

SCREENING ROOM



SOMERSET HOUSE

SCREENING ROOM

With fixed seating for 60 guests, and the possibility of adding 10 additional seats, the Screening Room at Somerset House offers an ideal space for presentations and lectures.

With built in AV, you can sit back and let your event run smoothly and efficiently in this quiet, stylish space.

Offering a blank canvas, clients can brand the Screening Room as they wish.

For a breath of fresh air, you can step outside and enjoy the nearby Embankment Galleries which host some of our major exhibitions.



BREAKFAST EVENTS

	DAYTIME
SUPPLIER ACCESS	07:00 – 12:30
GUEST ACCESS	08:00 – 11:30
HIRE FEE	£2,750 + VAT
ADDITIONAL HOURS	£500 + VAT per hour

INCLUDED IN YOUR HIRE

Hire of Screening Room, Event security, an Event Manager, a dedicated Operations Manager, a technician, built-in AV with two microphones, and pre and post event cleaning.

SUPPLIERS

AV provided by [KitMapper](#)
Optional catering can be provided by [Café Petiole](#)

Sample Morning Breakfast menu from 08:00 (20 guests minimum)
£15 + VAT per person, plus 12.5% service charge

Café Petiole hire fee: £250 + VAT (08:00–09:00)

- Barista-made tea & coffee
- Sweet & savoury pastries
- Granola pots & coconut yoghurt
- Daily Dose juices
- 1 signature sweet bake



EVENING EVENTS

	EVENING
SUPPLIER ACCESS	17:00 – 22:30
GUEST ACCESS	18:00 – 21:30
HIRE FEE	£2,750 + VAT
ADDITIONAL HOURS	£500 + VAT per hour

INCLUDED IN YOUR HIRE

Hire of Screening Room, Event security, an Event Manager, a dedicated Operations Manager, a technician, built-in AV with two microphones, and pre and post event cleaning.

SUPPLIERS

AV provided by [KitMapper](#)
Optional catering can be provided by [Café Petiole](#)

Sample Evening Reception menu from 18:00 from **£19 + VAT** per person (20 guests minimum), plus 12.5% service charge

Café Petiole hire fee: £250 + VAT (18:00–19:00)

- 2–3 vegan canapés + 1 sweet bake (4–6 pieces pp)

Wine, beer & soft drinks available on consumption



BOOKING DETAILS

A refundable security deposit is required for all bookings. The amount of deposit owed is calculated on the length of hire period and will be invoiced separately from 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.

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

As an arts and culture centre open to the public, we cannot always confirm what might be happening in the Courtyard or around the rest of the public areas at Somerset House at that time, and we cannot guarantee that our fountains will be on at that time. We have a very exciting and constantly expanding public programme, which sees lots of different installations, exhibitions, artwork, and public events all over the site. It is a huge part of what makes us Somerset House. There are also occasions where essential works need to take place on the building and these instances are out of our control.





Somerset House

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.

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.



Venue Hire

GET IN TOUCH



Somerset House

CONTACT

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

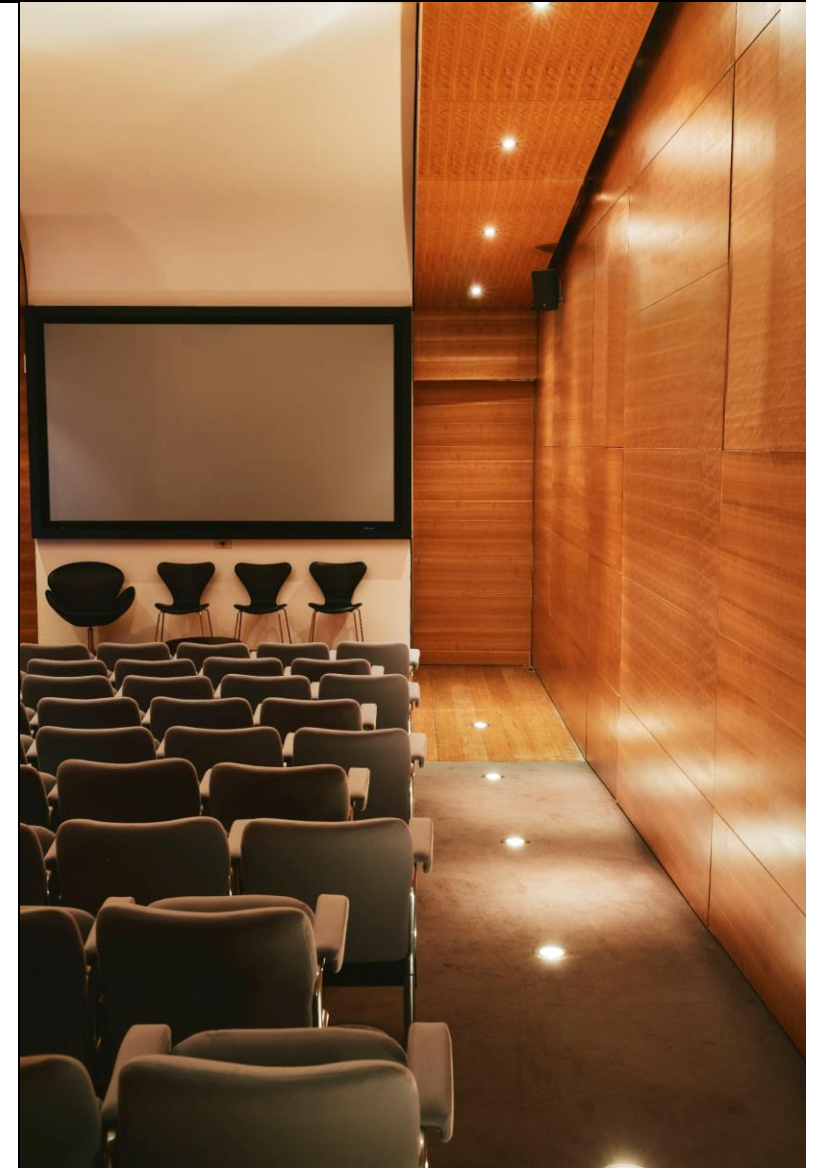
BY RAIL

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

Venue Hire





**STEP INSIDE
THINK OUTSIDE**