



Mary Sumner House Conference Facilities

Equipment Hire and Catering

AUDIO-VISUAL PACKAGES

Complete Audio Visual Package **Per Day: £300 Per Session: £250**

Includes: P.A. system; 2 hand held microphones, 4 table top microphones; LCD projector; screen; laptop

Power Point Projector Package **Per Day/Session: £150**

Includes: LCD projector; screen

Power Point Projector Package plus Laptop **Per Day/Session: £200**

Includes: LCD projector; screen; laptop

EQUIPMENT

	Per Day	Per Session
LCD Power Point projector (two available)	£150	£150
Laptop (two available)	£75	£50
T.V & video/DVD (one of each available)	£80	£50
P.A. system with 4 table top radio microphones	£75	£50
Radio hand held microphones (two available)	£30	£30
Lapel microphones (two available)	£20	£20
OHP	£50	£50
Screen only (three available)	£20	£20
Wireless internet connection	£15	£10
Flip charts, pens & paper (six available)	£15	£15
Photocopying 20p per sheet Fax 30p per sheet		

- 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 AND CATERING

We offer tea, coffee, biscuits, still and sparkling bottled water at £2.50 per person for one serving or on an unlimited basis at £5.00 per person in all rooms except the Conference Hall.

If you would like to order lunch we are happy to recommend the following caterers:

Spoilt for Choice Catering 020 7924 2266

www.bspoilt4choice.com.

David Starkey Catering 07884 433 020
or 020 7837 0219.

Please note, all refreshments (including tea and coffee) in the Conference Hall must be provided by an external caterer, we are not able to provide these ourselves.



Trading for Mothers' Union

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