



CLARIDGE INFO BOOK

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1. Welcome

The Claridge has been totally transformed! Inspired by Art Deco, this meeting venue located at the foot of the Madou Tower in the heart of Brussels' new European district, now has a fresh, modern style.

With a modular floor space of almost 500 m² that can be adapted to suit any requirement, the hall has a truly versatile vocation. It is the perfect solution for hall rental in Brussels, giving you everything you need to organise a company event, international congress, internal or external seminars, or any type of press conference.

But perhaps you are organising a more festive event? Anything is possible at the Claridge from a staff party, kick-off meeting, awards ceremony, fashion or music gala evening ... to a memorable bar mitsva , wedding reception or any theme party, creative or classic. In other words, your own event just the way you want it. At last!

The outstanding feature of the Claridge is without doubt its "digital wallpaper". Produced by 11 video projectors, it enables you to project your PowerPoint presentations and panoramic visuals onto all the walls. Just bring us a DVD ... and your personalised wallpaper will be ready in a flash! This technology is absolutely unique for a meeting space in Brussels, and in Europe. It's amazing. You have to see it to believe it!

2. Availability

As the organiser of an event, your first concern is to check the availability of our multi-purpose conference centre in Brussels. Whatever event is foreseen, you will already have fixed a date or better still, two or three alternative dates. What's the use of continuing your search if the seminar rooms in question are already reserved for your selected dates?

To check availability immediately: www.claridge.be/availability

Without any commitment, just send us an email to take an option for a particular date, valid for 14 days. If we don't receive confirmation from you within the 14 days, the option lapses. What could be simpler?

3. Rates

A. Special rates

We have special rates for:

- Staff parties
- Bar mitsva / wedding receptions
- Student / trainee parties

B. Event rates

Ground-floor hall hire	€ 2,800	exc. VAT 21%
Utilities, maintenance, cleaning and toilet facilities	€ 715	exc. VAT 21%
Hall manager (11 hours x 37 €)	€ 407	exc. VAT 21%
Sound equipment	Included	

Standard total € 3,922 exc. VAT 21%

Upstairs hire	€ 650	exc. VAT 21%
Corkage fee drinks	€ 2 / person	exc. VAT 21%
Corkage fee drinks and meals	€2 - € 6 / person	exc. VAT 21%

C. Options and event services

Please note: all proposed audio-visual services are optional. They have been created to make your job easier and save you having to set up and dismantle equipment. We offer these services at a very competitive rate but you are of course free to use your own suppliers if you wish.

Use of video projectors: 10 screens + overhead projection screen on stage	€ 1,950
Video producer not included: +/- € 380 see Starloops: François Preisser : contact@starloops.eu ou 0484 / 76 76 84	
Audio & lights technician (11 hours x 48 €)	€ 528
Use of 'Mac' lighting equipment (inclusive price)	€ 600
Use of a single projector: overhead projection screen on stage	€ 300
(If you take the option for 10 screens, stage screen is included)	

Comments

- From the set-up and throughout your event, the audiovisual technician will act as the interface between your providers of sound and light and our equipment. He will ensure everything works properly and will supervise the equipment.
- If setting up your event requires that the access is left open permanently, you should provide supervision. You are responsible for your material in the hall.
- The hall is cleaned before you set up your event. Utilities include electricity, water and heating.
- The hall manager will reply to all your organisational and logistic questions relating to the assembly and dismantling of your equipment, and will be on

hand to help you during the event. We estimate that this presence equates to 11 hours; additional hours will be invoiced at € 37 / hour.

- A public address system is included and technical details for this equipment are available.
- Set-up and dismantling hours are from 9 a.m. to 3 a. m. unless otherwise agreed.
- In order to be as transparent as possible, we have chosen to charge corkage. This system avoids all types of hidden commissions and enables you to work with your preferred caterer on your own terms. Your caterer will also supply any additional material that may be needed (tables, chairs, flowers, etc.).

D. Conference rates

1. Half-day conference or lunch debate package

- From 9 a.m. to 2.30 p.m.
- Conference material available
- Price: € 3,750

2. Full-day conference package:

- From 9 a.m. to 7 p.m.
- Conference material available
- Price: € 6,450

These rates apply only for Mondays and Tuesdays.

E. Rate explanations

1. You save +/- € 5,000 on the cost of sound, lighting and video. Many venues are rented “empty” and our hall is fully equipped.

We calculate the daily rental budget for existing equipment in our hall at:

- * Audio € 1,100
- * Lighting € 3,200
- * Video € 3,300

Total € 7,500

At our budget of € 2,450 your savings are estimated at +/- € 5,000

2. You could easily return several times to our hall. Your creativity with the digital wallpaper can make it a different hall each time!! Like a cinema, it is the film content that makes each visit unique...

4. Catering

We are one of the few conference venues in Belgium that offers conference room rental without being tied to a caterer! This gives you a big advantage because it means that you can at last organise an event exactly as you want it.

If you regularly use a caterer who prepares great food at reasonable prices, you can bring him with you to the Claridge. Because we believe that you've got more important things to worry about when you hire a reception hall in Brussels for a major event than the quality of food from a caterer you didn't choose! For you and for us "the best surprise is no surprise".

In order to enable you to choose your own particular caterer, we operate a fully transparent policy: a very reasonable "corkage" charge of 2 to 4 euros per person. So you don't have to worry about commissions and hidden charges which force caterers to cut the quantity and quality of their food.

And to make your life even easier, we have a list of recommended caterers selected for their specific price and style. They absorb the corkage charge and know our venue perfectly – two very attractive advantages for you!

You can negotiate directly with these caterers:

1. **A Propos** in Brussels: up-market and creative
www.chouxdebruxelles.be/FR/traiteur_fr.html
2. **Chef chez soi** in Brussels : very reliable and elegant
www.chefchezsoi.be/
3. **Frères Debekker** in Brussels : excellent value for money
www.lesfreresdebekker.be
4. **Belgocatering** in Aalst: very refined
www.belgocatering.com/
5. **JM catering** in Aartselaar: magnificent presentation and show cooking
www.jmcatering.be

5. Configuration

The Claridge is an exceptional and modular venue, with an incredible choice of configurations and combinations. Whatever your project, we have a solution.

The infrastructure can change instantly from small meeting rooms into a single large press room or a prestigious hall. We can host from 100 to 800 people!

Whether you wish to organise a seminar, international congress, product presentation, workshop, gala, seated dinner, wedding reception, Christmas party, or major corporate event ... everything is possible in our flexible, multi-purpose reception hall. The simplest projects through to the most elaborate, prestigious events are now possible in a single venue.

Cocktail	Walking	Conference	Seated dinner
150 to 600	150 to 500	80 to 350	60 to 290

What's more, if you are organising a mega-event and want to invite more guests, that's no problem – extra space can be added on request to host a very large number of people. An adjacent room connects directly to the Claridge, enabling you to welcome up to 1500 guests!

6. Photos

Are you looking for examples of powerful visuals of an effective seminar... a motivating annual meeting ... a sophisticated business reception ... an enthusiastic kick-off meeting ... a dynamic corporate event ... a sumptuous seated dinner ... a successful press conference ... or a prestigious gala evening ... in other words, to rent a meeting room or a reception hall that can innovate with you, and for you?

What could be easier than to download photos that speak for themselves and which you can circulate electronically and rapidly to your team, your management, your customers and your business partners – all those who are closely concerned with the success of your project.

Download our photos from: www.claridge.be

7. Audio-visual

The outstanding feature of our conference room in Brussels – or depending on the occasion, our multi-purpose reception hall – is without doubt its video equipment, the digital wallpaper unique in Europe. The whole area of the main room and stage is covered with decors from 11 independent and synchronised video projectors.

This technology enables you to create and modify original decor and movement as you wish. Your audience will be totally emerged in your visuals, be they PowerPoint projections, logos, films or live action of the presenter. We can project 11 different images simultaneously!

And since a picture is worth a thousand words, your meeting will achieve spectacular results.

With our “Plug and Play” you no longer have to transport lighting, sound and video equipment, nor spend hours setting up and fine tuning. You also avoid those breakdowns that often happen when electronic equipment is moved around between meeting venues. When you rent the Claridge, everything is already in the room – and our prices are extremely competitive.

We have new audio-visual thematic decors ready to use, such as:

- Brussels visit
- Spring-Summer
- Christmas atmosphere
- 24 hours in Las Vegas
- Lights in the city
- Airport
- Disco studio
- Magnificent Tuscany
- Beautiful Marrakech
- Phuket Beach

Our sound system allows you to provide an academic presentation, a musical atmosphere during dinner, a short live act and a D.J. set...

The lighting facilities are extensive and ultra modern. They enable you to follow your imagination and create a highly effective light show.

8. Downloads

What could be easier, faster and more comprehensive than to download all the information you need for your meeting space – and then send it almost in real-time to each person or group involved with the project?

This will give you control in the hire of your meeting space rental and save you time, helping to make the event as successful as you want it to be!

On the site www.claridge.be you can download:

- Our rates (Claridge Info book)
- Our room plans
- Our configurations and capacities
- Our technical specifications
- Our photos
- Our PowerPoint to present to your colleagues or clients
- Our audio-visual technical details
- Our audio-visual thematic decors
- Our newsletters
- Our FAQ's

9. Conditions

Your option on a specific date is valid for 14 calendar days. Please note that if we receive another firm request during these 14 days, you will have 72 hours to confirm your option.

A first invoice will be sent to you when you confirm your option. It represents the deposit corresponding to the hire price plus minimal compulsory services. Payment of this invoice represents final confirmation of your option.

A second invoice corresponding to the provisional cost of services ordered will be sent to you at least 15 days before your event.

If applicable, an invoice for the balance of costs will be sent to you after your event (for additional hours, for example).

All our invoices are payable upon receipt.

10. Contacts

Coordinator: Sarah Lion Tel: +32 (0)475 82 25 21 +32 (0)2 227 3942 Hall manager Audio-visual technician Sales & Marketing
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24 chée de Louvain 1210 Brussels
Parking Shell rue Scailquin

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F: +32(0)2 227 39 40
www.claridge.be
info@claridge.be

Company number: VAT BE 0437 615 203 – RPM Brussels
Bank CBC 191-5585482-91 – IBAN: BE23 1915 5854 8291 – BIC: CREGBEBB

Suppliers List

	Company	Contact	Phone	Website / Email	Remarks	City
Parking	Parking Scailquin	Patrick Gerardy	02 / 217 57 07			
Security	Fact Security	Yves Bastin	010 / 22 99 19	www.factsecurity.be		Brussels
Sabam	Sabam	Tatiana Kerres	02 / 742 24 62	www.sabam.be agent.bruxelles@sabam.be		Brussels
Caterer	Loriers	Thibaut	02 / 743 25 10	www.traiteurloriers.be	Caterer of the Belgian Court	Brussels
	Chef chez soi		02 / 524 01 03	www.chefchezsoi.be	Show cooking	Brussels
	Belgo catering		053 / 606 660	www.belgocatering.com	Belgian cooking	Brussels
	Takava	Kai Cogels	02/649 86 46	www.takava.be	Design cooking	Brussels
	Pendragon	Chérif Kella	0475/95 56 73	beaumont.sprl@skynet.be	Fine cooking	
	D&D Catering	Kris Delodder	015/34 80 84	www.ddcatering.be	Creative cooking	Mechelen
	Traiteur Serfaty	Marco Serfaty	02/521 08 11	marcoserfaty@yahoo.fr	Kosher Caterer	Brussels
	Grimod	Arnaud Brochier	02/633.37.75	grimod.traiteur@skynet.be	classique	Ohain
	Exki			www.exki.be	Trendy / Picnic	Brussels
Hostesses	Select Poeple	Frédérique	0479 / 69 65 69			Brussels
Disc jockey		Vivian Tramasure	02 / 2332649	vtramasure@email.com		Brussels
		Olivier Gosseries	0477 / 662549	og@daluxe.be		Brussels
Image contents	Loops	François Preisser	0484 / 76 76 84	contact@starloops.eu	VJ	Brussels
Hiring of furniture	CDS	Patrick Nagapin	02 / 381 32 01	www.cdsloc.com info@cdsloc.com		Brussels
	Design 4 rent	Julie Derouck	09/375 64 39	www.design4rent.net	Trendy	Deinze
	Groen-land			www.groen-land.com	Décors	
Independent Organisator	Ice-Up	Katia Defraeye	0498 / 92 12 53	katia@defraeye.com	Female Team	Brussels
		Véronique Houben			very effective	
	Improcom	Pierre-André Itin	0475 / 428 527	pai@improcom.be		Brussels
Secretariat communal			02 / 220 26 11			
Artistic agency	Shenandoah		02 / 503 51 33	www.shenandoah.be		Brussels
	Events factory	Davy	0478 / 28 27 83	www.eventsfactory.be		Antwerp

Gobos	Avl lighting	Yollanda	052 / 41 29 24	www.avl.be		Lebeek
Video floor projection	Abbit	Rudy Meul	014 / 44 88 33	www.abbit.be		Turnhout