



**CELEBRATE  
THE  
FESTIVE  
SEASON  
AT  
SOMERSET  
HOUSE**

# THE HOME OF CULTURAL INNOVATORS

Home to the UK's largest creative community, working globally across art, technology, business and social enterprise, we draw fresh ideas and new talent in, attracting over 3 million visitors a year to our historic central London location.

Run as an independent charity by the Somerset House Trust, all event hire income directly contributes to our diverse cultural programme, pioneering engagement & skills work, support of emerging artists and helps to maintain our historic Grade I listed site.

You can be confident that your event will directly support an organisation offering immense value to an audience which goes far beyond your attendees.

# CANAPÉ & BOWL FOOD EVENING RECEPTION

## INCLUDES:

- Exclusive hire of the East Wing from 17.30 until 23.00
- Guest arrival from 18.30
- Glass of fizz on arrival
- Selection of nibbles
- Canapés (4 per person) and Bowl Food (2 per person)
- Unlimited house red and white wine, house beer, soft drinks and mineral water (bar opens at 19.00 and closes 30 minutes prior to guest departure)
- Furniture, bar and festive decoration
- DJ, PA system and coloured uplighters
- A host to meet and greet guests, on request
- Full event management, dedicated event security and cloakroom facilities provided
- Complimentary food tasting for up to two people, on request

100 – 149 Guests: £155 + VAT per person

150 – 199 Guests: £150 + VAT per person

200+ Guests: £145 + VAT per person

Based on a minimum of 100 guests and a maximum capacity of 280 guests

Should you wish to extend guest access, this is an additional cost of £30 + VAT per person, per hour.

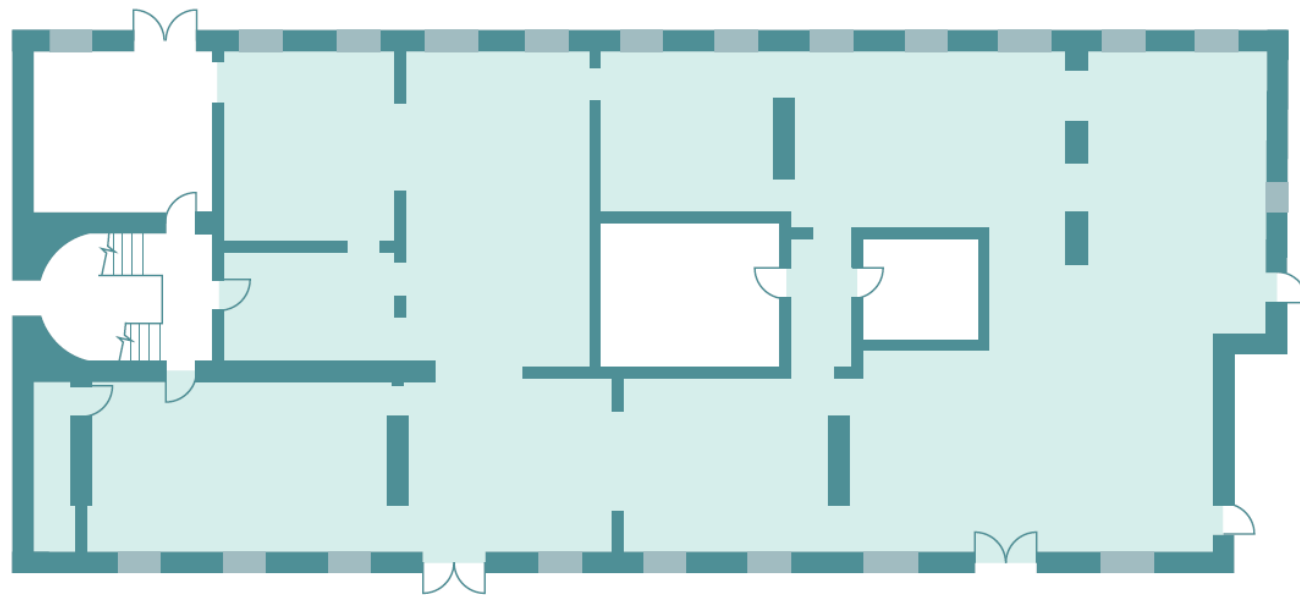


# EAST WING

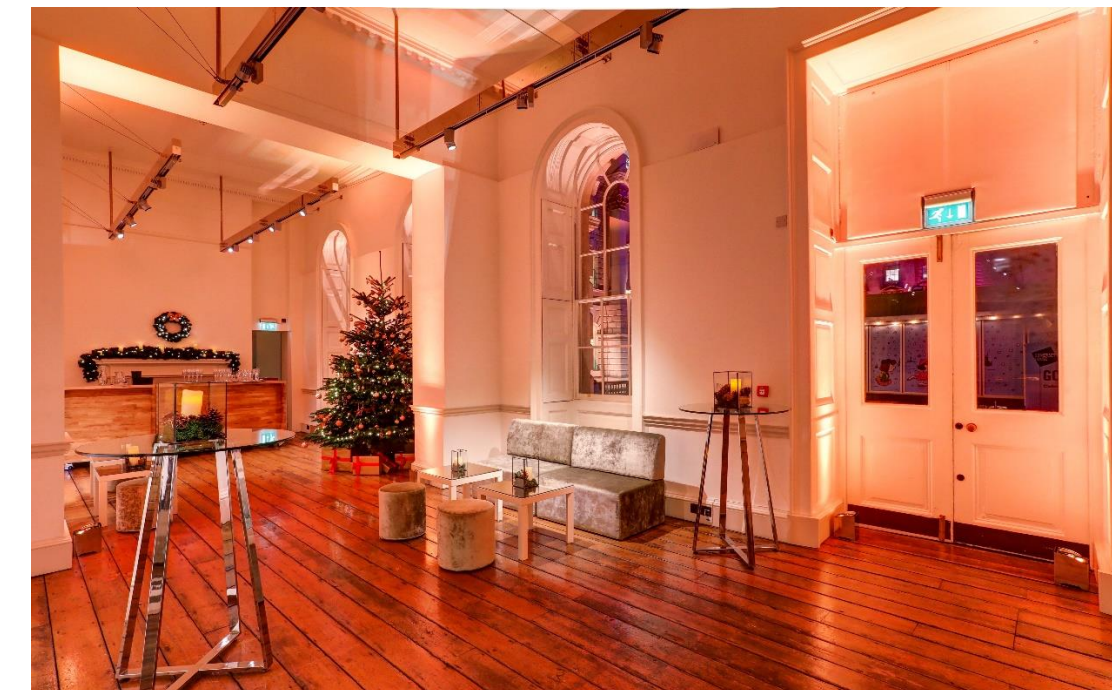
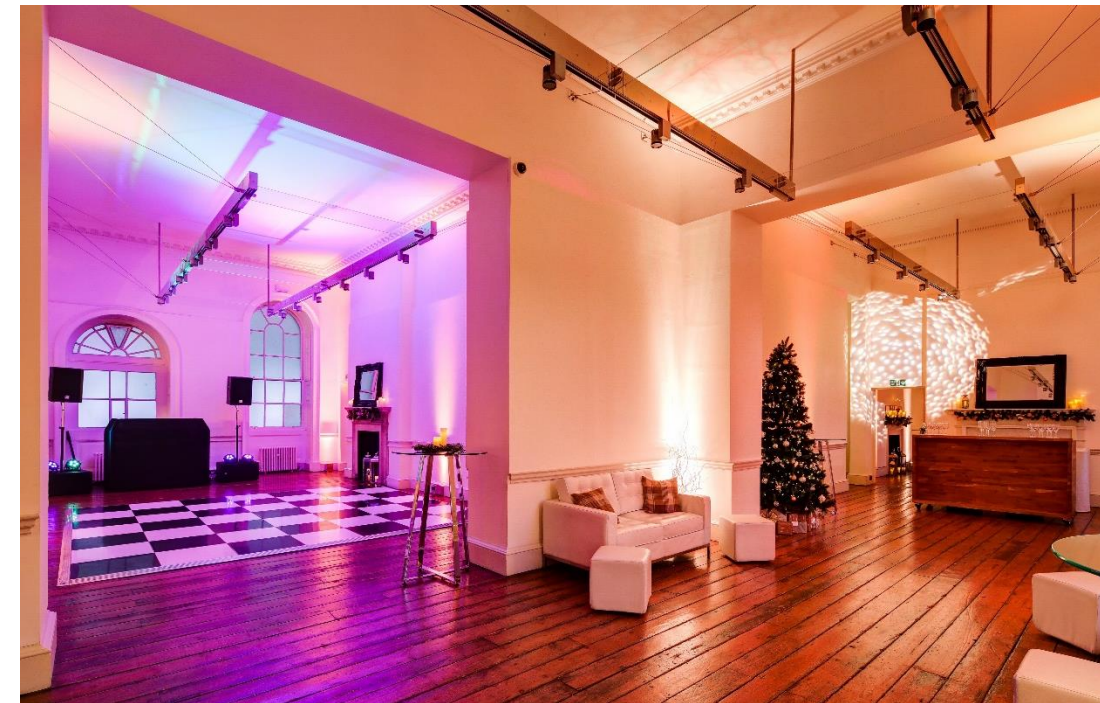
With beautiful high ceilings, grand windows, and with a series of open plan, interlinking rooms, there's no better setting for your winter celebration.

The [East Wing](#) offers an abundance of space, combining ultramodern flourishes with neo-classical lines, providing a real sense of occasion to your guests.

With its own private entrance accessible from the Edmond J. Safra Fountain Court – home to our iconic ice rink - this venue has huge potential. Our dedicated team will be on hand to ensure your guests enjoy a celebration like no other.



*\* Décor/style will be similar but is subject to change.*



# ALTERNATIVELY...

## HOST A DAYTIME CANAPÉ & BOWL FOOD RECEPTION

This option includes the same event space, inclusions, guest numbers and prices as the evening reception package on the previous page.

Only your event timings would change:

- Exclusive Access to the East Wing from 10:30 – 16:00
- Guest access from 11:30-16:00

## HOST A COMPANY MEETING IN THE PORTICO ROOMS, AHEAD OF YOUR RECEPTION IN THE EAST WING

This option is only available in conjunction with the evening reception package.

### VENUE

Portico Rooms hire fee: £5,000+VAT

Capacity: 100 theatre style

### TIMINGS

Supplier Set Up: 13:00

Guests Arrive from: 14:30

Guests Depart by: 16:30

*(for guest access to the East Wing at 16:30, either shift the reception package forward by 2 hours or add 2 additional hours guest access).*

Venue Clear of Suppliers: 17:30

### SUPPLIERS

Furniture and AV provided by Light Motif. Quotes start from £5,000+VAT.

Catering provided by Jimmy Garcia Catering POA.



# OUR PACKAGES ARE TRIED AND TESTED

*'it really did house a memorable night...a beautiful setting but equally, the team on the night were incredible, extremely friendly, personable and attentive...The attention to detail was second to none and equally personable which we value!' – MUBI*

*'I'd honestly give our experience a 10/10. You and the rest of the staff were communicative, organised, and definitely on top of things. Everyone was professional, helpful, and friendly. The range of activities we were able to offer our staff really added to the experience as well.' - Tech Company*

*'The whole process was seamless and we loved planning this event. The feedback from everyone was this was our best party yet!!' – Hush*

*'Thank you and the team for a fabulous event yesterday! We received rave reviews and thanks.' – Big Commerce*

*'It was truly a success – I have never seen our office crowd look so jolly. The food was fantastic and the planning process was made stress free with your help.' - PageGroup*

*'The venue was great... The DJ was brilliant and played some great music so all in all everything was perfect.' - Newton Investment Management*

*'...the venue looked beautifully festive and the food and drink was delicious.' - London & Capital*





# ENHANCE THE EXPERIENCE WITH SKATE

**12 NOV 2025 – 11 JAN 2026**

Hailed as one of the capital's favourite winter experiences, Skate at Somerset House heralds the start of the festive period. In conjunction with your party in the East Wing, you can add skate tickets or exclusively hire the rink for your guests.

## **ADD TICKETS - £27.50 +VAT PER PERSON**

- Book large group sessions (non-exclusive) for up to 80 guests
- Sessions start on the hour and run for 45 minutes
- Skate boot hire included

## **ADD AN EXCLUSIVE SESSION - £8,500 +VAT**

- Private session on the rink for up to 250 guests (minimum of 120 guests required)
- Skate boot hire included
- Multiple / back-to-back exclusive sessions available, subject to approval

All options listed above are only available in association with a venue hire and are subject to availability. Availability is limited after general on-sale.

# YOUR BOOKING

## ACCREDITED SUPPLIERS

Any additional requirements outside of the package must be provided by one of our accredited suppliers - details of which can be found [here](#). Please note that as Somerset House is a Grade 1 listed building, we do not allow any non-accredited suppliers to work onsite. If you would like us to gather some initial quotes on your behalf, then please do send a full brief of your requirements for the event.

If you are adding additional production or entertainment to your package, it is likely you will require additional set-up/de-rig time for your event, which could incur additional costs. Please speak to your Event Manager to find out more.

## REFUNDABLE SECURITY DEPOSIT

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.

## PUBLIC LIABILITY INSURANCE

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

## WI-FI

Complimentary browsing Wi-Fi of 15Mbps is included within your hire. Upgrades are available at an additional cost.

## SITE ACTIVITY

As an arts and culture centre open to the public, we cannot always confirm what might be happening around the rest of the public areas at Somerset House 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.



### 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.



# SOMERSET HOUSE

## BUILDING

Over **500,000**  
**SQ FT**  
of Grade I listed architecture

## VISITORS

**OVER**  
**3 MILLION**  
**VISITORS ANNUALLY**

## COMMUNITY

Creative Enterprise

**450+**

resident organisations

Artists & Makers

400+



Our Neighbours

**THE**  
**COURTAULD AND**  
**KING'S**  
**COLLEGE LONDON**

**2,500+**

People working in the  
creative industries

Somerset House  
Studios artists and  
Makerversity  
members

## PEOPLE

**120**  
**STAFF**

**100+**  
**VOLUNTEERS**



Download our Venue Hire Brochure [here](#)

Download our Brand Activation Brochure [here](#).

View our virtual tours: [360 Footage of Somerset House Event Spaces](#)

## CONTACT US

[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)

## OUR LOCATION

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

