

# HIRE DETAILS

## **Venue Hire Fee:**

Included within this fee is event security, an Event Manager, a dedicated operations manager and pre and post event cleaning.

## **Accredited Suppliers:**

Catering, AV, production and all other requirements, including furniture, are in addition to the venue quote (this doesn't apply to our package options). Please note that you are required to use Somerset House's accredited suppliers only, for all aspects of your event.

## **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.

## **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 do let us know.