

A wide-angle photograph of Somerset House in London at night. The building is a large, classical-style structure with a central portico supported by columns and a large dome on top. The courtyard in front of the building is filled with water, and several fountains are spraying water upwards. The building's windows are lit up, and the courtyard is illuminated by streetlights. The sky is dark blue.

**SOMERSET
HOUSE**

SOMERSET HOUSE ENTERPRISES LIMITED SUPPLIER TENDER

WHAT WE ARE LOOKING FOR

Somerset House Enterprises Limited (SHEL) is seeking to accredit suppliers for a range of services for Commercial Events in the following categories:

- Catering
- Event Production
- Floristry
- Furniture
- Exhibitions & Walling

These services will be required for a range of events hosted by clients, including large corporates, global brands, charities and associations, as well as some private clients. These events can include, but are not limited to, drinks receptions, dinners, product launches, conferences, and art fairs.

We are looking for suppliers who align with our brand and values. We work in partnership with our suppliers and expect them to deliver a consistent, high level of service throughout the event management process. Our suppliers will proactively promote the venue to new and existing clients and will always seek to exceed client expectations.

The contract will run from April 2023 to March 2025.

WHAT IS SOMERSET HOUSE?

Our Building

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

Our Visitors

OVER
2.6 MILLION
VISITORS

Our Residents

Creative Enterprise

450+
resident organisation

2,500+
People working
in the creative
industries

Artists & Makers

400+
SOMERSET
HOUSE
STUDIOS

Somerset House
Studios artists and
Makerversity
members

Our Neighbours

THE
COURTAULD AND
COURTAULD
INSTITUTE
and
KING'S
COLLEGE LONDON

Our People

80
Staff

100+
Volunteers

As the home of cultural innovators, Somerset House connects creativity and the arts with the wider society. It brings worlds and minds together to intensify creativity and multiply opportunity, driving artistic and social innovation at once.

Built on historic foundations at the very heart of the capital, Somerset House is home to the UK's largest creative community working globally across art, technology, business, and social enterprise, it continually draws in fresh ideas and new talent. It enables surprising alliances, convergences, and chance encounters, which move people and disciplines outside of themselves. Somerset House celebrates differences and apparent incompatibilities with surprising and often magical results.

As one of London's best loved public spaces, Somerset House's most iconic experiences cannot be created elsewhere. They mix the unusual, the transgressive and the joyful in the most original and memorable ways.

Somerset House pursues a spirit of 'Step Inside, Think Outside' for everyone, regardless of age, stage or background. It is a place to escape the comfort zone in the safest way. It freshens minds, eyes and the world at large. Its energy is unending - intensifying creativity, multiplying opportunity, driving artistic and social innovation, sometimes personal transformation, all at once.

This spectacular, neoclassical building also offers 12 blank canvas event spaces, suitable for staging events of all styles and size. Clients can enhance their event by connecting it with the diverse cultural programme.

Run as a charity by the Somerset House Trust, all event hire income directly contributes to our programme, education and outreach work and helps us to maintain our Grade I listed site and deliver our public benefit.



EVENTS AT
SOMERSET HOUSE

OUR VALUES

As part of the tender process, supplier's commitment to diversity, inclusion, anti-racism and sustainability will be a crucial consideration. We are looking for suppliers who demonstrate a genuine commitment to these, who are actively learning and responding to create and champion best practice within the industry.

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

We are actively responding to environmental issues, and aim to be cultural leaders in championing sustainability, both through the practical management of our Grade I listed historical site and thematically as part of our year round cultural programme. A combined cooling, heating and power plant generates over 50% of all electricity used on-site. The heat generated by this process then goes to warm the building during winter and cool it in summer, dramatically reducing our CO2 emissions. By working together with visitors and the 2500+ resident creative community, we are committed to collectively reducing our impact on the planet. You can download our sustainability booklet, featuring top tips on how to host a sustainable event at Somerset House, [here](#).

LONDON LIVING WAGE EMPLOYER

Somerset House is proud to be an accredited Living Wage payer. We pay all of our staff and sub-contractors the London Living Wage.





EVENTS AT SOMERSET HOUSE



EXPRESS YOUR INTEREST

To express your interest in providing your services and becoming an accredited supplier at Somerset House, please email us at suppliers@somersethouse.org.uk with the following:

- A short introduction to yourself and your company
- What supplier category your company falls under

If we think you would be a great fit for our venue, we will send you a Pre-Qualification Questionnaire to fill out, which will further ensure that you meet our requirements

STAGE	DATE
Expression of interest opens	Tuesday 23rd August 2022
Expression of interest closes	Friday 16 th September at 16:00
Deadline for submission of Pre-Qualification Questionnaire	Friday 23rd September 2022 at 16:00
Shortlisting	W/c 26th September & 3rd October 2022
Stage 2	W/c 10th October 2022
Stage 3	W/c 2nd January 2023
Launch of Accredited Suppliers List	Monday 3rd April 2023



Download our Venue Hire Brochure [here](#)

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

Find out more about our buildings accessibility [here](#)

CONTACT US

suppliers@somersethouse.org.uk

+44 (0)20 7845 4618

somersethouse.org.uk/venue-hire

OUR LOCATION

Somerset House, Strand, London WC2R 1LA