

**SOMERSET
HOUSE**



CONFERENCES AT

SOMERSET HOUSE

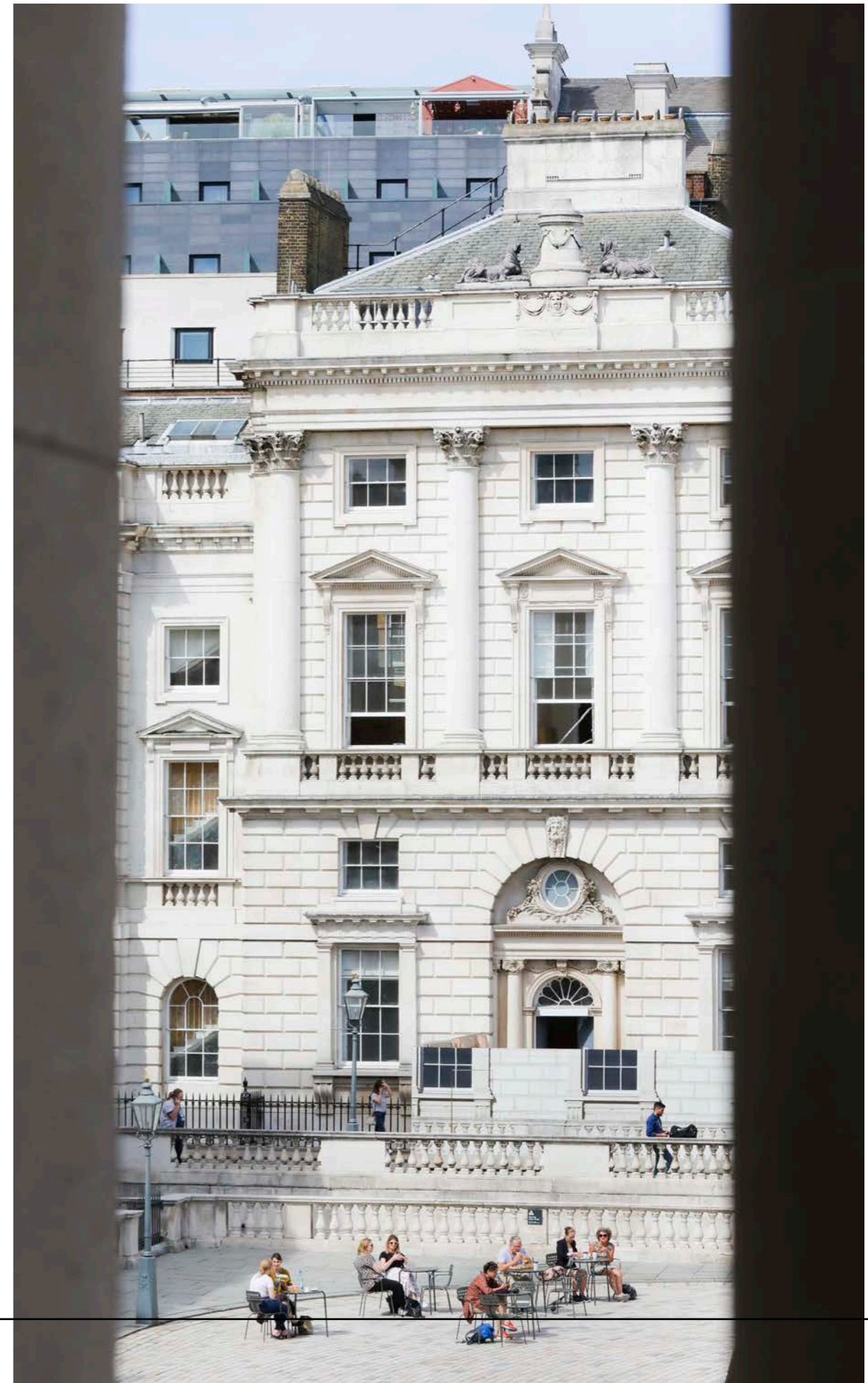
VENUE HIRE

Built on historic foundations at the very heart of the capital, Somerset House is London's working arts centre, home to the UK's largest creative community and one of the city's best loved public spaces.

Run as a charity by Somerset House Trust, all event hire income directly contributes to the venue's cultural public programme, education and outreach work and helps maintain the Grade I listed site for over three million visitors to enjoy annually - you can be confident that your event will be directly supporting an organisation offering immense value to an audience that goes far beyond your attendees.

The grandeur and heritage of Somerset House's diverse venue, coupled with the expertise of the Commercial Events team, offer an unrivalled location for unforgettable events.

somersethouse.com/venuehire



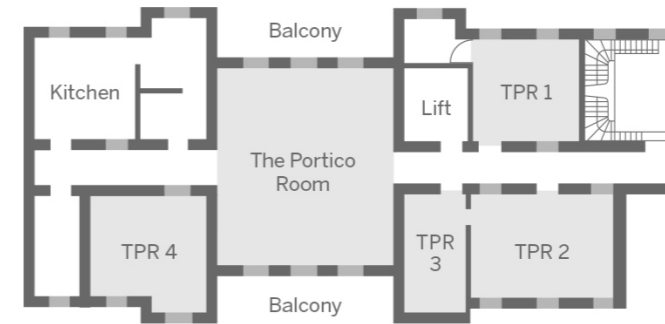


PORTICO ROOMS

Located on the first floor of the South Wing, the Portico Rooms are a spacious and versatile suite of rooms offering a contemporary location for your conference.

With original features, natural light, and uninterrupted views across the River Thames, the Portico Rooms offer a polished and versatile backdrop for your event in one of London's most unique venues.

Guests can marvel at our sensational fountains from the north-facing balcony or take in the tranquillity of the passing boats from the south-facing balcony. There are also four spacious breakout spaces included for the day.



200	100	100	56
RECEPTION	THEATRE STYLE	DINNER	CABARET STYLE

TPR	The Portico Room	10m x 11.5m
TPR 1	The Portico Room 1	5.5m x 5.8m
TPR 2	The Portico Room 2	5.5m x 8.5m
TPR 3	The Portico Room 3	5.5m x 4m
TPR 4	The Portico Room 4	5.5m x 6.3m



DAY DELEGATE RATES

Exclusive hire of the Portico Rooms for guests from 08.30 until 16.00, including four breakout spaces

Access to the Navy Board Rooms for catering

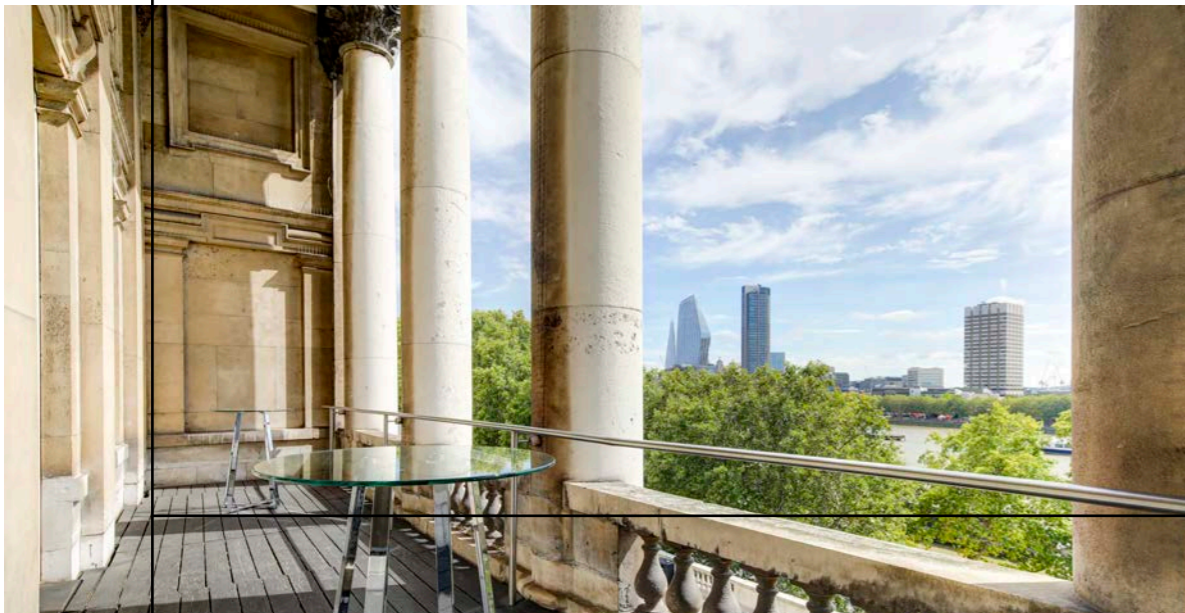
All packages include:

- Catering (Choose from three options; Luxury Sandwich, Fork Buffet, or Vegan Buffet)
- Chairs, Lectern and Stage
- 2 x 65" LCD Screens
- 2 x Laptops
- PA System
- Lectern, Lapel and Handheld Microphones
- Wi-Fi Access (5 Mbps)
- Cloakroom
- A dedicated Technician for the duration of the event
- A dedicated Event Planner



From £105 + VAT per person

based on a minimum of 80,
maximum capacity 100 guests theatre style



CATERING

OPTION ONE — LUXURY SANDWICH MENU

Package includes:

- Arrival tea and coffee with mini pastries and smoothie shots
- Mid-morning tea and coffee with home-made granola bars
- Fresh fruit bowl
- Selection of freshly prepared sandwiches and seasonal salad and/or soup
Please choose four sandwich options and two salad options (April-September)
or one salad and one soup option (October-March):

SANDWICHES

Ham and Cheese / Salt Beef / Crispy Chicken / Salmon Bagel / Tuna Mayo
Prawn / Roasted Vegetables (Vg) / Egg Mayo (V) / Falafel (Vg)

SALAD

Quinoa (Vg)
Tomato and Onion (Vg, Gf)
Courgetti (V, Gf)

SOUP

Green Vegetable (Vg, Gf)
Tomato and Basil (Vg, Gf)
Carrot and Ginger (Vg, Gf)

V - Vegetarian / Vg - Vegan / Df - Dairy Free / Gf - Gluten Free

* Please note the options may change due to seasonal ingredients, full menu available on request.

- Home-made seasonal soft drink with lunch
- Mid-afternoon tea and coffee with chef's choice of sweet treats
or hummus and crudité pots
- Fruit infused water available throughout the day

We also offer a selection of optional extras, from tasty cakes to delicious savoury bites. Please ask your Event Planner for more information.

£105 + VAT per person

based on a minimum of 80, maximum capacity 100 guests

CATERING

OPTION TWO — FORK BUFFET MENU

Package includes:

- Arrival tea and coffee with freshly baked mini pastries and smoothie shots
 - Mid-morning tea and coffee with home made granola bars
 - Fresh fruit bowl
 - Hot and cold fork buffet lunch
- Choose five options from the hot, cold and salads:

HOT

Roasted Cod, Mediterranean Vegetable (Gf, Df)
Vegetable Ratatouille (Vg, Gf)
Traditional Roast Beef, Artichoke Sauce (Gf)
Lentil Moussaka, Crispy Kale (Vg, Gf)
Chicken Tikka Masala, Spiced Rice (Gf)
Toriyaki Tofu, Seasonal Roast Vegetables (Vg)
Sweet Potato Cakes, Figs, Grapes, Sundried Tomatoes (Vg, Gf)

COLD

Bresaola, Parmesan Cheese, Confit Tomato, Balsamic Glaze (Gf)
Kale and Courgette Quiche (V)
Heritage Tomato, Buffalo Mozzarella (Gf)
Beetroot Cured Salmon with Horseradish Fennel Salad (Gf)
Brown Fusilli Pasta, Vegan Basil Pesto, Cherry Tomato (Vg)

SALADS

Little Gem, Green Bean, Mustard Dressing (Vg, Gf)
Roasted Broccoli, Cauliflower, Garlic Dressing (Vg, Gf)
Root Vegetable, Lamb Lettuce, Beetroot Dressing (Vg, Gf)
Apple and Golden Raisin Coleslaw (V, Gf)

DESSERTS (all included)

Chocolate and Beetroot Vegan Cake (Vg) / Carrot Cake (V)
Eton Mess Pot (Gf) / Cream Puff, Chocolate Sauce

V - Vegetarian / Vg - Vegan / Df - Dairy Free / Gf - Gluten Free

* Please note the options may change due to seasonal ingredients, full menu available on request.

- Home made seasonal soft drink with lunch
- Mid-afternoon tea and coffee with chef's choice of sweet treats or hummus and crudité pots
- Fruit infused water available throughout the day

We also offer a selection of optional extras, from tasty cakes to delicious savoury bites. Please ask your Event Planner for more information.

£110 + VAT per person

based on a minimum of 80, maximum capacity 100 guests

CATERING

OPTION THREE — VEGAN BUFFET MENU

Package includes:

- Arrival tea and coffee with energising cereal bars
 - Mid-morning tea and coffee with home-made beetroot cake
 - Fresh fruit bowl
 - Hot and cold vegan buffet lunch
- Choose five options from the following:

Fresh Beetroot Falafel, Home-made Chickpea Hummus (Gf)
Sweet Potato Cake, Figs, Grapes, Sun-dried Tomato (Gf)
Mixed Grilled Vegetable Cous Cous, Red Pepper Dressing
Aubergine, Tofu Teriyaki, Crispy Leek Salad
Roasted Seasonal Vegetables, Aromatic Breadcrumbs
Chickpea, Truffle Salad (Gf)
Roast Vegetable, Mix Quinoa Salad
Brown Pasta, Basil Pesto

(Add an additional dish for £4 per person)

V - Vegetarian / Vg - Vegan / Df - Dairy Free / Gf - Gluten Free

* Please note the options may change due to seasonal ingredients, full menu available on request.

- Home made seasonal soft drink with lunch
- Mid-afternoon tea and coffee, crudité, black bean hummus (Gf)
- Fruit infused water available throughout the day

We also offer a selection of optional extras, from tasty cakes to delicious savoury bites. Please ask your Event Planner for more information.

£110 + VAT per person

based on a minimum of 80, maximum capacity 100 guests



ADD A DRINKS RECEPTION

Why not end the day with some well deserved celebratory drinks?

You can add the Navy Board Room for a drinks reception from 16.00 until 18.30 at an additional £2,500 + VAT.

With the room taken care of, you'll want to focus on the catering and for just £25.50 + VAT per person, Bryn Williams Events will provide your guests with a Prosecco reception and delicious canapés.

Package includes:

- Half bottle of Prosecco per person
- Seasonal soft drink
- Still and sparkling mineral water
- Canapé reception. Please choose four options from the list below:

Mushroom Arancini, Truffle Mayo (V)
Crab Cake, Beetroot Mayo
Crispy Pork, Soft Apricot Purée, Crackling
Truffle Hummus, Heritage Beetroot (Vg)
Teriyaki Marinated Tofu, Roasted Courgette (Vg, Gf)
Sustainably Sourced Roasted Tuna, Cucumber, Confit Tomato (Df)

Carrot Cake, Cream Cheese
Mini Eton Mess

V - Vegetarian / Vg - Vegan / Df - Dairy Free / Gf - Gluten Free

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Venue Hire
£2,500 + VAT

Catering
£25.50 + VAT per person
based on a minimum of 80, maximum capacity 100 guests





ADDITIONS

FURNITURE

Portico Room Cabaret Set-Up
(maximum 56 guests)

£300 + VAT

Breakout Rooms with Table and Chairs Set-Up
(up to 2 round tables with 10 chairs each)

£150 + VAT per room

Please note, if the above set-ups are required, there will be an additional cost for earlier access for suppliers. Please discuss this with your Event Planner.

AUDIO VISUAL

Additional audio visual requirements are available at an additional cost and an extra technician may be required. Please discuss this with your Event Planner.

ENHANCE YOUR EVENT

Somerset House hosts a wonderful selection of exhibitions throughout the year. Should you be interested in enhancing your event with a private view or curated tour, please see our current offers [here](#).

OUR LOCATION

EVENTS TEAM

+44 (0)20 7845 4618

events@somersethouse.org.uk

www.somersethouse.org.uk

HOW TO FIND US

Somerset House
Strand, London WC2R 1LA

BY LONDON UNDERGROUND

Nearest stations

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

BY RAIL

Nearest stations

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

BY BUS

Buses 1, 4, 6, 9, 11, 13, 15, 23, 26, 59, 68, 76, 87, 91, 139, 168, 171, 172, 176, 188, 243, 341, 521, RV1 and X68 all pass along the Strand and/or Aldwych, stopping within 100-200 metres of Somerset House.

BY RIVER

River Bus Services RB1, RB2 and RB6 all stop at Embankment Pier, roughly 600 metres from Somerset House.

