

EEB meeting rooms renting prices and conditions

The European Environmental Bureau (EEB) is renting out its meeting rooms to host events in a green and sustainable space on rue des Deux Eglises 14-16 close to the Arts-Loi metro and the EU institutions.

The EEB stands for sustainable development, environmental justice, global equity, transparency and participatory democracy. We welcome organisations that share our [values and mission](#) to rent our meeting rooms.

Room	Description	Price	Price for EEB members
Earth & Ocean	max capacity 50 people in theatre style or 40 in square setting. Built-in AV conference system, access to one large, shared terrace and one small private terrace	1100€/full day 710€/half day	550€/full day 355€/half day
Earth	max capacity 30 people in square setting. Built-in AV conference system, access to one large, shared terrace	710€/full day 470€/half day	355€/full day 235€/half day
Ocean	max capacity 15 people, AV conference system, access to one small private terrace	450€/full day 280€/half day	225€/full day 140€/half day
Land	max capacity 8 people, AV system	360€/full day 210€/half day	180€/full day 105€/half day

1. Reservation information and conditions

All meeting rooms have natural light, and tables and chairs can be moved in different set-ups.

WCs are available close to the event rooms (separate to those used by EEB staff). The building is accessible by elevator, however please note that the building is unfortunately not equipped with WC for handicapped people (if needed we collaborate with the restaurant Kamilou downstairs to put in place a solution).

European Environmental Bureau

• Rue des Deux Églises 14-16, 1000 Brussels, Belgium • ☎ +32 228 91090 • eeb@eeb.org • www.eeb.org

International non-profit association • Association internationale sans but lucratif (AISBL) • EC register for interest representatives:

ID number: 06798511314-27 • BCE ID number: 0415.814.848 • RPM Tribunal de l'entreprise francophone de Bruxelles

All the rooms are equipped with an AV conference system to host hybrid meetings. The price of the equipment is 140€ for a full day rental, 70€ for half day.

At the end of the event, the rooms should be left as found (clear of papers, dirty dishes etc.). Cleaning of the rooms is included in the rental price.

Accessibility: Monday to Friday from 09:00 to 18.00. An additional fee will be applied for rental of the rooms during non-working hours¹. Half days will be considered as the following: 09:00 – 13:30 and 13:30 – 18:00; any other hour arrangement will need to be discussed in advance with the EEB and could be subject to an extra fee.

The organiser is liable for any deterioration/damage to the property caused during the use of the room.

The EEB complies with Belgium data protection law; any personal details given will be used exclusively for the meeting room's use purposes.

2. Payment and billing

A debit note will be sent after the room rental and will have to be paid within 30 days.

3. Catering

Coffee breaks (coffee, tea, water, juices, cookies and nuts) can be provided by the EEB at 5€ per person per coffee break.

The EEB will not be responsible for liaising with the caterer if lunch is needed. However, the EEB will make available plates, cutlery, glasses and will welcome the caterer. We recommend the following catering services:

- [Rasoi](#): home-made Indian food with fresh quality ingredients only.
- [The vegan butcher's choice](#): a vegan caterer extremely creative and tasty.
- [Apus et les cocottes volantes](#): fresh, organic, local and seasonal product for a very gourmet and colourful cuisine.
- [Kamilou](#): healthy seasonal food prepared with a conscious approach (restaurant located downstairs so the group can also choose to make a reservation to eat there).

¹ Fee to be calculated based on the room rented.

4. Terms of cancellations

In case of cancellation by the tenant, the paid amount can be reimbursed under the following conditions:

Cancellation date	Amount reimbursed (% of expected price)
2 working days or less before the meeting	0%
Between 3 and 8 working days before the meeting 30%	30%
Between 9 and 30 working days before the meeting	50%
More than 1 month before the meeting	100%

5. Responsibilities and force majeure

The European Environmental Bureau cannot be held responsible in the event of theft of equipment belonging to the organiser, nor in general in the case of an incident or accident due to a cause beyond control of the EEB. In addition, in the event of force majeure or for a cause beyond its control, the EEB reserves its right to cancel a rental and can therefore not be prosecuted for compensation.

6. Insurance

The owner's liability insurance cannot be engaged on behalf of the organiser.

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