

# 7 Mansfield Street

A unique experience for your event

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Please complete this form, then return the original to our ) D F L O L W L H V W H D P at:  
BVA, 7 Mansfield Street, London, W1G 9NQ or email it to [venuehire@bva.co.uk](mailto:venuehire@bva.co.uk)

Company name

Address

Postcode

Contact number

Email

Signature

Date

The completion of this booking form and signature indicates the acceptance of the terms and conditions listed over the page.

## Event details

Event date	Start time	End time			
	FULL DAY* 7 HOURS	HALF DAY (3.5 HOURS)	EVENING †	LAYOUT REQUIRED (LECTURE/ BOARDROOM/CABARET/STANDING)	
The Aleen Cust Room 30m <sup>2</sup>	£500	£350	£350		
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The George Fleming Room 44m <sup>2</sup>					
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The Mary Brancker Room 55m <sup>2</sup>					
<hr/>					
The William Hunting Suite 30m <sup>2</sup>					

Get details at [www.bva.co.uk](http://www.bva.co.uk)

[venuehire@bva.co.uk](mailto:venuehire@bva.co.uk) for more information.

#### Catering

Any changes to catering numbers given less than three days in advance of a meeting will be charged in full, based on the original booking. All cancellations must be made in writing to BVA.

#### Cancellation

Cancellation of a confirmed booking will incur the following charges:

Between 28 days before the date:  
25% of total room hire.

Between 14 days before the date:  
50% of total room hire.

Less than 14 days before the date:  
100% of total room hire.

#### Caterer

Please note prices for room hire and catering are subject to change from 1 January 2026.

#### Accessibility

7 Mansfield Street is a grade II listed building, however we have strived to provide as much accessible access as possible. We have lift access to our first floor meeting rooms. An accessible toilet is available on the ground floor.

#### Invoice

A full detailed invoice for all meeting and catering services will be sent after the event. Payment is required within 30 days of the issue date.