

**SOMERSET
HOUSE**

step inside think outside

RESIDENTS

Creative Enterprises





ABOUT US

Somerset House is the home of cultural innovators, connecting creativity and the arts with wider society. Host to the UK's largest creative community, Somerset House invites everyone to **'Step Inside, Think Outside'** regardless of age, stage, or background.

Our spectacular, historic building in the heart of London has a range of meeting rooms available for hire. Whether it's for your next big pitch, board meeting or team away day, we have a variety of spaces to choose from, that can seat up to 20 people.

[Click here](#) to learn more about the creative community around you.

FROM APRIL 2024...

2024/25 PRICING

From 01 April 2024, there will be a small 8% increase to our meeting room rates.

WHY THE CHANGE?

We're going to be investing in all our Ground Floor meeting rooms investing in these spaces, upgrading to more sustainable lighting, redecorating and adding some smaller new features we think will improve the quality of your meetings.

This is the first price increase since our meeting rooms opened, initially back in 2010. We hope you like the improvements!

HALF DAY/FULL DAY RATES

We are redefining what constitutes a **half day & full day** booking.

From 01 April 2024:

- A **half day** booking is up to and including 4 hours of use.
- A **full day** booking is over 4 hours of use.





If you have any questions about the spaces in this brochure, please discuss with:
Reception@somersethouse.org.uk or
Residents.Team@somersethouse.org.uk

MEETING ROOM FACILITIES

All our meeting rooms have original features, are elegantly designed and equipped with:

- 2 business receptions to greet and guide guests
- A large screen (VGA & HDMI)
- Wi-Fi
- Whiteboard with pens provided
- Flipchart & pens
- Hybrid Video Conferencing equipment
- Adaptors available for all set ups (on request)



ROOM NAME	CAPACITY	HALF / FULL DAY RATES
COURTYARD MEETING ROOM 	12	£100 / £150
NEW WING 1 	8	£85 / £120
NEW WING 2	14	£100 / £150
NEW WING 3	16	£100 / £150
NEW WING 4	20	£100 / £150
WEST WING 1 	12	£45 PER HOUR
WEST WING 2 	16	£100 / £150

Half day = 4 Hours & Under Full day = Over 4 Hours

HOW TO BOOK

To check availability or book, complete [this form](#) and a member of the team will be in touch.

Alternatively, email reception@somersetshouse.org.uk with your requirements to discuss.

Meeting Rooms are available to book during reception opening hours (Monday – Friday, 09:00 - 17:30).

CANCELLATION POLICY

48 hours notice is required to cancel a booking with no charge, after which full charges apply. Any supplementary costs incurred for a cancelled booking will be passed on.

The following meeting rooms have step free access:

New Wing

New Wing 1

*Closest accessible toilet - East Wing via WatchHouse entrance.
There is also an accessible toilet via New Wing reception (please ask at reception for access).*

West Wing

West Wing 1

West Wing 2

Closest accessible toilet – Mid basement level via lift (please request a pass for access when making your booking)

South Wing

Courtyard meeting room

Closest accessible toilet - South Wing Embankment Level (next to the Great Arch Hall)

Please contact get in touch with reception if you have any access questions ahead of your booking via reception@somersethouse.org.uk

KEY

- NEW WING 1
- NEW WING 2
- NEW WING 3
- NEW WING 4
- WEST WING 1
- WEST WING 2

COURTYARD MEETING ROOM (G)

WEST WING RECEPTION

NEW WING RECEPTION





COURTYARD MEETING ROOM



NEW WING 1 



NEW WING 2



NEW WING 3



NEW WING 4



WEST WING 1 



WEST WING 2 

WHATS ON?  CLICK

A VOICE COMES TO ONE
IN THE DARK. IMAGINE.



somersehouse.org.uk

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