

# International House Conference Venue

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# INTERNATIONAL HOUSE

Welcome to International House, Yorkshire and Humber's base in the heart of the Brussels European Quarter.

Yorkshireurope rents space on behalf of the region in shared offices in Brussels, in order to minimise the cost of the Yorkshire and Humber regional presence in Brussels. The European Strategy Team in Yorkshire Forward manages Yorkshireurope on behalf of the region and acts as an intermediary for the region to access the office facilities in Brussels.

Kent County Council manages the premises we rent, and so their terms and conditions apply to the use of the facilities. These can be found annexed to this brochure.

## **Meetings and Conferences**

Our experienced team are more than happy to assist you in the planning of your meeting or conference.

In order to help you select the most appropriate room and services for your meeting we provide this information pack with details of the available conference rooms with a short description together with the maximum capacities and various room layouts that are possible. Price tariffs are also provided.

With our catering provider, Royale Dujardin, it is our prime objective to provide and consistently achieve the high standards of hospitality and service. We are committed to offering you a wide selection of excellent food, tempting buffets, fine wines and great service.

## **Making a Booking**

If you would like to make a booking please call the Yorkshire Forward European Strategy Team on (UK)+44 (0)113 394 9599.

Alternatively please send an email to [europaean.office@yorkshire.be](mailto:europaean.office@yorkshire.be)



# GENERAL INFORMATION

## Maps/Directions

Included at the end of this brochure is a map for your information along with information on how to get to International House by various methods of transport.

## Car Parking

We actively encourage the use of public transport in getting to our offices. We have extremely limited car parking and this is generally chargeable. Please speak to the Yorkshire Forward European Strategy Team at the time of booking. Owners do leave their vehicles at their own risk, we cannot accept any responsibility for theft of or items from parked cars.

## Room Layouts

These are the standard room layouts that we use but we are more than happy to discuss any other requirements that you may have.

Open Block	Square of tables and chairs (with an open middle)
Theatre Style	Rows of chairs with optional top table
U-Shape	Horseshoe of tables with an optional top table at the front
Horseshoe	Horseshoe of chairs only with an optional top table
Classroom	Rows of tables with chairs behind for up to 2 people
Boardroom	Similar to Open Block but without the open middle
Buffet	Buffet tables along one side of the room with areas for standing and some chairs

## The Conference Rooms

### Whole Room

Open Block	24
Theatre Style	60
U-Shape	19
Horseshoe	24
Classroom	16
Boardroom	26
Buffet	60
(with Reception area)	85



Room divides into

### Large Room

Open Block	20
Theatre Style	30
U-Shape	15
Horseshoe	18
Classroom	12
Boardroom	14
Buffet	30

### Small Room

Theatre Style	20
Horseshoe	15
Boardroom	8
Buffet	20

### Yorkshireurope Room

Private Office	2
Video Conference	4
Round Table	4

## Audio Visual Equipment and Stationery

All of the audio-visual equipment listed below is provided on request free of charge with your main conference room. Should you require any other type of equipment we would be happy to hire it in for a small charge.

OHP or Projector & Screen  
DVD & Video Player \*  
Small whiteboard with markers

Flipchart with markers  
Microphones \*  
Telephone handset for BT MeetMe Conferencing\*\*

\* Only available in the Whole Room or Large Room

\*\* Call charges may apply, please enquire.



A range of stationery is held at reception, should you need stationery for your meeting. Please let the European Strategy Team know as soon as possible to assure availability.

## **Support Services from International House– Delegate List Management & Printing**

International House can send out invitations on your behalf and collate responses, freeing you from this administrative burden in order to concentrate your efforts on the programme.

It is possible for International House to print any items you need for your meeting on our printers here. We can do A4 and A3, black and white and colour, stapled or collated and much more. Prices depend on the type and quantity of printing. A reduction is also applied for bulk printing submitted more than 48 hours (working days) in advance of the meeting.

Please contact the European Strategy Team for further information and costings.

## **Tariffs & Charges**

The prices quoted are for general hire. Cancellation charges may apply in certain circumstances. Please see our terms and conditions section.

For smaller meetings the Yorkshireurope room is available to organisations from Yorkshire and Humber, free of charge.

Two options present themselves for meetings of 15 people or more. You can choose from one of our competitive day delegate rates, or plan your own meeting from our *à la carte* pricing structure.

## **Day Delegate Rates**

### **A**

- Room Hire Charges
- Audiovisual Equipment and on-hand support
- Drinking water
- Refreshments and Croissant on Arrival
- Mid morning refreshments
- Sandwich platters with a mixture of fresh breads and luxury fillings, followed by an individual dessert and refreshments
- Mid afternoon refreshments

### **B**

- Room Hire Charges
- Audiovisual Equipment and on-hand support
- Drinking water
- Refreshments and Croissant on Arrival
- Mid morning refreshments
- Quality fork buffet using freshly sourced ingredients, followed by an individual dessert and refreshments
- Mid afternoon refreshments



15 – 26 ppl Boardroom	34.95€	15 – 26 ppl Boardroom	49.95€
27 – 60 ppl Theatre	29.95€		

## À la carte

### Room Hire

	<u>Half day</u>	<u>Full Day</u>	<u>Evening Extension</u>
	<b>4 hours between 09:00 and 14:00 or 13:00 and 18:00</b>	<b>8 hours between 09:00 and 18:00</b>	<b>Per hour after 18:00</b>
	€	€	€
WHOLE ROOM	250	380	25
LARGE ROOM	170	250	25
SMALL ROOM	140	210	25
SYNDICATE ROOM	70	105	25

### Catering Charges

<b>1</b>	<b>“Pause Café”</b>	Coffee and tea with biscuits	2.50
<b>2</b>	<b>“Morning boost”</b> ideal for those fresh off the train or plane	Coffee, tea, and orange juice and couques, <i>available until 10:30</i>	4.00
<b>3</b>	<b>“Go Continental”</b>	A real continental breakfast with couques, cold meats and cheeses, fruit and yoghurts, coffee, tea and orange juice	13.50
<b>4</b>	<b>“Pause Plus”</b> for that little extra to get you through	Coffee, tea, and orange juice and cake <i>Available from 10:30</i>	3.50
<b>5</b>	<b>“Royale Sandwiches”</b>	Trays of assorted sandwiches (5 per person), along with individual desserts, orange juice, water, Tea and Coffee	14.25
<b>6</b>	<b>“Royale Q”</b>	Trays of assorted sandwiches (3pp), quiches, salads and individual desserts with orange juice, water, Tea and Coffee	20.25
<b>7</b>	<b>“Royale S”</b>	Trays of assorted sandwiches (4pp), soup of the day, salads and individual desserts with orange juice, water, Tea and Coffee	20.25
<b>8</b>	<b>“Campagnard”</b>	Country fork buffet with meats, salads, and other seasonal ingredients, along with individual desserts, orange juice, water, Tea and Coffee	27.25

## **Terms and Conditions of Hire**

1. A days hire is between the hours of 09h00 and 17h00 (8 hours) unless otherwise agreed. A half days hire is a 4 hour period between 09:00 and 14:00 or 13:00 and 18:00 unless otherwise agreed. Bookings beyond 18h00 are subject to out of hours charges.
2. Cancellations/non-arrivals  
In the event of cancellation of a booking or non-arrival by a customer, the customer shall pay the venue a cancellation/non-arrival fee.
  - a. Room Hire Charges (does not apply to residents & subscribing partners unless billed under the Project tariff):
    - Cancellation of event or reduction in numbers
    - 2-4 weeks – 25%; 1-2 weeks – 50%; 2-7 days – 75%;
    - Less than 48 hours (working days) – Full Charge
  - b. Catering: All cancellations of catering within 48 hours (working days) will be charged in full. All cancellations must be made in writing
3. International House reserves the right to cancel any booking forthwith and without liability on their part in the event of any damage or destruction of the facilities by fire or other causes, any shortages of labour or food supplies, strikes, walkouts or industrial unrest or any cause beyond their control which prevent the venue from performing its obligations in connection with any booking. In these circumstances every effort will be made to accommodate the booking in another suitable establishment
4. The customer shall notify the venue in writing not less than 5 working days prior to the event of the final number attending. If a customer booking is accepted by International House on behalf of the European Strategy Team it is on the basis that a minimum number of persons will attend for which the booking is made, the amount payable by the customer shall be calculated on such minimum number or the number actually attending, whichever is greater.
5. In the Customer's final confirmation of details, if the number of persons attending are reduced by 10% or more from the original number guaranteed, International House reserves the right to be able to change the booking to a different room that best fits the numbers involved
6. All meetings must terminate within 15 minutes of the agreed time unless an extension is sought and agreed by an International House staff member. Excess charges may apply
7. The conference rooms or exhibition space or any part thereof shall not be sublet by the client to any third party without the prior written consent of International House
8. The venue can accept no responsibility for the property of customers or their guests
9. The customer shall be responsible for any damage caused to the venue of the furnishings, utensils and equipment therein by the wilful act or default of the customer or guests of the customer, and shall pay International House of demand the amount required to make good or remedy any such damage
10. The customer shall not arrange for the delivery of any goods or materials to International House unless agents of the client are available and ready to accept delivery unless by prior arrangement with the venue.
11. The customer shall not bring any inflammable, combustible or objectionable substances or liquid.
12. We cannot allow food or drink other than that organised through the venue to be consumed on the premises, unless prior arrangement has been made with International House.
13. Limited parking spaces are available at a fee (not applicable to partners of the Kent Brussels Office). These can be booked in advance. International House will not be held responsible for any loss of business due to problems arising from car parking. International House & Kent County Council does not accept any responsibility for theft of/from or damage to vehicles left in the car park
14. Settlement of account will be in Euros by electronic transfer to the account BE34 3630 1359 4790 (SWIFT: BBRUBEBB), held at ING Belgium SA/NV, Rondpoint Schuman 5, B-1040 Brussels. The hirer is responsible for any charges related to the payment
15. No verbal agreements override these terms and conditions



## **Transport Connections**

### **By Air**

visit [www.brusselsairport.be/en/](http://www.brusselsairport.be/en/) for information regarding air routes and operators

On arriving at Brussels Airport two options present themselves:

- The number 12 bus from the airport bus terminal to Place du Luxembourg, a five minute walk to International House. This route uses dedicated buses with plenty of luggage space.
- The fast Airport Express train service from the airport station, directly beneath the main terminal building to Bruxelles-Midi/Brussel-Zuid Station, the follow the instructions below.

### **By Rail**

visit <http://plannerint.b-rail.be> for international train times, including UK connections.

All international rail services arrive at Bruxelles-Midi/Brussel-Zuid station; this is a short transfer to International House via Metro lines 2 and 6. Some trains also stop, along with all domestic trains, at Bruxelles-Centrale/Brussel-Centraal. This is a ten minute bus ride (number 38) or walk through the royal quarter to get to the office.

### **By Public Transport**

visit [www.stib.be](http://www.stib.be) for route and ticket information

The bus and metro interchange at Trône / Troon is 2 minutes walk from the Office. This is served by metro lines 2 and 6 and buses 21, 27, 34, 38, 54, 64, 80, 95. The airport bus stops outside the European Parliament, which is 8 minutes walk.

### **By Road**

#### **From Calais, Ostend and Gent (via the A10/E40)**

When approaching Brussels, keep to the centre lanes for the city centre. When you approach the Basilica, enter the tunnel opposite and to the right of the Basilica, this will take you into the centre. Keep on this dual carriageway and exit just after the Tunnel de la loi / Wettunnel. Turn left onto Rue Belliard and then take the first right into Rue du Commerce.

#### **From Antwerpen and the Netherlands (via the A1/E19)**

From the A1/E19, exit onto the R0 Brussels Ring heading clockwise (south), at the junction with the A3/E40, bear off left towards the city and follow instructions below

#### **From Liège and Germany (via the A3/E40)**

As you approach the city on the E40 you will enter a tunnel, this will come out onto the rue de la loi / wetstraat. Keeping to the left hand lane, continue up the street and Rue du Commerce on the left hand side near the top of the hill. Continue along the road for two blocks