

# 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
ACCESS TO EVENT SPACE	07:30 – 11:30
GUEST ACCESS	08:00 – 11:00
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 handheld microphones and laptop, and pre and post event cleaning.

**SUPPLIERS**  
AV provided by [KitMapper](#)

Optional catering can be provided by [Café Petiole](#)  
**Sample Morning Breakfast**  
**Option 08:00 – 09:00 before your event:**  
*Minimum guaranteed 20 people @ £15 + VAT per person plus service charge (12.5%) + VAT*  
  
Capacity of the café is 60 guests standing.





# EVENING EVENTS

	EVENING
ACCESS TO EVENT SPACE	17:30 – 22:00
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 handheld microphones and laptop, and pre and post event cleaning.

**SUPPLIERS**  
AV provided by [KitMapper](#)

Optional catering can be provided by [Café Petiole](#)  
**Sample Evening Reception option 18:00 – 19:00 before your event:**  
*Wine/cocktails/soft drinks, 3 drinks per person*  
*3 types of canapes, 8 pcs per person*  
*Minimum Guaranteed 20 people @ £29 + VAT per person plus service charge (12.5%)*  
*Space rental fee (£250 + VAT per hour)*  
Capacity of the café is 60 guests standing.



# ALL DAY HIRE

	ALL DAY
ACCESS TO EVENT SPACE	07:30 – 22:00
GUEST ACCESS	08:00 – 21:30
HIRE FEE	£4,500 + 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 handheld microphones and laptop, and pre and post event cleaning.

## SUPPLIERS

AV provided by [KitMapper](#)

If you would like to explore catering options, please see our [full list](#) of food and beverage operators onsite. Please contact the vendors directly for availability.





# 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.



# OUR VALUES



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



# OUR ECOSYSTEM

**3.1M**

visitors annually

**500,000  
SQ. FT**

Grade I listed site

**62**

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

**550**

members of the creative co-working space Somerset House Exchange

**304**

creative-tech and maker members from 77 different organisations at Makerversity which provides specialist workshops.

**65**

Black Business incubator businesses

**133**

creative enterprises occupying 194 offices across c 72,000 sq.ft

**262**

days of free exhibitions annually

**259K**

engage with our digital programme

**1000+**

young people aged 18-30 engage with our career development programme





# GET IN TOUCH

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Somerset House

## CONTACT

[events@somersethouse.org.uk](mailto:events@somersethouse.org.uk)  
+44 (0)20 7845 4618  
[somersethouse.org.uk/venue-hire](https://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**