

# WEDDINGS AT



The Golborne Collection  
Photography by Chloe Lowe

# SOMERSET HOUSE

**‘SOMERSET HOUSE WAS THE PICTURE-PERFECT SETTING... WE WOULDN’T HESITATE TO RECOMMEND SOMERSET HOUSE TO ANY COUPLES LOOKING FOR THEIR DREAM WEDDING VENUE.’**

—Adrienne & Hugo



# WHY SOMERSET HOUSE?

Somerset House offers a beautiful setting for a wedding, combining historical elegance with contemporary style. Nestled along the River Thames, our stunning building highlights magnificent architecture and beautiful views, making it the perfect backdrop. Hosting your wedding here promises an unforgettable experience.

Located on the first floor of the South Wing, with original features, natural daylight and uninterrupted views of the London skyline, the [Portico Rooms](#) and [Navy Board Rooms](#) are a spacious and versatile suite of rooms offering a contemporary and elegant location, with a distinctive sense of charm and heritage.



# PORTICO & NAVY BOARD ROOMS



Portico Rooms include two private balconies — whether you prefer to watch the sunset across the River Thames, or marvel at our sensational fountains — this is a stunning venue, perfect for a ceremony or a dinner reception.

Also located on the first floor of our South Wing, is the Navy Board Room. Its marble fireplaces and wooden floors create a grand atmosphere, with large sash windows offering panoramic views across the River Thames. Originally home to the Navy Board, overseeing British Naval affairs around the globe, the main Navy Board Room is the perfect setting for either an intimate ceremony with loved ones, or post-ceremony reception area.

View our spaces [here](#).

# PORTICO & NAVY BOARD ROOMS

## CAPACITY

### The Navy Board Room:

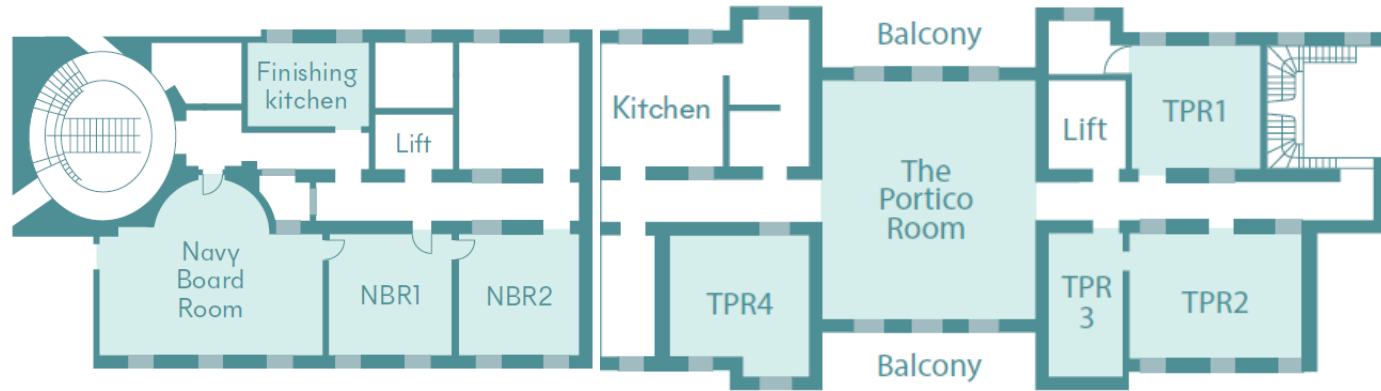
Ceremony – 60 Guests

Reception – 100 Guests

### The Portico Room:

Ceremony – 100 Guests

Reception – 100 Guests



## YOUR SET-UP AND SCHEDULE FOR UP TO 100 GUESTS

Ceremony – Portico Rooms

Reception – Navy Board Rooms

Dinner – Portico Rooms

Dancing & Entertainment – Navy Board Rooms (N.B. dancing is not permitted in the main Portico Room)

## EXAMPLE WEDDING DAY SCHEDULE

07.30 Supplier access to Portico & Navy Board Rooms

15.30 Guests arrive

16.00 Wedding ceremony

17.00 Post ceremony drinks reception

18.00 Dinner begins

20.00 Bar & dance floor opens

22.15 Bar closure & music ends

22.30 Carriages

23.00 All guests off site

00.00 All suppliers off site



# YOUR HIRE

VENUE HIRE TYPE		ACCESS	VENUE HIRE TIME	HIRE FEE
CEREMONY ONLY	NAVY BOARD ROOMS	SUPPLIER ACCESS	07.30–17.00	Mon–Thurs: £4,000 + VAT
		GUEST ACCESS	08.30–16.00	Fri– Sun: £6,500 + VAT
CEREMONY ONLY	PORTICO ROOMS	SUPPLIER ACCESS	07.30–17.00	Mon–Thurs: £6,000 + VAT
		GUEST ACCESS	08.30–16.00	Fri–Sun: £8,500 + VAT
CEREMONY, RECEPTION, DINNER & ENTERTAINMENT	PORTICO ROOMS & NAVY BOARD ROOMS	SUPPLIER ACCESS	07.30–00.00	£15,000 + VAT
		GUEST ACCESS	08.30–23.00	
ADDITIONAL HOURS £1,000 + VAT per hour				

## INCLUDED

Your venue hire fee includes Event Security, an Event Manager, a dedicated Operations Manager who will be on-hand for your special day, and pre and post event cleaning.

Should you have bespoke timings in mind for a ceremony only, please get in touch and we would be happy to review these for you.

The above spaces are also available on an evening hire only basis. Our sales team would be happy to provide these rates upon request.

Please note that our Portico Rooms and Navy Board Rooms are the only venues onsite that are licensed for civil ceremonies. Catering & furniture costs are not included in the venue hire and must be arranged directly from our [Accredited Suppliers list](#).



# SPECIAL TOUCHES TO CONSIDER



## SUPPLIERS

Catering, furniture, floristry, entertainment, production and all other requirements, are separate to the venue hire fee and must be provided by one of our accredited suppliers - details [here](#). Please note that as Somerset House is a Grade I listed building, we do not allow any non-accredited suppliers to work onsite.

You must allow at least one hour either side of your event for supplier set-up before guest arrival and for de-rig post guest departure. Depending on your event requirements, suppliers may require additional time. In this instance, you can either adjust your guest timings accordingly, or pay for additional hours outside of your Hire Period.

## WEDDING PLANNER

We do not offer a wedding planning service as part of your hire fee. We strongly encourage couples to work with a Planner who will liaise with our suppliers and support you in the planning process. We are happy to recommend Planners. If you have one already, we would be delighted to be introduced to them to answer any questions they may have!

## WEDDING REGISTRAR

A registrar is an additional cost to the venue hire and must be booked directly via the City of Westminster. We do not advise you to confirm a registrar before contracting your venue but do recommend checking availability first – <https://www.westminster.gov.uk/registrars>

**'SOMERSET HOUSE WAS THE PERFECT SETTING FOR MY CLIENTS' INTIMATE SUMMER WEDDING. THE PORTICO ROOMS PROVIDED A STUNNING BACKDROP, WITH THE BALCONY OFFERING BREATHTAKING VIEWS OVER THE THAMES — AN UNFORGETTABLE EXPERIENCE FOR THE COUPLES AND THEIR GUESTS.**

**THE TEAM WAS A PLEASURE TO WORK WITH — RESPONSIVE, HELPFUL, AND SUPPORTED BY A FANTASTIC LIST OF SUPPLIERS, MAKING THE PLANNING PROCESS SEAMLESS.'**

— Rose Francis Events



# CAPTURE YOUR DAY



The Golborne Collection  
Photography by Chloe Lowe

## PHOTOGRAPHY

One of the fantastic benefits of having your wedding at Somerset House is the opportunity to have photographs taken in our picturesque Edmond J. Safra Fountain Court with its dancing fountains (seasonal).

Following the ceremony, photographs can be taken in our iconic locations, subject to availability and approval in advance.

**Edmond J. Safra Fountain Court** – couple shots only

**River Terrace** – group shots

**All other locations** upon request.

Please note that as an arts and culture centre open to the public, we cannot confirm what might be happening in the Edmond J. Safra Fountain Court and other areas onsite at any time. We have a very exciting and constantly expanding cultural programme, which sees a variety of installations, exhibitions, artwork and public events across the site. It's 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.





Rose Francis Events  
Photography by Harry Pseftoudis

## **HOW FAR IN ADVANCE CAN WE BOOK?**

Due to the nature of our public programme, we are unable to confirm bookings more than 12 months in advance of your preferred event date.

## **CAN WE USE OUR OWN SUPPLIERS?**

Clients are required to use our **accredited suppliers** for all events hosted onsite. It is not possible to use your own suppliers.

## **CAN WE BRING IN OUR OWN ALCOHOL?**

This can be arranged at the discretion of our accredited suppliers and may incur an additional cost.

## **I HAVE A WEDDING PLANNER. HOW DOES THAT WORK WITH SOMERSET HOUSE'S EVENT TEAM?**

This is wonderful! We strongly recommend having a Planner involved to assist in planning your special day.

We can't wait to hear more about your wedding plans! Do introduce us to your wedding Planner and we can assist them with any questions they might have.

## **IS THERE PARKING ONSITE?**

There is no car parking at Somerset House. Somerset House's main entrance is part of the Strand pedestrian area. Couples or guests arriving by car can be dropped off at our Victoria Embankment entrance.

## **CAN I HAVE CONFETTI AT MY WEDDING?**

Confetti is allowed within our venues; however, it must be colour-free, biodegradable and cannot be made of rice paper.

## **DOES SOMERSET HOUSE HIRE OUT THEIR SPACES FOR PROPOSALS & ENGAGEMENT PARTIES?**

Absolutely! Somerset House can host proposal and engagement parties in an array of different spaces onsite. Our sales team would be delighted to chat through different options at [events@somersethouse.org.uk](mailto:events@somersethouse.org.uk)

# IMPORTANT INFORMATION



## **SITE VISITS**

We can accommodate site visits between Monday–Friday during working hours (09.00–17.30), subject to availability. Get in touch with our team directly to book your site visit at [events@somerset-house.org.uk](mailto:events@somerset-house.org.uk)

## **CANDLES**

As a Grade I listed building, no naked flames, candelabras, or gas is allowed onsite.

## **LATE LICENSE**

Our late license for live events within the building is until 01.00. We can extend this with sufficient notice by applying for a TEN with Westminster.

## **PLI**

Somerset House requires all clients who hold events with us to have £10 million public liability insurance to cover your event date. This is to protect our Grade I listed building.

## **SECURITY DEPOSIT**

Please note that a refundable security deposit is required for all bookings. This will be invoiced separately to 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.

## **PAYMENT TERMS**

We require 50% of the Venue Hire Fee by way of non-refundable Holding Deposit. Then 50% of the Venue Hire Fee balance due 3 months prior to the event date. Otherwise, 100% payment required in full if confirming less than 3 months out from event date.



**‘SOMERSET HOUSE IS A TRULY ELEGANT AND ICONIC BACKDROP FOR A WEDDING. THE SPACES FEEL CHIC AND ELEVATED, AND WE ADORE CREATING BEAUTIFUL CELEBRATIONS WITHIN THIS PRESTIGIOUS VENUE.’**

—The Golborne Collection

# 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

