



SOMERSET  
HOUSE

# MEETINGS AND TEAM BUILDING DAYS AT SOMERSET HOUSE

Exclusive packages for up to 30 guests

Available until 31<sup>st</sup> March 2021



Built on historic foundations at the very heart of the capital, Somerset House is 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 3 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 guests.

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



A photograph of the Somerset House building in London, showing its grand neoclassical facade with a portico of columns and arched windows. The building is set against a clear sky, and a paved courtyard with some outdoor seating is visible in the foreground.

SOMERSET  
HOUSE

# WHY SOMERSET HOUSE?

An inspiring place to bring colleagues back together, Somerset House is far more than just a meeting room – it's an experience.

As part of your event, you can make use of our beautiful outdoor spaces. Soak up the creative buzz in the Edmond J. Safra Fountain court while you listen to the dance of the fountains or take in the views of the River Thames and Southbank beyond on our River Terrace.

You'll be spoilt for choice when it comes to [food and drink](#). From award-winning chef Skye Gyngell at Spring to the relaxed atmosphere at our newest café, Watch House and everything in between, there is definitely something for everyone.

And why not enhance your event further and motivate your guests with a historical tour of the building or one of our [exciting exhibitions](#).

# 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 and exclusive location for your meeting.

With original features, natural daylight and uninterrupted views of the London skyline, the Portico Rooms offer a stylish and versatile backdrop. For any company get together

Included in the hire are two private balconies, which offer uninterrupted views of our famous Courtyard on one side and the River Thames on the other, providing a truly inspiring setting.

## Morning Hire

Access from 07:30-11:30

Venue Hire Fee: £2,500+VAT (includes supplier set up and derig)

## Afternoon Hire

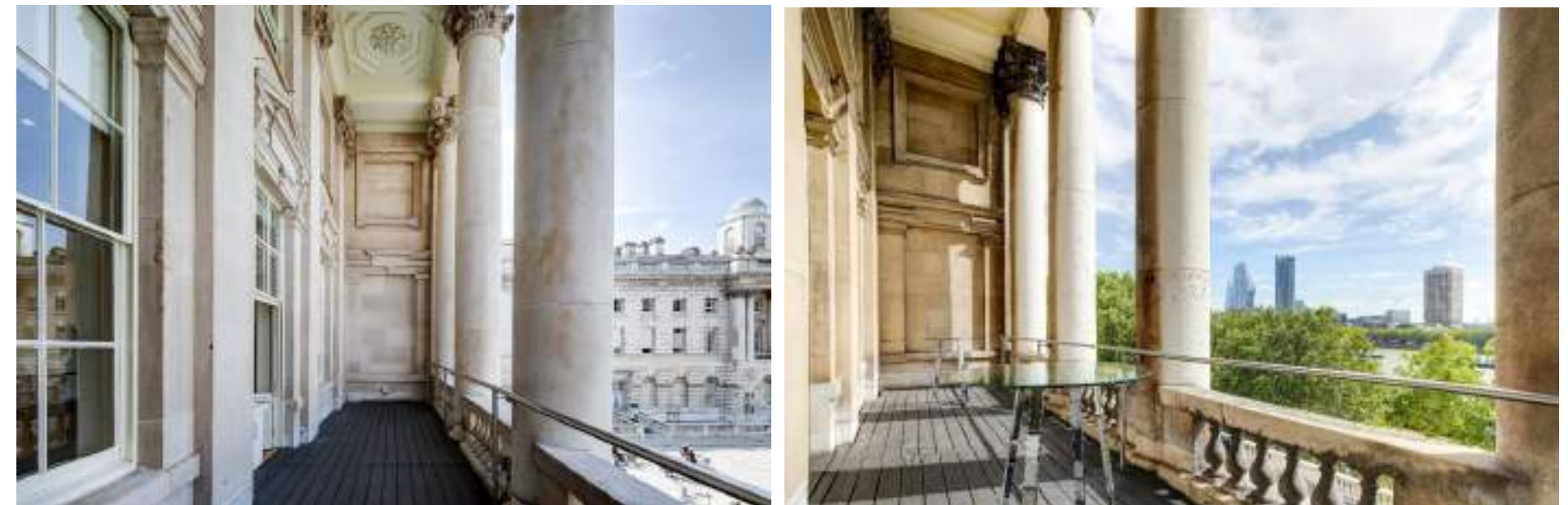
Access from 13:30 – 17:30

Venue Hire Fee: £2,500+VAT (includes supplier set up and derig)

## Full Day Hire

Access from 07:30 – 17:00

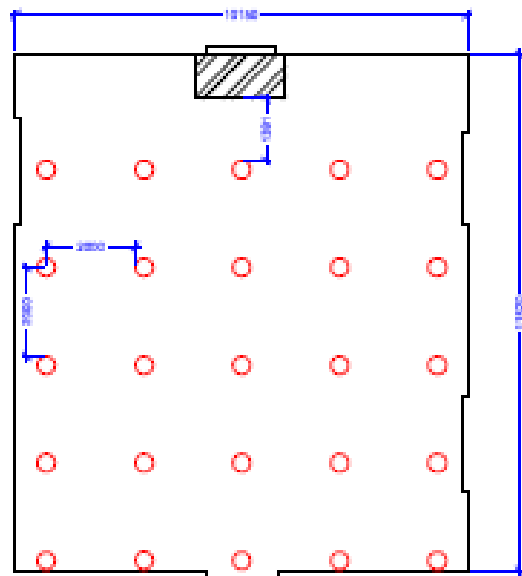
Venue Hire Fee: £3,750+VAT (includes supplier set up and derig)



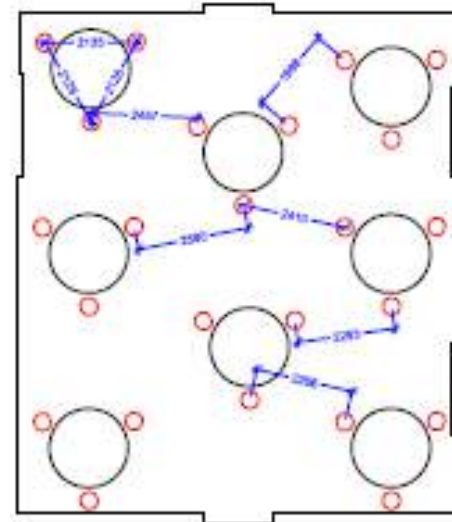
# CAPACITIES

You can rest assured that your guests will have ample space to maintain social distancing without impacting your event and the wonderful thing about the Portico Rooms is that you also have use of four breakout spaces for smaller sessions and refreshment breaks.

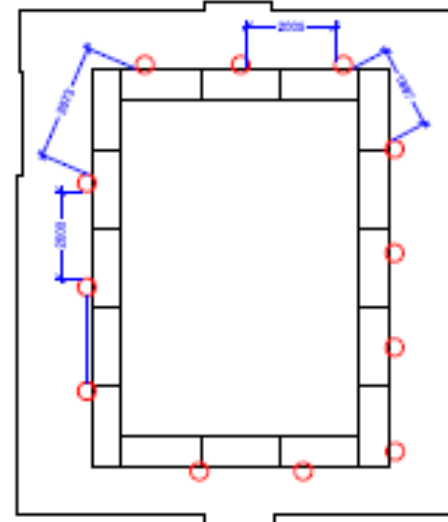
Theatre Style  
Capacity: 25



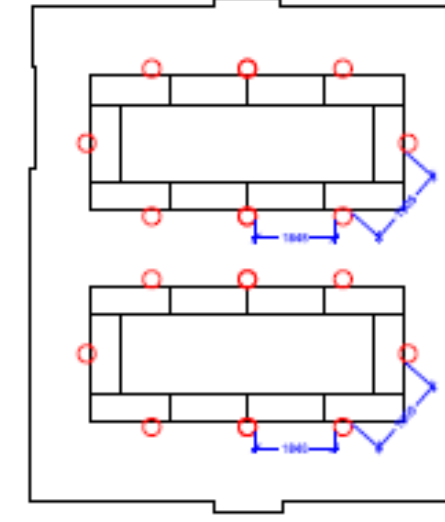
Cabaret  
Capacity: 24



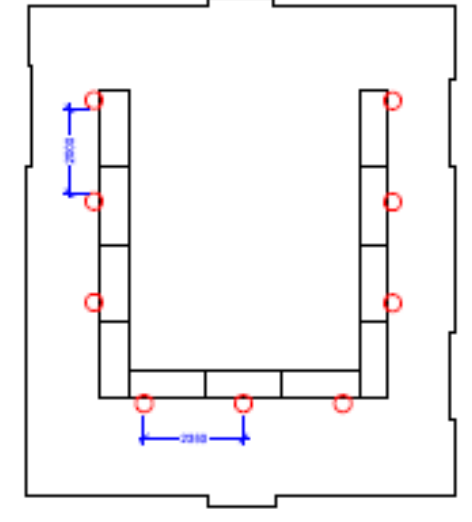
Hollow Square  
Capacity: 12



Double Square  
Capacity: 16



U-Shape  
Capacity: 9



Looking for an alternative set up? We would be delighted to discuss your bespoke event requirements with you.

# CATERING

If one of our many onsite restaurants or cafes don't take your fancy, our onsite caterer, *Bryn Williams at Somerset House* will ensure culinary excellence is at the forefront of your experience, while maintaining the highest standards of catering health and safety throughout your event.

## Option 1: £24.95 + VAT per person

Tea & coffee on arrival

Hydration Station: cucumber & mint/lemon & lime

Mid-morning tea, coffee & cookies

Selection of freshly prepared sandwiches & wraps

Fruit cup

Mid-afternoon tea, coffee, brownie & granola bar

## Option 2: £31.50 + VAT per person

Tea, coffee & mini pastries on arrival

Hydration Station: cucumber & mint/lemon & lime

Mid-morning tea, coffee & cookies

Selection of freshly prepared sandwiches & wraps

Selection of freshly prepared salads

Fruit cup

Mid-afternoon tea, coffee, brownie & granola bar

*Prices listed are for up to 30 guests and subject to delivery, staffing and catering equipment hire cost. For specific requirements, please email [events@bryn-somerset-house.co.uk](mailto:events@bryn-somerset-house.co.uk) for a bespoke catering quote.*



# AV

To enhance your event with AV equipment or even live stream it to those participants who aren't able to attend, Broadsword Event House have the perfect solutions.

## Option 1: AV Package from £1,445 + VAT

**Audio :** PA sound system, mixing desk, 2 x handheld mics, 2 x lapel mics, 1 x lectern mic

**Presentation :** 2 x 65" LCD Screens, 2 x laptops, seamless switching between slides and video, clicker and lectern

**Technician :** 1 x technician

## Option 2: Video Conference Upgrade (in addition to AV Package) from £1,601 + VAT

A technician will manage a video conferencing presentation as host presenter using a show laptop. As host, they will be able to manage the participants, cue in presenters and advance slides. Also included is a camera operator and camera to capture all the action within the room for those joining remotely.

## Option 3: Boardroom from £1,596.50 + VAT

This option is designed for clients using the Portico room for a U-shaped or hollow square boardroom set up using push to talk microphones with our twin 65" LCD screens for PowerPoint. (If sound is required for the presentations, we would need to add a PA system).

## Option 4: Live Streaming (in addition to AV package) from £3,919 + VAT

Broadsword can create the perfect live streaming solution for your event and will put together a bespoke quote based on your requirements.

*For specific requirements, please email [info@broadswordgroup.uk](mailto:info@broadswordgroup.uk) for a bespoke quote.*

*These rates have been specially discounted until the end of March 2021.*



# ENHANCE YOUR EVENT

From season to season, our cultural programme is ever changing, offering myriad opportunities to enhance your event and provide guests with an unforgettable experience at Somerset House.

## PRIVATE VIEWS

Combine your event with exclusive access to one of our exhibitions. Available outside public opening hours.

## GUEST TICKETS

Surprise your guests with tickets to an exhibition alongside your event. Available during exhibition opening hours.

## EXHIBITION TOURS & TALKS

Offer your guests a unique insight into one of our exhibitions. Only available outside of opening hours.

## BEHIND THE SCENES TOURS

Whether it's an historical or film location tour, you can enrich your guests' experience by taking them on a journey through Somerset House.

Our Historical Highlights tours are typically 60 minutes and introduce the history of our magnificent 18th century building – taking in everything from Tudor intrigue to Georgian enlightenment.

Your guide will lead the group from the intricate Lightwells to the atmospheric, subterranean Deadhouse, visiting graceful staircases and the iconic Edmond J .Safra Fountain Court.



[LEILA ALAOUİ:  
RITE OF PASSAGE](#)

11 Oct 2020 –  
28 Feb 2021

IMAGE: Leila Alaoui,  
*Tamesloht*, 2011, From the  
series 'The Moroccans'  
Courtesy of Fondation Leila  
Alaoui and GALLERIA  
CONTINUA



HISTORICAL  
TOURS:  
Exploring the  
Lightwells



# HIRE DETAILS



Packages are currently available for up to 30 guests only.

## Venue Hire Fee:

Included within this fee is an Event Manager, pre and post event cleaning and tables and chairs for the main room set up.

## Accredited Suppliers:

Catering, AV, production and all other requirements, including additional furniture, are in addition to the venue quote. Please note that you are required to use Somerset House's accredited suppliers only, for all aspects of your event. You can view our list [here](#). If you would like us to gather some initial quotes on your behalf then please do let us know.

## Refundable Security Deposit:

A refundable security deposit of £1,000 is required for all bookings. This will be invoiced separately to the Hire Fee. This deposit is fully refundable up to 30 days after the event, subject to no damage having been caused to the building or overrunning of the contracted timings.

## Public Liability Insurance:

Somerset House require all clients to have £10 million public liability insurance.

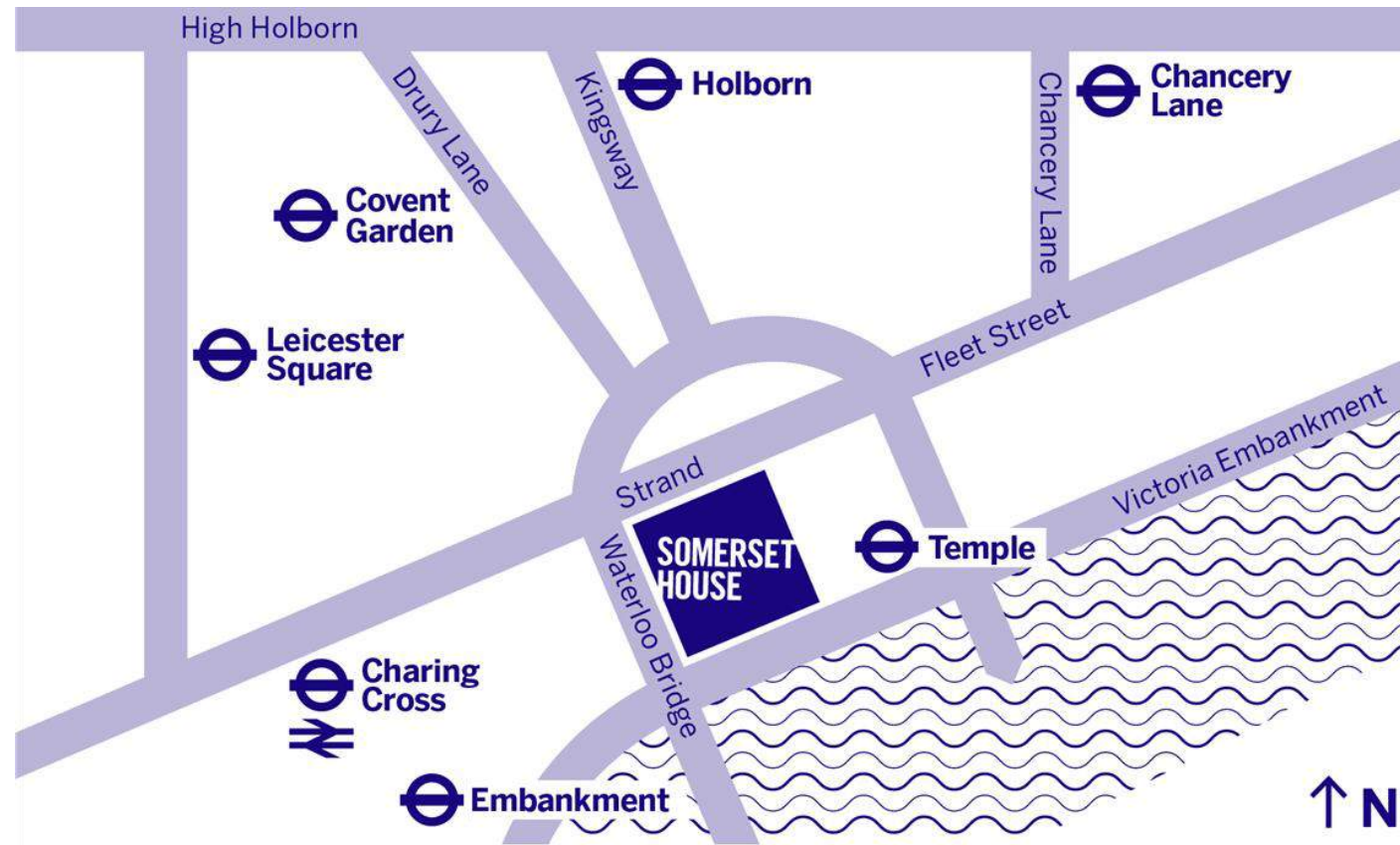
## North Wing Maintenance Works:

Hoarding and scaffolding will be situated on the external façade of the North Wing during your event date. Please ask the team for further information.

## COVID-19:

We are following the official Working Safely during Covid-19 Government guidance to make sure the whole building is Covid secure for all staff and visitors. This is an ongoing process and will be updated as government advice changes. All guests are required to follow Somerset House's [guidelines](#)

# OUR LOCATION



## CONTACT US

[events@somersethouse.org.uk](mailto:events@somersethouse.org.uk)

+44 (0)20 7845 4618

[somersethouse.org.uk/venue-hire](http://somersethouse.org.uk/venue-hire)

### How to find us

Somerset House  
Strand, London WC2R 1LA

### By London Underground

#### Nearest stations

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

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

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

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

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

### By Rail

#### Nearest stations

Charing Cross (700m, 10 mins)

Blackfriars (1km, 13 mins)

Waterloo (1km, 13 mins)

### By Bus

Buses 1, 4, 6, 9, 11, 13, 15, 23, 26, 59, 68, 76, 87, 91, 139,

168, 171, 172, 176, 188, 243, 341, 521, RV1 and X68

all pass along the Strand and/or Aldwych, stopping within 100-200 metres of Somerset House

### By River

River bus services RB1, RB2 and RB6 all stop at Embankment Pier, roughly 600 metres from Somerset House