

## Meeting room rental

In the heart of the administrative area of Brussels

15 Rue de Spa  
1000 Brussels

Equipped, modern meeting room, accommodates  
up to 25 people



### Meeting room

- Can accommodate up to 25 people in an optimal setting (U-shape, boardroom shape...)
- Standard equipment available:
  - ✓ Beamer & screen
  - ✓ Flipchart
  - ✓ Wifi Internet connection
- Surface area: 13M by 7M

### Facilities

- Wheelchair accessible
- Kitchenette, cloakroom and bathroom area adjoined to the meeting room

- Self-service coffee, tea and fresh water available
- Excellent and quiet location, within walking distance of the European Commission. Public parking and metro close by (metro stations: Maelbeek or Arts-Loi)

## Rates

	Per day	Per ½ day*
Rent of the room (equipment included)	<b>€ 350</b>	<b>€ 200</b>

\* Half-day: 9:00 to 12:30 or 13:00 to 17:00.

## Rental conditions

- Reservation and payment

All reservation requests must be confirmed in writing by completing the reservation form. An invoice will subsequently be sent and must be paid within 1 month.

- Services and supplies

Water, coffee and tea are included in the rental price. Soft drinks (sodas and juices) are available upon request, and will be charged €1 per can.

- Catering

The organiser can order lunch from the caterer of their choice, and have it delivered directly to the meeting room. Upon request, the EPR Secretariat can organise lunch directly. In that case, the number of participants must be fixed 2 days prior to the meeting at the latest. The invoice will be based on this number and cannot be changed.

- Cancellation by the organiser

A cancellation made at least 10 working days prior to the meeting day is free of charge. A cancellation made within 10 working days prior to the meeting day implies a cancellation charge of 50% of the due amount.

- Responsibility

The organiser is responsible for any damage caused by any participant attending the meeting. The setting up of the equipment is the full responsibility of the EPR Secretariat. The EPR declines all responsibility in the case of damaged or missing material or objects left at the EPR premises by the organiser or the participants.

- Contact

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## Booking Form

### Meeting room

Company name: .....

Contact person: .....

Address: .....

Zip code: ..... City: .....

Country: .....

Tel: .....

Email: .....

Date of meeting: ..... Number of participants: .....

Title of meeting: .....

Tick the appropriate box:

	I Day	½ day*
Rent meeting room		
	Yes	No
Lunch		

\* Determine whether it's am (9:00 to 12:30) or pm (13:00 to 17:00)

I, the undersigned, ....., declare that I have understood and accepted the general conditions attached.

Date .....

Signature

.....