# HOST YOUR CONFERENCE AT SOMERSET HOUSE

|                                       | DAYTIME  |
|---------------------------------------|--|
| SUPPLIER ACCESS                       | 07:30 - 17:00  |
| <b>GUEST ACCESS</b>                   | 08:30 - 16:00  |
| VENUE HIRE FEE                        | £6,000 + VAT   |
| GUEST NUMBERS                         | Up to 100 Guests   |
| VENUE HIRE INCLUSIONS                 | <ul> <li>Hire of Portico Room &amp; Navy Board Rooms</li> <li>Access to Private Balconies</li> <li>Dedicated Event Manager, Operations<br/>Manager &amp; Event Security</li> <li>Pre and post event cleaning</li> <li>Browsing Wi-Fi</li> <li>Poseur tables for the refreshment space</li> </ul> |
| PRODUCTION OFFER                      | <ul> <li>From £6,999 + VAT to include:</li> <li>Staging &amp; AV</li> <li>Conference chairs</li> <li>AV support, Crew &amp; transport</li> </ul>   |
| CATERING OFFER 1<br>(CLEMENT WORRALL) | <ul> <li>From £75 + VAT per person to include:</li> <li>All day dining package</li> <li>Equipment (incl. cloakroom)</li> <li>Service &amp; Staffing</li> </ul>   |
| CATERING OFFER 2<br>(BUTCH SALADS)    | <ul> <li>From £55 + VAT per person to include:</li> <li>Drop-off breakfast and lunch package</li> <li>Equipment (incl. cloakroom)</li> <li>Staffing for service of drinks only</li> </ul>  |

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

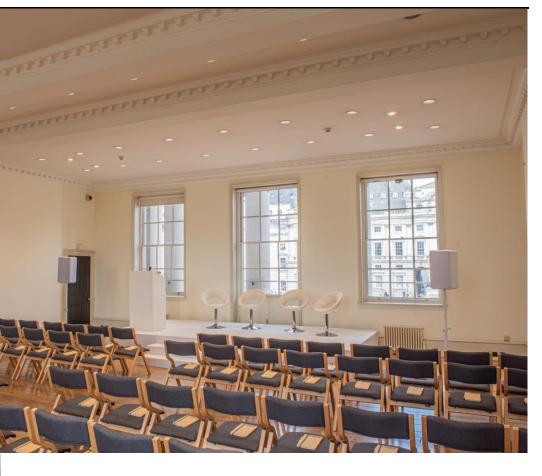
Clement Worrall are award-winning, forward-thinking creatives, specialising in planning and delivering exceptional event catering.

#### 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**

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## **FOLLOW**

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## **FIND**

Somerset House, Strand, London WC2R 1LA

pay for additional hours outside of your Hire Period at an additional cost.

Somerset House Venue Hire