

# EERA MEETING ROOM OVERVIEW

## Room and location

**Rue de Namur 72, 1000 Brussels – 5th floor**

EERA's office is located in the heart of Brussels, only a stone's throw away from the European quarter. Its spacious meeting room (approx. 90 sqm) with view on a quiet side street of Porte de Namur is perfectly suited for seminars, workshops, conferences and receptions, offering a modern, welcoming space to work and network. The separate entrance allows for privacy and the adjacent coffee area with a small kitchen offers ideal conditions for setting up catering without disturbing the event. The meeting room is technically fully equipped.



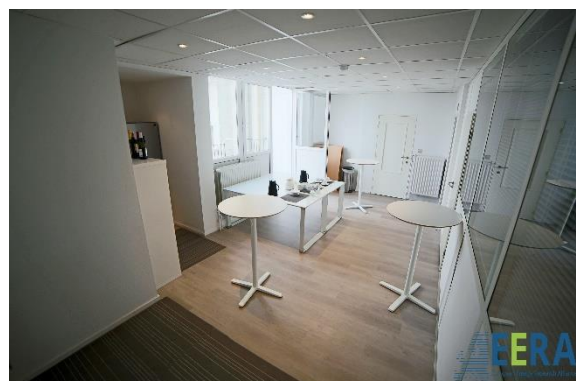
Location: central, but quiet



Meeting room: plenty of space



Meeting room: boardroom setup



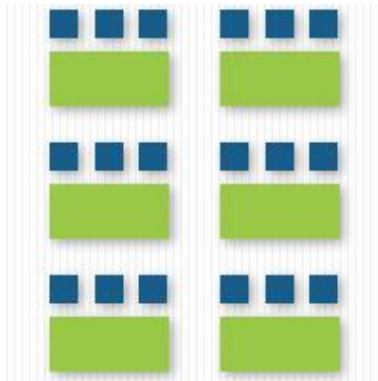
Coffee area: adjacent to the meeting room



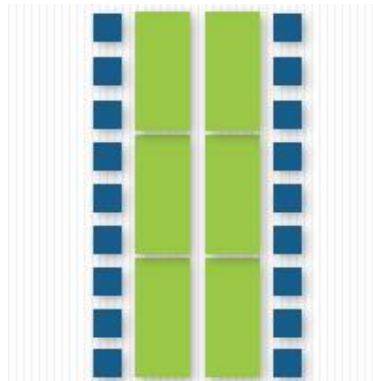
## Room layouts and capacity

The layout of the room can be adjusted to your needs in the following ways:

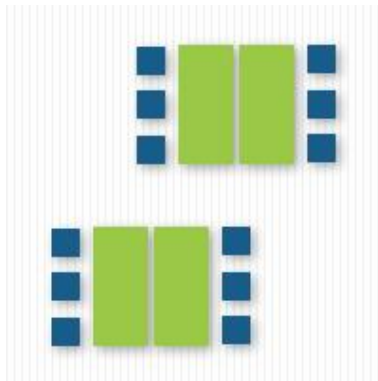
**Classroom: 30 pax**



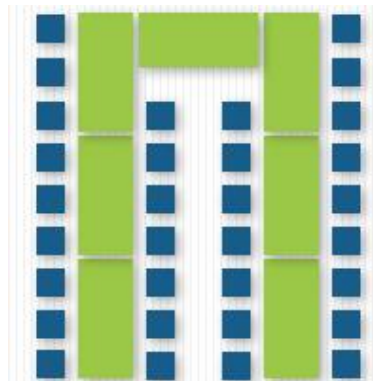
**Boardroom: 33 pax**



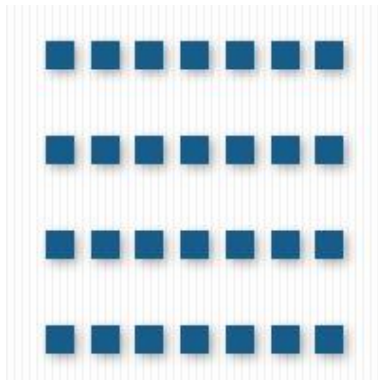
**Banquet: 36 pax**



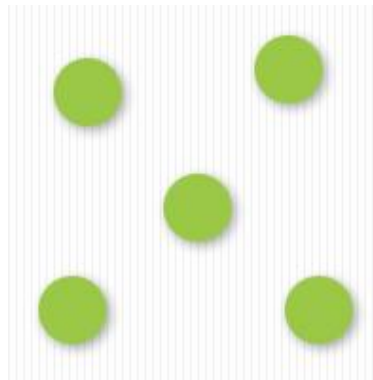
**U-Shape: 56 pax**



**Theatre: 60 pax**



**Cocktail: 70 pax**



## Equipment

### Technical equipment

- Free WiFi
- Beamer and screen
- Conference phone incl. camera
- 3 Flipcharts incl. markers

### Other

- Excellent access to public transport (stop “Porte de Namur” – metro lines 2 and 6, bus lines 34, 54, 64, 71 and 80)
- European quarter in walking distance (e.g. 15 mins. to the European Parliament)
- Daylight
- Separate entrance
- Separate coffee area with small kitchen
- Separate restroom

### Catering

We offer to provide you with free beverages – coffee, tea, water (from the tap, a sparkling water maker is available). If you would like additionally bottled water and/or juices, we ask a contribution of 2€/person. For lunch, we work together with a range of catering services, among which you can choose. We are happy to provide you with three offers in different price ranges.



## Terms and conditions

### Rental fee

The room can be booked for events that take place during working hours (Monday to Friday, 9 am – 6 pm; extended hours in exceptional cases possible) for

Half day (up to 4 hours): 500 € (excl. VAT)

Full day: 800 € (excl. VAT)

The fee includes the above-mentioned equipment and will be invoiced a week before the event takes place.

We offer special conditions for EERA member organisations on request. Events organised by member organisations in the scope of EERA activities (for instance meetings of EERA Joint Programmes) are always free of charge.

If you wish to amend your booking (change the date or times, for example), EERA will use reasonable endeavours to comply with your request. However, we cannot guarantee that this request will be honoured.

### Cancellation policy

In case of cancellation, we reserve the right to invoice the following fees:

- Cancellation 8 to 15 working days prior to the event: 25% of the rental fee
- Cancellation 3 to 7 working days prior to the event: 50% of the rental fee
- Cancellation up to 2 working days prior to the event: 100 % of the rental fee

EERA reserves the right to cancel bookings due to force majeure. A full refund will be given.

### Room preparation and liability

The rental of the meeting room includes the room, the above-mentioned equipment and standard setup in U-shape. Other room layouts have to be set up by the event organiser. The room must be returned to U-shape setup after the event.

The costs for cleaning are included in the above-mentioned price. Event organisers are asked to leave the room in acceptable conditions. The event organiser is responsible for any damage, breakage or theft caused by himself/herself or by attendees of his/her event. (S)he will notify EERA of the accident immediately and will answer for the damage caused.

