

# WELCOME TO ACE EVENTS



ACE Events is a venue located next to Schuman in the Heart of the Eu Institutions quarter.

The entire space makes 500m<sup>2</sup> to privately organize your event.

The space is composed of a warming welcome , reception area, a VIP room (boardroom for 6 participants), a lunch area with high tables for coffee breaks, standing lunch and the conference room (230m<sup>2</sup>) with natural daylight.



The conference's room can host up to 120 participants in theatre style, 96 in classroom, 40 people in U-shape, 220 people cocktail...

**We will be glad to fit your needs if you wish for another configuration within the room capacity!**

**WE MAKE TAILORED EVENTS UPON REQUEST!**

**ACE**  
events

**AVENUE D'AUDERGHEM, 22  
1040 BRUSSELS  
BELGIUM**

# YOUR SUPPLIERS

## VENUE :

The venue is equipped with 3 beamers for your presentations.

The conference's room has a natural daylight during your meeting.

The material to be connected is available as clickshare, clickers or Hdmi cable.

Including in our room rental as well, you will benefit of our room furniture with 6 grey armchairs with coffee table for your panel discussion.

For simple decoration, we have 6 plants movable as you will see fit for your event.

For quotes for catering and AV support, you would directly contact these suppliers, and we will take care of the coordination once you have booked them for your event.

We work with our preferred suppliers. Let us introduce you to them :

## CATERING :

We do highly recommend Pop-pot for their sustainable ethics applied to the way of work.

If you are interested to look into their website

to discover formulas, prices and some recipes: [Pop.pot.com](http://Pop.pot.com).

For direct quotation, use the following link: [Quotation request](#).

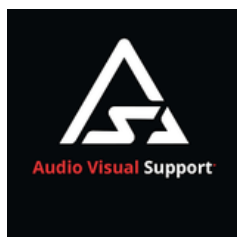
and please make sure to check the box 'ACE EVENTS' when you will be asked about the venue.



## AUDIO VISUAL :

If you need more equipment than we have, you can contact AVS as they have a good expertise on the field. Here is the Link: [Audio Visual Support](#).

You may directly contact Sebastien Kuhn: [sebastien@audiovisualsupport.be](mailto:sebastien@audiovisualsupport.be).



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# CHOOSE YOUR SERVICES



<b>HALF DAY (MAX 6H)</b>	<p>Including cocktail area for lunch and VIP room:</p> <p>*If the half day meeting lasts more than 6 hours, it is considered as a full day event and the package will be updated accordingly.</p>	<b>2.024 EUR *</b>
<b>FULL DAY (MAX 10H)</b>	<p>Including cocktail area for lunch and VIP room</p> <p>*In case you need more than 10 hours, we will apply the extra hour fee.</p>	<b>2.662 EUR*</b>
<b>EXTRAS</b>	<ul style="list-style-type: none"> <li>-Rental of our furniture, set-up &amp; take down (MANDATORY FEES)</li> <li>-Extra hour applied on the top of the room rental (Per hour)</li> <li>-Unlimited coffee package full day</li> <li>-Unlimited coffee package half day</li> <li>-Handheld microphone</li> </ul> <p><b><u>*All Prices are vat excluded</u></b></p>	<p><b>490 EUR *</b></p> <p><b>70 EUR *</b></p> <p><b>6.95 EUR/ person *</b></p> <p><b>4,50EUR/ person*</b></p> <p><b>82 EUR */Each</b></p>

Check out our service package!

Looking for Additional services?

We offer a variety of advices to meet your needs and budget. Contact us today to learn more and get started on your Event.







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# PRACTICAL INFORMATION



<p><b>AUDIO VISUAL</b></p>	<p>-Conference room rental includes the clickshare system and the 3 beamers projecting over the wall.</p> <p>-You can combine with 4 handheld microphones as extra service. If you need any further equipment, please address your request to your preferred AV partner.</p>	<p> In case of any AV installation, the install and take down time must be included in the room rental. If you need to access the venue the day before due to av installations/ set up, please kindly inform us as it will depends on our availability and prices will be updated accordingly.</p>
<p><b>CATERING</b></p>	<p>-We have at your disposal 14 high tables for your standing lunch or cocktails, if you need more, please revert to your caterer.</p> <p>-Caterers cannot cook in the venue but are welcome to only heat the food.</p> <p>-Please refrain from using heater with a flame.</p> <p>-A maximum of one oven is allowed due to power limitation.</p>	<p> When hiring a catering, please note waiter services and flatware are mandatory.</p> <ul style="list-style-type: none"> <li>• In case of prior installation, if access is needed outside of your selected package, an extra fee might be applied.</li> <li>• Caterers must pick up all material in the same day of the event otherwise instructed.</li> </ul>
<p><b>SUSTAINIBILITY</b></p>	<p>Due to our commitment to sustainable practices : Disposable dishes/cups/cutlery are not allowed.</p> <p>-We discontinued as well printing services.</p>	<p> With the aim to avoid any food waste, check with your caterer their food's management policy. Otherwise, bring your own containers to take any food leftover back home or to your office.</p>
<p><b>VENUE</b></p>	<p>The maximum capacity of the venue is 250 people. (Including staff from different suppliers and team members)</p>	<p> If you have any preferred configuration, feel free to share it with us and we will try to make it happened.</p>

**BOOK YOUR NEXT EVENT WITH US!**

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