

Request form for an event at the Museum

This document will allow us to prepare a specific price offer corresponding to your needs. Please take the time to complete this form as detailed as possible.

Date of request:

1. General information

Name company / organisation:

Business branch:

Address:.....
.....

General phone number:

Website:.....

Activity:.....

Purpose:.....

Contact person for the event:

Name and surname:.....

Function: e-mail:.....

Tel: GSM:
.....

How did you find out about the possibility to organise events at the Museum of Natural Sciences?

- | | |
|--|---|
| Website of the Museum for Natural Sciences | <input type="checkbox"/> |
| Website Brussels Special Venues | <input type="checkbox"/> |
| Other website | <input type="checkbox"/> , please specify:
..... |
| Colleagues | <input type="checkbox"/> |
| Mailing | <input type="checkbox"/> |
| Other | <input type="checkbox"/> , please specify:
..... |

2. Your event

Day and date of event:

- Monday other weekday (Tuesday - Friday) Saturday Sunday
 morning afternoon evening whole day

Type of event (check the appropriate box – combinations are possible):

- conference meeting workshop
 cocktail reception seated dinner walking dinner
 visit to exposition other:

Required room(s) (check the appropriate box – combinations are possible):

- Grand auditorium for persons (max. 150) meeting room in “U-set up” for persons
 meeting room in class set-up for persons room for poster sessions
 room for coffee breaks and lunch room for dinner
 cocktail room (separate from dinner) other room(s):
.....

If applicable, please indicate your preference for a specific room (e.g. Dinosaur Gallery):

.....

Guests

Number of persons:

Profile (customers, staff, press, public at large...):

Persons in wheelchair: yes / no - If yes, how many:

Other information:

What kind of event (e.g. New Years reception, sales presentation, product launch, scientific conference,):

.....

Detailed program of your event:

from start to end – please be as specific and detailed as possible, with indication of timing.

Arrival of the guests – start event:

Technical & AV material: Only the grand auditorium has permanent equipment. We can install the required material in the other rooms. Cost for the use of our material is the cost of the AV-technician (no extra rental charge).

- PERMANENT in the grand auditorium : mixing table and sound amplification (in technical cabine), projector, 8 table microphones, 1 standing microphone, 1 wireless microphone, DVD-reader, CD-reader, film projector 16 & 35 mm, lectern with build-in microphone and screen
- Movable equipment: 4 projectors, 3 laptops, audio-kit with microphone, CD and DVD, screen, SmartTV

Miscellaneous:

- | | |
|--|--|
| <input type="checkbox"/> tables (of which for welcoming) | <input type="checkbox"/> chairs (of which for welcoming) |
| <input type="checkbox"/> panels for posters | <input type="checkbox"/> note blocs (A4) of the Museum |
| <input type="checkbox"/> ballpoints of the Museum | |

Catering: The Museum does not provide catering itself. We refer to a selection of caterers who have an exclusive cooperation with us, and whom you should contact yourself. The list will be provided to you.

Parking - accessibility:

During day time, both on weekdays and weekends, we can reserve a maximum of 5 parking places. During evenings, about 70 parking places are available. **Our parking lots are not guarded.** If required, we recommend to use a private security company to guard the parking lots during evening events.

- | | |
|---|---------------------------|
| <input type="checkbox"/> day time (max. 5 places): required number: | time: from to |
| <input type="checkbox"/> evening (max. 70 places): required number: | time: from to |

There is a public car park on 5 minutes walking distance of the Museum: Forte dei Marmi; you can make prior reservations via stationnement@etterbeek.be .

3. Cultural program

We can propose different activities for your guests. Please indicate what could interest you (guided tours subject to availability of the guides):

- | | |
|--|--|
| <input type="checkbox"/> guided tour Gallery of Evolution | <input type="checkbox"/> guided tour Dinosaur Gallery |
| <input type="checkbox"/> guided tour Masterpieces of the Museum | <input type="checkbox"/> free visit to one or more rooms/galleries |
| <input type="checkbox"/> speed visit of the Museum (a short tour through the most important galleries, after which the guests can return freely to their own preferred places) | |
| <input type="checkbox"/> other activity as desired: | |

The guided tours are for groups of maximum 15 people and last maximum 1h15, but can be shortened.

- | | |
|---|--|
| <input type="checkbox"/> for (number) English speaking guests | <input type="checkbox"/> for (number) French speaking guests |
| <input type="checkbox"/> for (number) Dutch speaking guests | |

Our Museum shop offers a wide range of gift opportunities for your guests, at a preferred rate. Please inform us of your budget and specific wishes. We will be happy to suggest *à la carte* gifts.

Please return the completed request form to [Alexandra Badila](mailto:abadila@naturalsciences), abadila@naturalsciences, +32 (0)2 627 41 28.

Thank you for your trust.

We will provide you with a detailed and tailor-made offer as soon as possible.

A few general house rules:

1. Several rooms are always available, others however can only be rented during closing hours or day of the Museum:
 - a. **always available:** the Grand and Small auditorium and the meeting rooms - the VIP Room provided the doors remain closed during opening hours of the Museum.
 - b. **available for events only when the Museum is closed for the public at large:** the Dinosaur Gallery and/or the Mezzanine of this Gallery, the room 250 years of Natural Sciences, the Gallery of Evolution, and all other exposition rooms.
 - c. **closing times ↔ openings times van het Museum**
 - on Mondays, ALL rooms are available for events
 - during school holiday and weekends, the Museum rooms are available as of 6.15 pm
 - from Tuesday to Friday (included) the Museum rooms are available as of 5.15 pm (except school holiday, as of 6.15pm)
2. In order to protect our collections, we can not allow certain activities:
 - a. smoking
 - b. dancing
 - c. loud music
 - d. the caterers, when deciding on the menu, need to keep in mind that it is not allowed to fry or cook food in the Museum - for more details, we gladly provide you with our technical specifications. Our caterers are perfectly informed hereof.