

Mary Sumner House

CONFERENCE FACILITIES IN THE HEART OF LONDON



Tariffs

Room Hire • Equipment • Catering

Equipment/refreshments/catering

EQUIPMENT	Per day	Per session
LCD Projector	£125.00	£75.00
Laptop	£75.00	£50.00
TV & Video / DVD	£80.00	£50.00
PA System with 4 table top radio microphones	£75.00	£50.00
Radio Handheld microphones	£35.00	£35.00
Lapel microphones	£35.00	£35.00
OHP	£50.00	£50.00
Screen Only	£25.00	£25.00
Wireless Internet Connection	£20.00	£15.00
Flipcharts, pens and paper	£15.00	£15.00
Photocopying	20p per sheet	
Fax	30p per sheet	

AUDIO-VISUAL PACKAGES

Complete audio visual package	£300.00	£250.00
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Includes: PA System; 2 hand held microphones
4 table top microphones; LCD projector; screen; laptop

LCD Projector package	£125.00	£100.00
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Includes: LCD projector; screen

LCD Projector package plus laptop	£180.00	£125.00
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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

Includes Tea/Coffee/Biscuits plus sparkling and still mineral water	Per person per serving (Incl VAT) £2.50	Per person unlimited servings (Incl VAT) £5.00
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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 or we are happy to recommend:

Spoilt for Choice Catering
020 7924 2266
www.bspoilt4choice.com

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Rooms

2009

	Theatre	Boardroom	Natural Light	Modular Furniture	Ceiling Mounted Projector	Loop System	Internet	Session Rate*	Daily Rate*
▶ Conference Hall	120	50	No	Yes	No	Yes	Yes	£385.00	£660.00
▶ Mary Sumner Room	40	24	Yes	Yes	No	Yes	Yes	£240.00	£375.00
▶ Princess Mary Room	25	16	Yes	No	No	Yes	Yes	£240.00	£375.00
▶ Princess Beatrice Room	30	16	Yes	Yes	No	Yes	Yes	£200.00	£320.00
▶ Princess Elizabeth Room	40	24	Yes	Yes	Yes	Yes	Yes	£240.00	£375.00
▶ Princess Alexandra Room	30	16	Yes	Yes	Yes	Yes	Yes	£185.00	£300.00
▶ Princess Victoria Room	40	24	Yes	Yes	Yes	Yes	Yes	£240.00	£375.00
▶ Princess Helena Room	18	12	Yes	Yes	No	Yes	Yes	£165.00	£270.00

2010

	Theatre	Boardroom	Natural Light	Modular Furniture	Ceiling Mounted Projector	Loop System	Internet	Session Rate*	Daily Rate*
▶ Conference Hall	120	50	No	Yes	Yes	Yes	Yes	£390	£670
▶ Mary Sumner Room	40	24	Yes	Yes	Yes	Yes	Yes	£245	£380
▶ Princess Mary Room	25	16	Yes	No	No	Yes	Yes	£245	£380
▶ Princess Beatrice Room	30	16	Yes	Yes	Yes	Yes	Yes	£205	£325
▶ Princess Elizabeth Room	40	24	Yes	Yes	Yes	Yes	Yes	£245	£380
▶ Princess Alexandra Room	30	16	Yes	Yes	Yes	Yes	Yes	£188	£305
▶ Princess Victoria Room	40	24	Yes	Yes	Yes	Yes	Yes	£245	£380
▶ Princess Helena Room	18	12	Yes	Yes	Yes	Yes	Yes	£168	£275

Session rate applies to:

Morning session 9:00am - 1:00pm

Afternoon session 1:30pm - 5:30pm

***We offer a 25% discount on room hire to registered charities**