

HOST YOUR CONFERENCE AT SOMERSET HOUSE

| | |
|------------------------------------|---|
| | DAYTIME |
| SUPPLIER ACCESS | 07:30 – 17:00 |
| GUEST ACCESS | 08:30 – 16:00 |
| VENUE HIRE FEE | £6,000 + VAT |
| GUEST NUMBERS | Up to 100 Guests |
| VENUE HIRE INCLUSIONS | <ul style="list-style-type: none">Hire of Portico Room & Navy Board RoomsAccess to Private BalconiesDedicated Event Manager, Operations Manager & Event SecurityPre and post event cleaningBrowsing Wi-FiPoseur tables for the refreshment space |
| PRODUCTION OFFER | From £6,999 + VAT to include: <ul style="list-style-type: none">Staging & AVConference chairsAV support, Crew & transport |
| CATERING OFFER 1 (CLEMENT WORRALL) | From £75 + VAT per person to include: <ul style="list-style-type: none">All day dining packageEquipment (incl. cloakroom)Service & Staffing |
| CATERING OFFER 2 (BUTCH SALADS) | From £55 + VAT per person to include: <ul style="list-style-type: none">Drop-off breakfast and lunch packageEquipment (incl. cloakroom)Staffing for service of drinks only |

You must allow for at least one hour supplier set up/de-rig time before guest arrival/post guest departure. Depending on your event requirements, suppliers may require additional time. In this instance, you can either adjust your guest timings accordingly or pay for additional hours outside of your Hire Period at an additional cost.

PRODUCTION

PROVIDED BY [LIGHT MOTIF](#)
Light Motif is a full-service event production company, specialising in creative, well-designed solutions for your event.

CATERING

PROVIDED BY [CLEMENT WORRALL](#)
Clement Worrall are award-winning, forward-thinking creatives, specialising in planning and delivering exceptional event catering.

OR

PROVIDED BY [BUTCH SALADS](#)
Proudly LGBTQ+ and woman-owned London catering company, cooking with the best seasonal and sustainable ingredients on offer, working with the best of London’s produce suppliers.



Full package inclusions are available to view in the sample quotes provided. Bespoke packages are available on request.

CONTACT
events@somersethouse.org.uk
+44 (0)20 7845 4618
somersethouse.org.uk/venue-hire

FOLLOW
Instagram: [@somersethouse_venuehire](#)
LinkedIn: [Venue Hire at Somerset House](#)

FIND
Somerset House, Strand, London WC2R 1LA