

EVENT FACILITIES AND RATES

Event Facilities and Rates

Organise your event right in the heart of the European Quarter - next to the Council of Europe and close to the Berlaymont and the European Parliament. This means that the people you wish to reach are within easy walking distance.

Our members database ensures that **your event is promoted** to the people that matter most to you within the European Quarter and beyond.

Whether for a private briefing of selected journalists, annual board meeting with possibility of remote participants, small group training or seminars, exhibition or full fledge press conference with networking reception afterwards. **Our flexible infrastructure is at your disposal.**

Contact us to discuss how we can help you promote and organise your event.

CONFERENCE HALL

The Conference Hall is equipped with a lectern, a beamer and screen, and in-room sound system, a wireless microphone, five wired microphones and a clicker.

Accommodation type	Capacity
• Theater style	50ppl - 90 ppl.
• Roundtable (U-shape style)	30 ppl +10 ppl.
• Cocktail	90 ppl.
Rental fee	
• Two hours with basic set up (large conference table)	490€
• Set up with black armchairs (Davos style)	30€
• Extra hour	160€
• Full day	1 850€
• Extra set up roundtable	140€
• Extra fee above 50 participants for set up and cleaning	60€
• Nametags	20€

EXHIBITION AREA

Rental fee

- | | |
|---|------|
| <ul style="list-style-type: none"> Two weeks exhibition in the Conference Hall and in the Lounge | 550€ |
|---|------|

BOARDROOM

The Board Room is equipped with a large conference table, 16 office chairs and a large screen for presentations and teleconferences.

Rental fee

- | | |
|---|------|
| <ul style="list-style-type: none"> First two hours | 240€ |
| <ul style="list-style-type: none"> Extra hour | 75€ |
| <ul style="list-style-type: none"> Full day | 680€ |

LOUNGE

The Press Club Europe Lounge is available for hosting social events and breakfast meetings. There are also screens available for your presentation or slideshow.

Rental fee

- | | |
|---|------|
| <ul style="list-style-type: none"> Two Hours with Basic Set Up | 200€ |
|---|------|

STUDIO

The studio is equipped with a large table, hosting up to 4 guests. Right after your presentation, record your own podcast in our Studio. Your recording will be available right after your session via download on your USB stick or file transfer.

Rental fee

- | | |
|---|------|
| <ul style="list-style-type: none"> Audio recording podcast - Studio rental (90') | 100€ |
| <ul style="list-style-type: none"> Additional studio time (per extra hour) | 90€ |
| <ul style="list-style-type: none"> Audio & video recording podcast - Studio rental (90') | 150€ |
| <ul style="list-style-type: none"> Additional studio time (per extra hour) | 130€ |
| <ul style="list-style-type: none"> Special Book launch | 200€ |

EVENT ASSISTANCE SERVICES

Audiovisual and technical assistance	
• Recording	120€
• Recording, livestreaming and integration of online participants / half day	350€
• Recording, livestreaming and integration of online participants / full day	600€
• In-room sound system, beamer, lectern, 5 wired microphones, one wireless microphone and clicker	Included
• Interpretation services	Upon Request
Communication package	
Sending your invitation to our contacts in Brussels which could include the Brussels based foreign correspondents, Press Club journalist members, international press agencies, European journalists covering climate change issues, Belgian journalists, think tanks or diplomatic representations.	280€
Catering and reception services	
• Lunch / after-event drink / cocktail reception	Upon Request
• Reception equipment (buffet & high tables, tablecloths) and cleaning (for events with catering)	90€
• Welcome coffee (with juices and biscuits)	5€/person
• Welcome coffee and coffee break (with juices and biscuits)	6€/person
• Breakfast (coffee, juices and croissants)	8€/person
Coordination and administration fees	
• Operational support costs	80€

all cost do not include the VAT (21%)