

A wide-angle photograph of the Somerset House courtyard in London. The courtyard is paved with cobblestones and features a large, active fountain with numerous water jets. The background is the grand, classical facade of Somerset House, which has a central portico with columns and a green dome topped with a flag. The sky is a clear, pale blue.

**SOMERSET  
HOUSE**

**CONFERENCES AT**

**SOMERSET HOUSE**



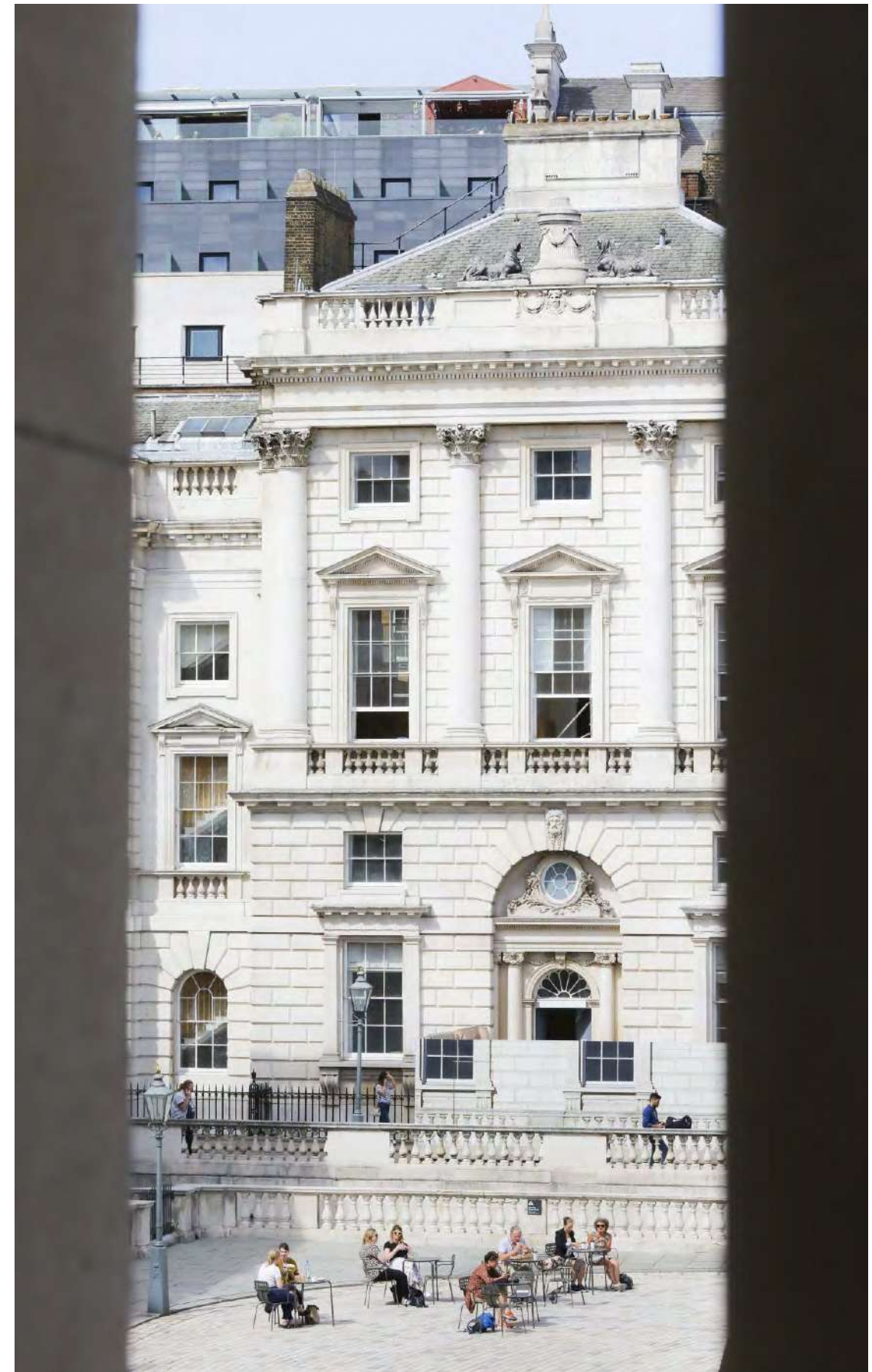
# VENUE HIRE

Built on historic foundations at the very heart of the capital, Somerset House is London's working arts centre, home to the UK's largest creative community and one of the city's best loved public spaces.

Run as a charity by Somerset House Trust, all event hire income directly contributes to the venue's cultural public programme, education and outreach work and helps maintain the Grade I listed site for over three million visitors to enjoy annually - you can be confident that your event will be directly supporting an organisation offering immense value to an audience that goes far beyond your attendees.

The grandeur and heritage of Somerset House's diverse venue, coupled with the expertise of the Commercial Events team, offer an unrivalled location for unforgettable events.

**[somersethouse.com/venuehire](https://somersethouse.com/venuehire)**







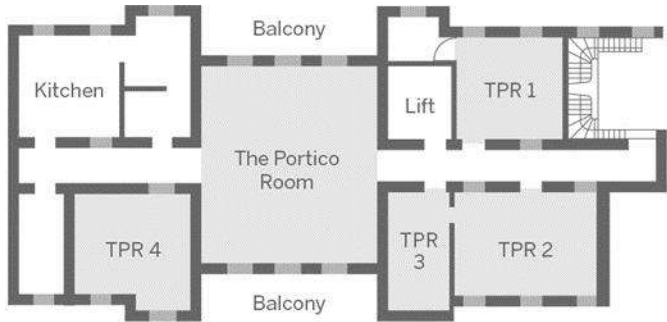
# PORTICO ROOMS

Located on the first floor of the South Wing, the Portico Rooms are a spacious and versatile suite of rooms offering a contemporary location for your conference.

With original features, natural light, and uninterrupted views across the River Thames, the Portico Rooms offer a polished and versatile backdrop for your event in one of London’s most unique venues.

Guests can marvel at our sensational fountains from the north-facing balcony or take in the tranquility of the passing boats from the south-facing balcony. There are also four spacious breakout spaces included for the day.

View a 360 Virtual Tour of the Portico Rooms [here](#).



100 THEATRE STYLE

TPR	The Portico Room	10m x 11.5m
TPR 1	The Portico Room 1	5.5m x 5.8m
TPR 2	The Portico Room 2	5.5m x 8.5m
TPR 3	The Portico Room 3	5.5m x 4m
TPR 4	The Portico Room 4	5.5m x 6.3m





# DAY DELEGATE RATES

Exclusive hire of the Portico Rooms for guests from 08.30 until 16.00, including four breakout spaces

Access to the Navy Board Rooms for catering

All packages include:

- Catering (Choose from three options;  
Gourmet Sandwich Lunch, Fork Buffet, or Vegan Buffet)
- Chairs, Lectern and Stage
- 2 x 65" Screens
- Laptop
- 4 x white, wireless Speakers
- Sound Desk with Control Hide
- Lectern, Lapel and hand held Microphones
- Wi-Fi Access (15 Mbps)
- Cloakroom
- A dedicated Technician for the duration of the event
- A dedicated Event Manager



**From £120 + VAT per person**  
based on a minimum of 80  
maximum capacity 100 guests theatre style





# CATERING

Restaurant Associates Event's modern British menus are adapted throughout the year in order to incorporate seasonal ingredients.

Their belief is that food should be fresh, uncomplicated and contemporary. Their menu is plants-forward and committed to ethically reared meat and MSC 1-3 rated fish.

Choose from three options;

## GOURMET SANDWICH LUNCH

A choice of four options from the sandwich, baguette/ciabatta and wrap menu and two salads (April-September) or, one salad and one soup (October-March).

**£120 +VAT per person**

## FORK BUFFET

A choice of five options from the hot, cold and salad fork buffet lunch menu.

**£125 +VAT per person**

## VEGAN BUFFET

A choice of five options from the hot and cold vegan buffet lunch menu.

**£125 +VAT per person**

All packages include:

Arrival, mid-morning and mid-afternoon freshly brewed tea and coffee with snacks and fruit.

Please ask your Event Manager for menus and more information.

Based on a minimum of 80, maximum capacity 100 guests

We understand that putting on an event has to be an enjoyable experience, which is why our dedicated team are here to help you.







# ADD A DRINKS RECEPTION

Why not end the day with some well deserved celebratory drinks? You can add the Navy Board Room for a drinks reception from 16.00 until 18.30 at an additional **£3,000 + VAT**.

With the room taken care of, you'll want to focus on the catering and for just **£29.50 + VAT** per person, Restaurant Associates events will provide your guests with a Prosecco reception and delicious canapés.

Add bowl food to your reception for **£6.50 + VAT** per item, per person

Please ask your Event Manager for menus, uplighting options and further information.

Venue Hire  
**£3,000 + VAT**

Catering  
**£29.50 + VAT** per person  
based on a minimum of 80, maximum capacity 100 guests





# ADDITIONS

## FURNITURE

Breakout Rooms with Table and Chairs Set-Up  
(up to 2 round tables with 10 chairs each)

**£150 + VAT per room**

Panellist Furniture

White chairs for panel discussions

**£600 + VAT**

Please note, if the above set-ups are required, there will be an additional cost for earlier access for suppliers. Please discuss this with your Event Planner.

## AUDIO VISUAL

Backdrop

Backdrop in brand colours. Portal around screen

**£1,050 + VAT**

Logo Projection & Uplighting

Uplighting in brand colour behind stage with monochrome projected logo

**£450 + VAT**

Live Streaming, Vinyl Logos, Branded Lectern

Additional audio visual requirements are available at an additional cost and an extra technician may be required. Please discuss this with your Event Planner.

## ENHANCE YOUR EVENT

Somerset House hosts a wonderful selection of exhibitions throughout the year. Should you be interested in enhancing your event with a private view or curated tour, please see our current offers **here**.





# OUR LOCATION

## EVENTS TEAM

+44 (0)20 7845 4618

events@somersetthouse.org.uk

www.somersetthouse.org.uk

## HOW TO FIND US

Somerset House

Strand, London WC2R 1LA

## BY LONDON UNDERGROUND

Nearest stations

Temple (Circle & District lines; 250m, 5 min)

Covent Garden (Piccadilly line; 650m, 8min)

Charing Cross (Bakerloo & Northern lines; 700m, 10min)

Embankment (Circle & District lines; 700m, 10min)

Waterloo (Bakerloo, Waterloo & City, Jubilee & Northern lines; 800m, 11min)

## BY RAIL

Nearest stations

Charing Cross (700m, 10min)

Blackfriars (1km, 13min)

Waterloo (1km, 13min)

## BY RIVER

River Bus Services RB1, RB2 and RB6 all stop at Embankment Pier, roughly 600 metres from Somerset House.

