

Booking form for meeting rooms Square de Meeûs 1, 1000 Brussels

General information

Name of meeting Date of meeting

Name of organisation

Room requested	Full day	Half day		Set-up		
		am	pm	U-shape	cinema	empty
Meeûs				X	X	X
Luxembourg						
Trône 1						
Trône 2						
Trône 1 + 2						
Lounge <i>(only in combination with Meeûs or Luxembourg)</i>				X	X	

Catering	Number of people			Time
Coffee breaks	1	2	3	
Sandwich lunch				
Cold buffet lunch				
Hot buffet lunch				
Desserts				
Soft drinks				

Equipment	Full day	Half day		No. of people
		am	pm	
Table microphones <i>(for Luxembourg or Trône 1+2)</i>				
Projector				X
Laptop				X
Additional laptop				X
Interpretation booths <i>(Meeûs only)</i>				X

Contact and billing information

Organisation

Contact name

Telephone

Fax

Email

Billing name *(if different from contact name)*

Billing address

Date & signature

Send by email to meetingrooms@eurocities.eu or fax to 02-552.08.89