

# Metals Conference Centre / MCC

Avenue de Tervueren 168, 4<sup>th</sup> floor  
B - 1150 Brussels

# METALS CONFERENCE CENTRE

2023



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## MCC INTRODUCTION

Looking for some calm to hold your meetings in a relaxed atmosphere?  
Book a quiet room just a hop away from Square Montgomery.

The new Metals Conference Centre has rooms suitable for your needs and budget.

Easy access on Public Transport from Midi Station, the airport or hotels.

Luminous and comfortable, our meeting rooms are fully equipped. You will be able to hold your meeting in an industrial atmosphere look.

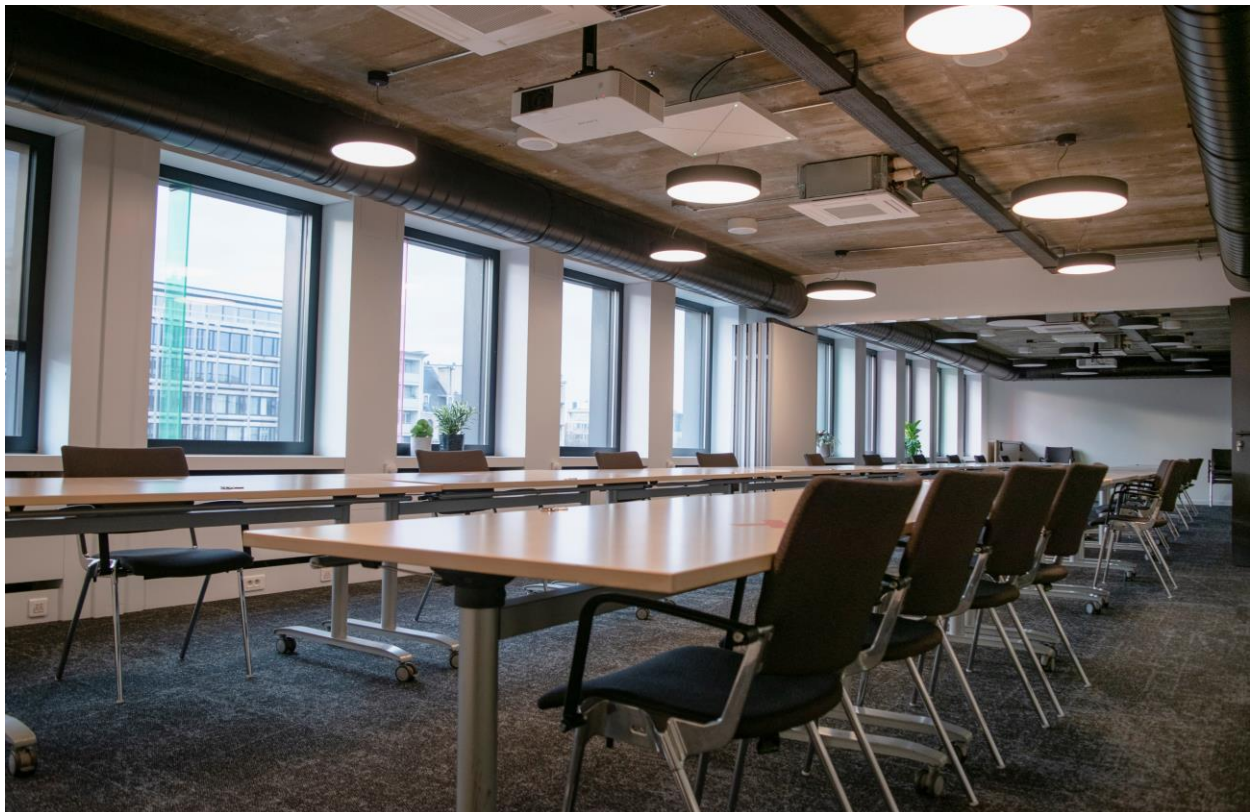
We have 4 meeting rooms, immediately available. Our big meeting rooms can accommodate up to 40 people.

Rent our meeting rooms by the day or half day.

All meeting rooms will be ready upon arrival so that you can focus on what is most important: your meeting.

**Begin your meeting as soon as you arrive, we will take care of the rest.**

**Our staff will be available at all times for any assistance.**



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## TECHNICAL INFORMATION

All meeting rooms are equipped with:

- Air Conditioning
- SONY Projectors Laser VPL-PHZ10 (Laser lamps 20.000h, resolution 1920x1080p, 5000L)
- Barco ClickShare system (wireless presentation system)
- SENNHEISER ceiling microphone system
- LOGITECH Rally camera
- CLEARONE Huddle for audio and visio-conferences
- 1 amplifier/mixer for the audio
- 6 loudspeakers
- SENNHEISER Wireless microphone

**There are no white screens. In a first phase, we have opted to project on the white walls.**



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## TERMS AND CONDITIONS FOR RESERVATIONS

### 1. Priority rule

First come, first served

### 2. Intended purpose of the rooms

The customer may use the rooms exclusively for the intended purpose specified in the reservation form. Any change to the specified purpose will automatically lead to a review of the booking.

The customer must provide adequate and efficient security services to ensure that the meeting runs smoothly without incidents and that damage to the installations of the MCC is prevented.

The MCC provides the customer with meeting rooms and equipment in perfect condition. The customer undertakes to keep the rooms and equipment in the same condition, which also implies taking into consideration the general safety guidelines of the MCC. In case of damage, whether caused intentionally or unintentionally to installations or infrastructure of the MCC, those who caused it and those who organised the meeting shall be held liable jointly. Unless agreed otherwise, the damage will be billed to the customer.

The MCC reserves the right to cancel entirely or immediately, or to stop the meeting, without incurring any penalties or costs, if the event conflicts with the law or poses a threat to public order. In that case, the total estimated price remains payable by the customer.

All coffee breaks & lunches must be taken in the catering areas that are provided.

### 3. Catering

Members or non-members based in Brussels/Belgium will be requested **to book their own lunches, using the list of Traiteurs provided by & working with the MCC** and provide the **confirmation** ahead of the meeting to the meeting coordinator.

For members or non-members based outside of Belgium, we will provide a list of prices and order the lunch accordingly and charge it on the final invoice.

	Based in Brussels/Belgium	Based outside of Belgium
Catering	Customers will be provided with a list of Traiteurs in Brussels who work with the MCC	Sandwich lunch including drinks: 17€ / person
		Buffet lunch including drinks: 27€ / person
		Other options possible: upon request



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## 4. Prices

Prices for service are set out in the quote submitted by MCC. They are expressed in euros, VAT non-included. Any extra costs related to the meeting and not specified in the quote are at the expense of the client.

Included in the prices of the rooms are access to Wi-Fi, coffee/tea, cool water taps (still or sparkling water), and service person.

Rooms	Capacity	Co-owners members		non-members	
		Half day	Full Day	Half Day	Full Day
Gold	20	310 €	510 €	425 €	680 €
Aluminium	20	310 €	510 €	425 €	680 €
Gold/Aluminium	40	510 €	870 €	690 €	1.150 €
Metals	18	310 €	510 €	425 €	680 €
Antimony	18	310 €	510 €	425 €	680 €
Metals/Antimony	36	465 €	750 €	635 €	1.035 €

## Extra equipment: prices

Equipment	Co-owners members		non-members	
	Half day	Full Day	Half Day	Full Day
<b>Video conferencing system</b> (Meeting PC with wireless keyboard and mouse, Sennheiser ceiling microphone system, Logitech Rally camera, Clearone huddle, amplifier)	195 €	275 €	250 €	360 €
<b>Projector only</b> Sony Laser projector, 5000L, Barco ClickShare wireless presentation system	155 €	220 €	205 €	290 €
<b>Sennheiser wireless microphone + 6 speakers</b> (Cannot be used for visio conferences)	40 €	55 €	50 €	75 €



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## 5. Invoicing

A **deposit of 50%** of the estimated amount must be paid to the MCC for all reservations. Invoices will be issued **after the meeting has taken place**.

The MCC reserves the right to refuse access to the rooms and the use of the equipment if the client has not paid the deposit at the latest on the date of the event.

## 6. Cancellation of a meeting

If the customer fully cancels the reservation, the following fixed lump-sum indemnity shall be due to the MCC, depending on the date on which the MCC is informed in writing of the cancellation:

If **cancellation takes place more than 70 calendar days** prior to the meeting: **5%** of the total estimated costs upon reservation

If **cancellation takes place within 70 calendar days** prior to the meeting: **25%** of the total estimated costs upon reservation

If **cancellation takes place within 50 calendar days** prior to the meeting: **50%** of the total estimated costs upon reservation

If **cancellation takes place within 20 calendar days** prior to the meeting: **75%** of the total estimated costs upon reservation

If **cancellation takes place within 3 calendar days** prior to the meeting: **100%** of the total estimated costs upon reservation (including any lunches that have been ordered)



*We thank Seppe Claes - graphic design/photography  
for the photographs that appear in this brochure*



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## HOW TO REACH MCC

### From Midi Station (Eurostar/Thalys):

- Take the Underground (Metro) using **Line 6 (Direction Simonis (Elisabeth))** – get off at **Arts-Loi** where you change for **Line 1 (Direction Stockel)** and get off at **Montgomery**
  - Brussels Metro [website](#) (English page available)
- Alternatively, take tram n° 81 from Gare du Midi (Eurostar / Thalys) to Montgomery, a pleasant journey through some nice Brussels neighbourhoods.

### From the airport:

- Take the train to the Central Station ("Gare Centrale") or Schuman Station, then take the Underground (Metro) to Montgomery (Direction Stockel)
  - Belgian Railway website: <http://www.belgianrail.be> (English page available)
- Or use the [Airport Line](#) a 30-minute express bus service between Brussels Airport and the European quarter.

#### **Timetable MIVB/STIB**

For real time information, you can visit the mobile website download the STIB app for iPhone or Android (available in English). <http://m.stib.be/>

**From Montgomery, exit the Station for Avenue de Tervueren.**

The offices and the **Metals Conference Centre (MCC)** are a mere 2 minutes' walk away

