

# SUPPLIER TENDER



# SOMERSET HOUSE

A large crowd of people is gathered in front of a grand, illuminated building at night. The building features classical architecture with columns and a clock tower. A stage is set up in front of the building, with a large banner that reads "SUMMER SERIES". The scene is lit with blue and white lights, creating a vibrant atmosphere.

# HOME OF CULTURAL INNOVATORS

# ABOUT SOMERSET HOUSE

## STEP INSIDE, THINK OUTSIDE

As the home of cultural innovators, Somerset House is a site of origination, with a cultural programme offering alternative perspectives on the biggest issues of our time. We are a place of joy and discovery, where everyone is invited to Step Inside and Think Outside.

From our historic site in the heart of London, we work globally across art, creativity, business, and non-profit, nurturing new talent, methods and technologies. Our resident community of creative enterprises, arts organisations, artists and makers, makes us a centre of ideas, with most of our programme home-grown.

We sit at the meeting point of artistic and social innovation, bringing worlds and minds together to create surprising and often magical results. Our spirit of constant curiosity and counter perspective is integral to our history and key to our future.

Find out more about our Venue Hire offer:  
[somersehouse.org.uk/venue-hire](https://somersehouse.org.uk/venue-hire)



# SOMERSET HOUSE ENTERPRISES LTD. SUPPLIER TENDER

Somerset House Enterprises Limited (SHEL) is a wholly owned trading subsidiary of Somerset House Trust, a registered charity. SHEL is seeking to accredit suppliers for a range of Commercial services for Venue Hire in the following categories:

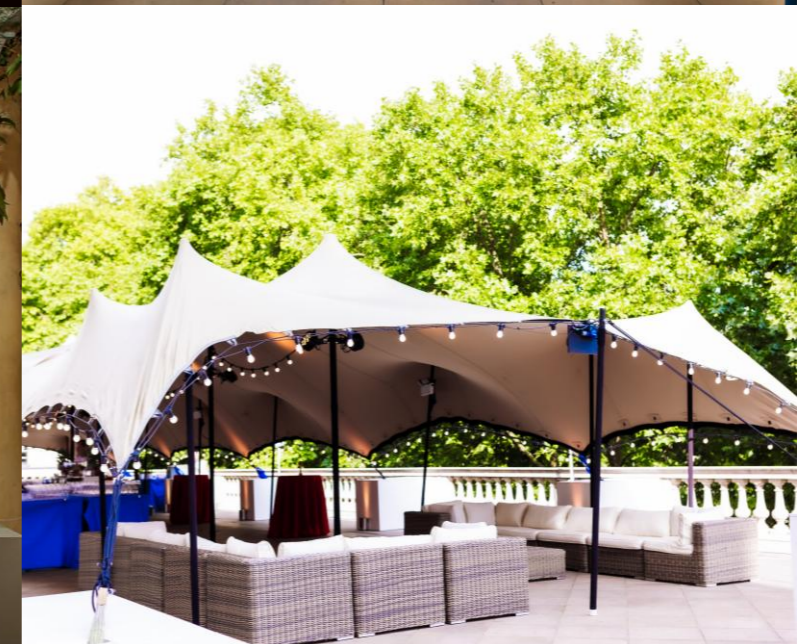
- Catering
- Floristry
- Furniture

Our commercial clients primarily include large corporations, global brands, charities and associations, as well as some private business. Events range from drinks receptions and dinners to product launches, brand activations, fashion events, meetings and conferences.

We are seeking suppliers who align with Somerset House's brand and values. We work collaboratively with our partners and expect a consistently high standard of service throughout all stages of the event management process.

Our suppliers will actively promote the venue to both new and existing clients and will consistently strive to exceed client expectations.

The contract will run from 1<sup>st</sup> April 2027 to 1<sup>st</sup> April 2030.





**‘FROM AN ICE RINK, TO THE FILM SET OF RIDLEY SCOTT’S NAPOLEON, A CONCERT VENUE AND NOW A FOOTBALL PITCH, IS THERE ANYTHING SOMERSET HOUSE CAN’T BE TRANSFORMED INTO?’**

— Access All Areas

# EXPRESSION OF INTEREST

If you are interested in becoming an accredited supplier at Somerset House, please email [suppliers@somersethouse.org.uk](mailto:suppliers@somersethouse.org.uk) with the following information:

- A short introduction to your company
- The supplier category your company falls within

If we believe your company is a strong fit for Somerset House, we will invite you to complete a Pre-Qualification Questionnaire, which represents the next stage of the tender process.



**1<sup>ST</sup> – 30<sup>TH</sup>  
JUNE**

**EXPRESSION OF INTEREST  
CLOSES AT 10:00 ON 30<sup>TH</sup> JUNE**

**6<sup>TH</sup> JULY**

**DEADLINE FOR SUBMISSION OF PRE-  
QUALIFICATION QUESTIONNAIRE 1  
CLOSES AT 10:00**

**JULY &  
AUGUST**

**SHORTLISTING & ISSUE OF PRE-  
QUALIFICATION QUESTIONNAIRE 2**

**OCTOBER &  
NOVEMBER**

**STAGE 3**

**JANUARY &  
FEBRUARY**

**STAGE 4**

**'I LOVE SOMERSET  
HOUSE. IT FEELS LIKE  
HOME. THE TEAMS ARE  
ALWAYS SUPER  
FRIENDLY AND GO OUT  
OF THEIR WAY TO HELP!'**

– SABIRAH



# OUR VALUES



Somerset House

Venue Hire

## DIVERSITY & INCLUSION

We are committed to building a diverse and inclusive community reflecting the diversity of our society. A community where everyone feels valued, where their contribution matters and where they can reach their full potential, irrespective of their background, identity or circumstances. We aim to ensure the diversity of all our staff reflects our society as fully as possible. Similarly, we aim to be home to a resident community of artists and enterprises from an equally diverse range of situations, backgrounds, and disciplines. Ongoing initiatives include running the Black Business Incubator.

## ANTI-RACISM

Somerset House is committed to being actively anti-racist and publicly releases updates on the actions it is taking in relation to its Anti-Racism Pledge every six months. We recognise that this is a journey. We have divided our focus into 5 key areas: History, Community, Workforce & Recruitment, Language and Procedures & Policy. A comprehensive list of our current actions can be found [here](#).

## SUSTAINABILITY

Sustainability and responsible event management are of paramount importance to Somerset House and, by extension, our Accredited Suppliers. You can download our sustainability booklet, outlining what we are up to and top tips on how to host a sustainable event at Somerset House, [here](#).

## OPT-IN TO SUPPORT THE YOUNG TALENT FUND

Somerset House's Young Talent Fund supports the next generation of early career creatives and artists to fulfil their potential, by providing financial relief to resident artists and opportunities to under-represented young people aged 18-25. If you would like to support this fund by making a donation please speak to a member of our team. Your support will help to secure a future for our creative community for many years to come.

## LONDON LIVING WAGE EMPLOYER

Somerset House is proud to be an accredited Living Wage payer. We pay all our staff and sub-contractors the London Living Wage.



# ABOUT US

## A YEAR IN THE LIFE OF SOMERSET HOUSE



Somerset House

Venue Hire

**3.1M**

Visitors annually

**66**

Early-stage Black-led creative enterprises part of the Black Business Residency

**500,000 SQ. FT**

Grade I listed site

**125**

Creative enterprises residents occupying 76,000 sq.ft of dedicated office space

**114**

Somerset House Studios artists and their teams in over 15,000 sq.ft of studio space

**351**

Days of free exhibitions annually

**702**

Members from 365 creative business in our co-working space Somerset House Exchange, of which 122 are on bursaries

**959K**

Online cultural programme audience

**300**

Creative-tech and maker members from 88 different organisations at Makerversity

**3,319**

Young people participating in inclusive talent engagement activity in person

# GET IN TOUCH



## CONTACT

[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)

## FOLLOW

Instagram: [@somersethouse\\_venuehire](https://www.instagram.com/somersethouse_venuehire)  
LinkedIn: [Venue Hire at Somerset House](https://www.linkedin.com/company/venue-hire-at-somerset-house)

## FIND

Somerset House, Strand, London WC2R 1LA

## BY LONDON UNDERGROUND

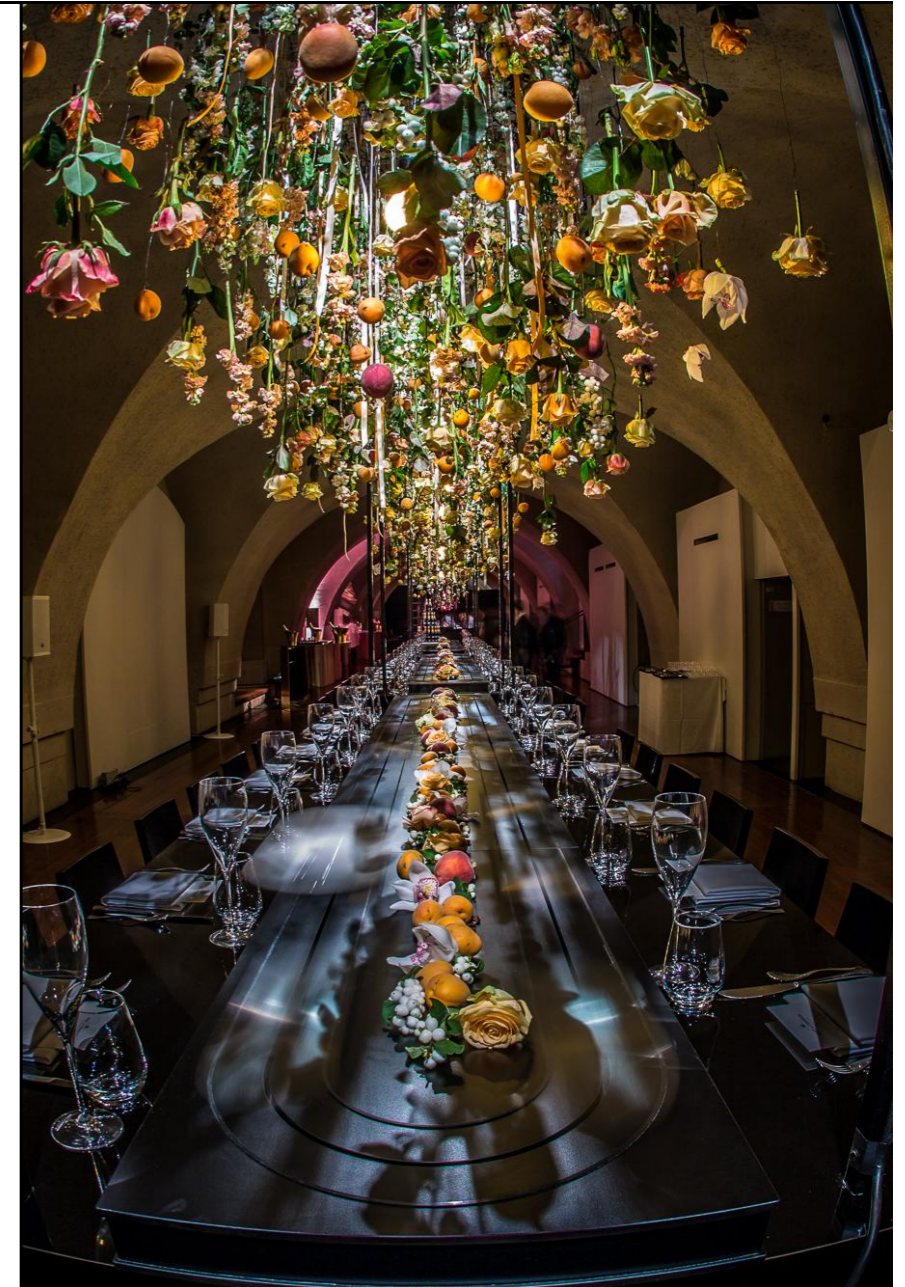
Temple (Circle & District lines; 250m, 5 mins)  
Covent Garden (Piccadilly line; 650m, 8 mins)  
Charing Cross (Bakerloo & Northern lines; 700m, 10 mins)  
Embankment (Circle & District lines; 700m, 10 mins)  
Waterloo (Bakerloo, Waterloo & City, Jubilee & Northern lines; 800m, 11 mins)

## BY RAIL

Charing Cross (700m, 10 mins)  
Blackfriars (1km, 13 mins)  
Waterloo (1km, 13 mins)

## BY RIVER

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



A night photograph of a grand, illuminated building, likely a museum or historical site, with a fountain in the foreground. The building is lit up with blue and white lights, and the fountain is illuminated with blue light. The text "STEP INSIDE THINK OUTSIDE" is overlaid in large, bold, white letters across the center of the image.

**STEP INSIDE  
THINK OUTSIDE**