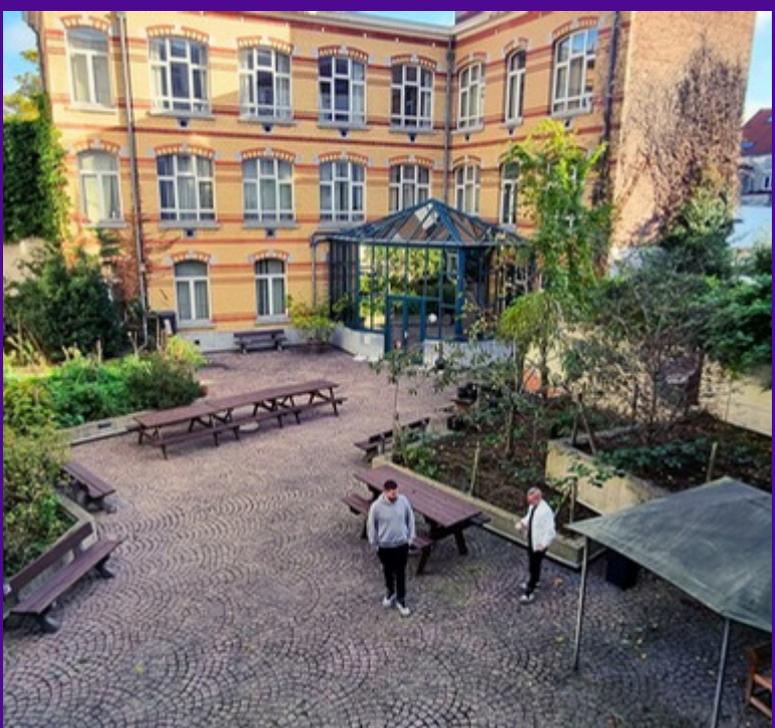




THE
AMAZONE
HOUSE

Brochure for non-profits & others





AMAZONE ASBL

Welcome to Amazone, the **crossroads for gender equality** !

Located in Brussels in the heart of Saint-Josse-ten-Noode, Amazone asbl has many equipped meeting rooms, as well as a catering service and a restaurant.

Amazone is a bilingual organization that supports and brings together associations and individuals **committed to advancing the rights of women* and gender minorities**. The goal of this dynamic space, a place for gathering and support, is to contribute to building social, cultural, and professional connections in order to promote gender equality in Belgium. Amazone fosters an **intersectional feminism** that takes into account the additional forms of discrimination that intersect with sexism and LGBTQIA+phobia.

Women*: we refer to anyone who recognises themselves under this name and maintain that everyone is free to define their own gender identity.

By using our congress centre, our restaurant and our catering service, you support Amazone's social project.

As a local employment development initiative (ESMI), Amazone offers a professional reintegration programme where anyone can get another chance in the labour market.

Drinks and meals are provided exclusively by Amazone. Our restaurant holds the **GoodFood label** and favours local suppliers, organic, seasonal and fair trade products.

SUPPORT US!

and the Fund of Friends
of Amazone

IBAN : BE10 0000 0000 0404

BIC : GEBABEBB

Structured communication 017/0470/00066





DISCOVER OUR CONGRESS CENTRE!

TABLE OF CONTENTS

General information

The congress centre

- 1 [Our meeting rooms](#)
- 2 [Meeting room rates](#)
- 3 [Studio & coworking rates](#)
- 4 [Equipment available on request](#)

Catering

- 5 [Meeting room formulas](#)
- 6 [Restaurant formulas](#)

Terms and conditions

HOW TO GET HERE



 **Rue du Méridien 10, 1210 Brussels**



By car

We have an underground parking accessible from Rue de l'Union 3.

By public transportation



Metro Botanique & Madou : lines 2 & 6

Bus stops Quetelet, Rue Traversière & Madou : lines 61, 63 & 66

By bicycle



We have a parking rack in the garden where you can safely lock your bicycle.

OPENING HOURS

The Amazone House

Monday - Friday
8:00 - 18:00

Amazone Restaurant

Monday - Friday
12:00 - 14:00

*Both are also available in
the evening and week-end
by request.*

Contact

+32 2 / 229 38 00 • congres@amazone.be



1 • MEETING ROOMS



MARIE POPELIN (A017)

Surface • 112 m²

Capacity • 24 - 90

CONFIGURATIONS

Podium with 2 tables & 4 seats

- Conference • 95 pers.
- Classroom • 30 pers.
- U-shape • 24 pers.
- Square • 34 pers.

EQUIPMENT

2 simultaneous translation booths

- Capacity: 2 people per booth
- Sound equipment
- Headsets for the audience



Lectern



Podium



LCD projector



Projection screen



Fixed microphones



Wireless microphone



Flipchart



Wi-Fi

On request



Whiteboard



Smart TV



Videoconference camera



Laptop



Print & scan



Other equipment available





IRÈNE KAUFER (A022)

Surface • 48 m²

Capacity • 24

 Oval set-up
 Wi-Fi

 Projection wall
 Printer & scanner

On request

Whiteboard
 Flipchart
 Smart TV
 Laptop

 LCD projector
 Videoconference camera
 Wireless microphone
 Other equipment available

MULTIPURPOSE SPACE (A103)

Surface • 40 m²

For your workshops and interactive seminars, meditation sessions, yoga practices and many others.

 Free & open space

 Other equipment available on request

 Yoga mats

 Zafu cushions



STUDIO (A310)

Soundproof room with green screen. Our multimedia studio allows you to create all your audiovisual content.

 Studio microphone
 Studio lighting
 Mixing console
 24" LED monitor
 Cam Link 4K
 Wi-Fi

 Other equipment available on request



ROSA PARKS (A202)

Surface • 48 m² Capacity • 24

 Rectangle set-up

-  Whiteboard
-  Smart TV
-  Flipchart
-  Wi-Fi

Sur demande

-  Laptop
-  Wireless microphone
-  LCD projector
-  Videoconference camera
-  Print & scan
-  Other equipment available



ZAHA HADID (A207)

Surface • 56 m² Capacity • 35

 Rectangle set-up

-  Whiteboard
-  Smart TV
-  Flipchart
-  Wi-Fi

Sur demande

-  Laptop
-  Wireless microphone
-  LCD projector
-  Videoconference camera
-  Print & scan
-  Other equipment available



SIMONE DE BEAUVOIR (A329)

Surface • 47 m² Capacity • 30

 Rectangle set-up

-  Whiteboard
-  Smart TV
-  Flipchart
-  Wi-Fi

Sur demande

-  Laptop
-  Wireless microphone
-  LCD projector
-  Videoconference camera
-  Print & scan
-  Other equipment available

BABELZONE (A112)

Looking for a cozy space in a relaxing setting? Our Babelzone is the perfect place to host informal workshops and meetings.

The configuration of the room is made entirely to measure according to your needs.

⋮ Equipment available on request



GARDEN

During your breaks, you can get some fresh air in our beautiful courtyard surrounded by our vegetable gardens.

This outdoor space can also be used for workshops, seminars or others.

⋮ Equipment available on request

KITCHEN

Our kitchen is professionally equipped and can be rented for cooking classes or workshops.

⋮ Equipment available on request





COWORKING

Opening hours : 08h00 - 20h00

(with latest arrival at 18h)

Included



Wi-Fi



1 drink token per 1/2 day



Printer & scanner



Whiteboard



Access to common areas



Discounts at the restaurant



1 • MEETING ROOMS IN THE RESTAURANT



The Amazone restaurant consists of three adjoining rooms, which can be privatised.

Would you like to book them all three or rather separately? Everything is possible, our dining rooms are completely flexible!

The Amazone team will answer to all your specific needs and create a tailor-made event. The magnificent moldings and colours of the suffragettes will add a special touch!

CAPACITY OF THE RESTAURANT ROOMS

Room 101
20 people



Room 102
35 people



Room 103
28 people



☺ Equipment available on request



2 • MEETING ROOM RATES

All rates are VAT-excluded.

Contact us for any tailor-made package questions.

ROOM NAME	Room nr.	Capacity (pers.)	Rates (excl. VAT)				
			Lunch*	1/2 day*	1 day*	Evening*	W-E*
Marie Popelin	A017	40 - 90	150 €	160 €	470 €	340 €	624 €
Zaha Hadid	A207	35	95 €	105 €	305 €	250 €	406 €
Simone de Beauvoir	A329	30	80 €	90 €	260 €	210 €	346 €
Rosa Parks	A202	24	70 €	80 €	230 €	200 €	305 €
Irène Kaufer	A022	24	80 €	90 €	260 €	210 €	346 €
Polyvalente zaal	A329	30	On request				
Babelzone	A112	25	70 €	80 €	230 €	200 €	305 €
Garden	-	-	On request				
Privatised restaurant	A103 (n°1)	≤ 28	80 €	90 €	260 €	210 €	346 €
	A101 (n°2)	≤ 20	70 €	80 €	230 €	200 €	305 €
	A102 (n°3)	≤ 35	80 €	90 €	260 €	210 €	346 €
Kitchen	-	-	On request				

Terms of cancellation	
Free cancellation	> 7 days
50% paid cancellation	3 - 7 days
100% paid cancellation	< 3 days
Any changes min. 48 hours in advance	

*LUNCH	12-14h
*1/2 DAY	9-12h / 14-18h
*1 DAY	9-18h
*EVENING	18-22h
*W-E (sat/sun)	9-18h

2 • RATES FOR THE STUDIO & COWORKING

All rates are VAT-excluded.

Contact us for any tailor-made package questions.

STUDIO	Rates (excl. VAT)	
	Less than 4h	≥ 4h consecutively
Amazone Residents	10 € / h	8 € / h
External organisations	15 € / h	12 € / h

COWORKING	Rates (excl. VAT)		
	1h	1/2 day (am / pm)	1 day
Standard rate	4,00 €	12,00 €	20,00 €
10-pack*	36,00 €	108,00 €	180,00 €

Example over 1 year	Rate for 1x per week over 50 weeks		
Rate for 1 year	250,00 €	800,00 €	1.400,00 €
Rate for 1 year: 10-pack*	225,00 €	720,00 €	1.260,00 €

Parking	1 month	1 year
1 allocated parking space	100,00 €	1000,00 €

* 10-pack: 1 year validity

3 • EQUIPMENT AVAILABLE ON REQUEST

Free & available on request



Flipchart

At your request, we will add a flipchart to your conference room.



LCD projector

Project your media content via your computer using a cable.



Samsung smart TV

Pour vous connecter en visioconférence et partager vos contenus divers.



Label Kids Friendly : Equipments for small children

Changing table, bed, toys, books, breastfeeding area, cool storage.



Indoor & outdoor games

Kicker, ring toss, bowling, darts, beach rackets & petanque.



Gender Equality Awareness Games

City Confessions, Olympe

Available on request for an additional fare

(ex. VAT)



Polycom video conferencing camera

Camera featuring an intelligent framing system that automatically zooms in on the speaker and eliminates background noise.

15 €



Moderation case

To entertain your conferences, structure projects, for brainstorming during workshops, we can provide you with our moderation case. It contains all kinds of coloured paper, glue, markers, scissors, post-its, pins, stickers, ...

15 €



Laptop

To connect and project your USB files and presentations.

10 €



Wireless microphone & audio amplifier

Our portable amplifier with wireless microphone allows you to have your conferences anywhere in the Amazone House. Wireless range up to 20m.

15 €



Hands-free wireless microphone headset

This headset with belt transmitter is ideal for hands-free performances or speeches. It has a stable signal transmission up to 60 meters.

10 €



Voice recorder "Zoom H4n Pro"

The Zoom H4n Pro is both a portable recording device and a 2-channel USB interface. It features a built-in stereo X/Y microphone.

10 €



Wireless HDMI transmitter & receiver

Stream your content on several screens simultaneously.

20 €



External service providers

On request, we can call on external service providers to assist you in the following areas:

- Simultaneous translation
- Sound technician / General technical assistance (40 €/h)
- Babysitting service

Price on request

OUR FORMULAS SERVED IN THE MEETING ROOMS

⌚ Evening & weekend formulas: 25% surcharge on all catering & restaurant prices

🍷 **Bar service** : 40 € ex. VAT / event

{ BREAK }										Price p.p. ex.VAT	Price p.p. VAT in.
	Coffee	Tea	Water (st/sp)	Juice	Wine/beer (glass)	Cereal bar	Mini pastry	Fruit	Yoghurt		
Coffee break simple	✓	✓	✓	-	-	-	-	-	-	2,69 €	3,25 €
Coffee break full	✓	✓	✓	✓	-	✓	-	✓	-	7,44 €	9,00 €
Drinks formula simple	✓	✓	✓	✓	-	-	-	-	-	4,13 €	5,00 €
Drinks formula full	✓	✓	✓	✓	3	-	-	-	-	10,74€	13,00 €
Breakfast simple	✓	✓	✓	✓	-	-	2	-	-	6,61 €	8,00 €
Breakfast medium	✓	✓	✓	✓	-	-	2	✓	✓	7,85 €	9,50 €
Breakfast full	✓	✓	✓	✓	-	-	✓	✓	✓	11,57 €	14,00 €
	Dinner roll with jam & chocolate spread + Cheese & ham + Smoked salmon + Omelette/fried egg										

{ LUNCH }					Price p.p. ex.VAT	Price p.p. VAT in.
	Sandwich	Slice of cake	Soup of the day	Fruit		
Sandwich simple veggie	3	✓	-	-	6,47 €	7,25 €
Sandwich simple mix	3	✓	-	-	8,48 €	9,50 €
Sandwich full veggie	3	✓	✓	✓	8,93 €	10,00 €
Sandwich full mix	3	✓	✓	✓	10,71 €	12,00 €

Looking to vary your lunch options? Choose from our “Extras” on the next page!

OUR FORMULAS SERVED IN THE MEETING ROOMS

⌚ Evening & weekend formulas: 25% surcharge on all catering & restaurant prices

🍹 **Bar service** : 40 € ex. VAT / event

{ STARTERS }							Price p.p. ex. VAT	Price p.p. inc. VAT
	(sparkling) wine / beer (glass)	Water (st/sp)	Juice	Olives	Crisps	Appetisers		
Starters simple	2	✓	✓	✓	✓	-	13,22 €	16,00 €
Starters full	2	✓	✓	✓	✓	4	15,70 €	19,00 €
Custom formula	Kir, kombucha, cocktails, ... on request			✓	✓	-	13,22 €	16,00 €

{ SNACKS }	Price p.p. ex. VAT	Price p.p. inc. VAT	{ EXTRAS }	Price p.p. ex. VAT	Price p.p. inc. VAT
Peanuts	1,24 €	1,50 €	Bottled water - still / sparkling	3,31 €	4,00 €
Crisps	2,23 €	2,70 €	Soup by the liter	6,25 €	7,00 €
Olives	2,07 €	2,50 €	Thermos - coffee /tea (8 pers)	6,61 €	8,00 €
Biscuits	2,07 €	2,50 €	Thermos - coffee /tea (15 pers)	12,40 €	15,00 €
Cereal bars	2,07 €	2,50 €	Entire cake (15-16 pers)	22,32 €	25,00 €
Vegetable crisps	2,64 €	3,20 €	Entire quiche (8-10 pers)	31,25 €	35,00 €
Pasta salad	7,14 €	8,00 €	Chocolat mousse (12 pers)	42,86 €	48,00 €

Terms of cancellation

Free cancellation	> 7 days
50% cancellation fee	3 - 7 days
100% cancellation fee	< 3 days
Any changes min. 48 hours in advance	



OUR FORMULAS SERVED AT THE RESTAURANT

{ FORMULES }				Price p.p. ex. VAT	Price p.p. inc. VAT
	Soupe	Plat	Dessert		
Special of the day	-	✓	-	15,18 €	17,00 €
Soup + special	✓	✓	-	17,86 €	20,00 €
Special + dessert	-	✓	✓	19,64 €	22,00 €
3 courses	✓	✓	✓	23,21 €	26,00 €
Cold buffet	Details on request, seasonal ingredients			26,79 €	30,00 €
Gastronomic menu	Details on request, seasonal ingredients			31,25 €	35,00 €
Vegetarian	Each formula can be served vegetarian			35,71 €	40,00 €

{ DRINKS }	 /  / 	 / 	Price p.p. ex. VAT	Price p.p. inc. VAT
	1/2 bottle of water/juice + 1 hot beverage			
Drink formula no alcohol	1/2 bottle of water/juice + 1 hot beverage		6,61 €	8,00 €
Drink formula with alcohol	1/2 bottle of wine/water/juice + 1 hot beverage		10,74 €	13,00 €

Terms of cancellation	
Free cancellation	> 7 days
50% cancellation fee	3 - 7 days
100% cancellation fee	< 3 days
Any changes min. 48 hours in advance	

Restaurant's practical info
Rue du Méridien 10, 1210 Brussels
Open Monday to Friday from 12h to 14h00
Evenings & weekends on request



Meeting room rental

- In order to avoid any organizational problems during your event Amazone advises you to consult a sound technician. If you do not opt for technical support, Amazone cannot be held responsible for any difficulties encountered.
- As a customer, you are responsible for the equipment placed at your disposal to you in the case of theft, loss or damage.
- An option of 48 hours can be requested to pre-block a meeting room. After this period, without confirmation sent to Amazone, the option will be automatically cancelled.
- If the reservation slot is exceeded by more than 15min, we reserve the right to invoice any extra time slot started.

Catering

- Any consumption of food or beverages from outside is strictly forbidden: any organization that violates the above rule will receive an invoice stating a corkage fee of €20 per bottle (for bottles of wine of 75 cl or 1l for other drinks) and a fine of €5 per person for food items (snacks and various meals).
- Our prices include tableware, cutlery and napkins.
- Warm lunches and buffets will be served in the Amazone Restaurant.
- Our catering is offered in formulas. There will be no deduction provided with invoicing. A deduction is only possible on request and only for beverage catering per piece.

Groups > 10 people

- For restaurant reservations we require a 25% deposit.

Terms of cancellation at our congress centre

- Free cancellation > 7 days
- 50% cancellation fee between 3 - 7 days
- 100% cancellation fee < 3 days
- Any booking changes min. 48 hours in advance

Practical information

- Our conference center can be made accessible for people with reduced mobility. Contact us to discuss the possible solutions.
- On request, we can reserve a parking space.
- Amazone is easily accessible by public transport: please see section “General information” at the start of this brochure.