	Yes	£265	£412	£212	£330
Princess Alexandra Room	30	16	Yes	Yes	Yes	£222	£352	£178	£282
Princess Victoria Room	40	24	Yes	Yes	Yes	£265	£412	£212	£330
Princess Helena Room	18	12	No	Yes	Yes	£184	£299	£148	£239
Princess Eugenie Room	N/A	8	No	Yes	Yes	£150	£250	£120	£200

- 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
Screen only	free
Laptop	£75.00
TV & Video / DVD	£75.00
PA System with 4x table-top radio microphones	£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; 2 hand held microphones
4 table top microphones; 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
per serving

Unlimited
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 020 7924 2266
www.bspoilt4choice.com
Just Joe 020 7627 8977
www.justjoe.net