

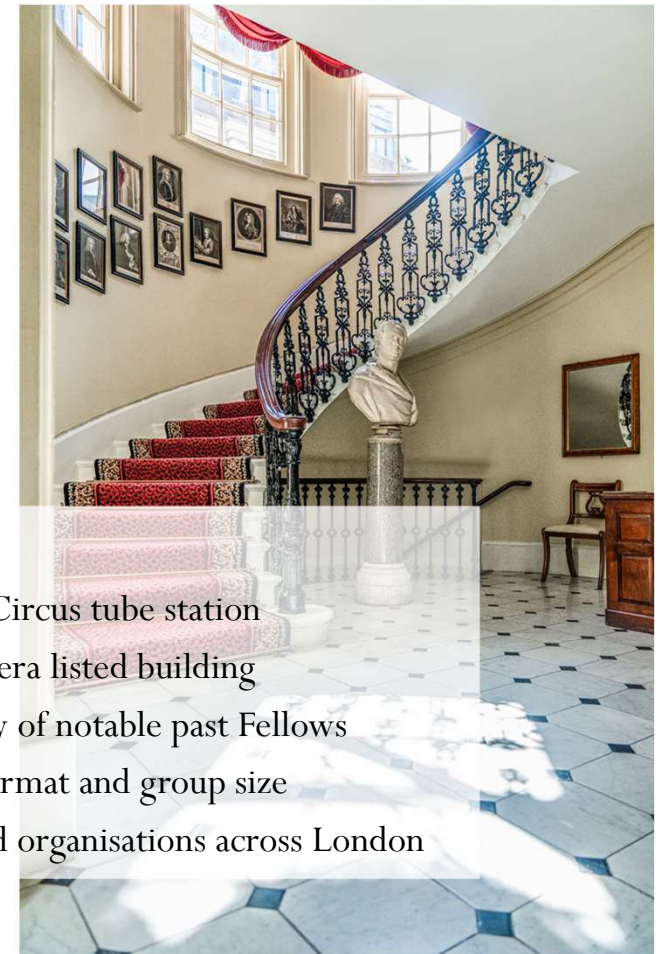


Welcome to Lettsom House — a beautiful, historic venue with elegant meeting and function rooms available for hire in the heart of London's West End.



WHY CHOOSE LETTSOM HOUSE?

- Prime Central London Location: just moments from Oxford Circus tube station
- Period Character: Enjoy the charm and heritage of a Regency era listed building
- Home to The Medical Society of London: An illustrious history of notable past Fellows
- Flexible Spaces: Rooms that adapt to your meeting or event format and group size
- Professional Setting: A venue trusted by societies, charities and organisations across London



LETTSON HALL

Morning session		Afternoon session		Evening session	
Full rate	Charity rate	Full rate	Charity rate	Full rate	Charity rate
346	294	346	294	483	410
These charges apply to academic meetings, lectures, seminars & workshops only. Events which do not fall within these categories may be subject to a different tariff. Room hire is usually VAT exempt depending on nature of the event.					



- Raised fixed dias with speaker's lecturn
- Large projector screen measuring 15' x 7' (4.5m x 2m)
- AV includes 3 microphones
- Audio loop
- Trestle tables measuring 6' x 2.6' (1.8m x 76cm)
- Blackout blinds
- Dimmable lighting

MAXIMUM CAPACITIES:

THEATRE
80

CLASSROOM
40

U-SHAPE
30

HOLLOW
SQUARE
30

BOARDROOM
26

RECEPTION
80



THE FELLOWS' LOUNGE

Morning session		Afternoon session		Evening session	
Full rate	Charity rate	Full rate	Charity rate	Full rate	Charity rate
335	284	335	284	467	397
LETTSOM SUITE: LETTSOM HALL AND FELLOWS LOUNGE TOGETHER					
522	444	522	444	727	618
These charges apply to academic meetings, lectures, seminars & workshops only. Events which do not fall within these categories may be subject to a different tarif. Room hire is usually VAT exempt depending on nature of the event.					



- Trestle tables measuring 6’ x 2.6’ (1.8m x 76cm)
- Glass roof: flooded with natural light
- Adjoining fully equipped catering kitchen
- Bookcases full of medical and surgical curios

MAXIMUM CAPACITIES:

RECEPTION
60

The Fellows’ Lounge is also suitable for use as an exhibition space; please enquire for configuration options.



THE CAMBERWELL ROOM

Morning session		Afternoon session		Evening session	
Full rate	Charity rate	Full rate	Charity rate	Full rate	Charity rate
198	169	198	169	290	246
These charges apply to academic meetings, lectures, seminars & workshops only. Events which do not fall within these categories may be subject to a different tariff. Room hire is usually VAT exempt depending on nature of the event.					



- Generously proportioned polished wood boardroom table
- Chairperson's throne at head of table
- Display cabinets containing English Delftware

MAXIMUM CAPACITIES:

BOARDROOM
24



THE LIBRARY

Morning session		Afternoon session		Evening session	
Full rate	Charity rate	Full rate	Charity rate	Full rate	Charity rate
165	140	165	140	225	191
These charges apply to academic meetings, lectures, seminars & workshops only. Events which do not fall within these categories may be subject to a different tariff. Room hire is usually VAT exempt depending on nature of the event.					



- Private room at end of corridor
- Bright and spacious room with generously proportioned modern boardroom table
- Stunning dark wood parquet flooring
- Pop-up TV screen available
- Centre of table removes to reveal power and charging sockets for laptops
- Dimmable lighting

MAXIMUM CAPACITIES:

BOARDROOM
12



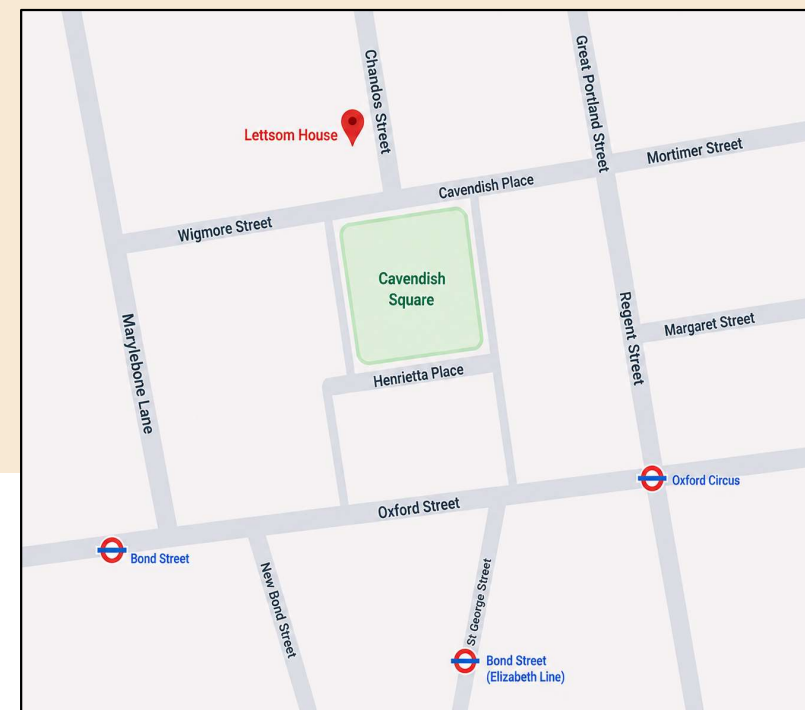
CATERING

		Price per person
Breakfast 9am – 11am	Fresh fruit skewers, mini pastries, filter coffee, tea	£12
Light Lunch Buffet	Sandwiches, wraps, salads, orange juice, sparkling water	£23
Finger Buffet (min. 15 people)	Wraps, selection of warm finger food, mini cakes, fruit basket, orange juice, sparkling water	£25
Supper Buffet 6pm – 8.30pm	Quiche, selection of salads, fresh fruit salad	£25
Instant coffee/tea and biscuits	Per serving	£3
Filter coffee/tea and biscuits	Per serving	£3.50

**Prices subject
to VAT**

Hot served buffets with main courses and desserts are also available from our preferred catering partners. Clients are welcome to bring their own preferred caterers to supply and cook from our kitchen. The fee to hire our kitchen is £120. Further fees for add-on services may also be applicable. Please enquire.





Contact us:

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Main brochure photographs by SwanAround Photography