

## Rental prices (excl. 21% VAT) meeting and seminar rooms (set-up + cleaning)

LOUNGE	Opp.	theatre <i>basic set-up</i> (rows of seats)	Rental price half day (part of the day of max. 4 hours)	Rental price full day (part of the day from 4 am)	Other setups (Prices on request)	<p style="text-align: center;"><b>Meeting administration outside office hours 8h30 – 17h00 at 25 euros per hour (excl. 21% VAT).</b></p>
Meeting room Amandine (Set-up only possible block shape)	48m <sup>2</sup>	Max 20 pers. (block shape)	155 euros	230 euros		
Seminar room Mercator					school 	
Complete	196m <sup>2</sup>	Max 150 pers.	840 euros	1140 euros		
Part 1	43m <sup>2</sup>	Max 30 pers.	155 euros	230 euros	U-shape 	
Part 2	58m <sup>2</sup>	Max 50 pers.	230 euros	330 euros		
Part 3	95m <sup>2</sup>	Max 70 pers.	380 euros	530 euros	reception 	
Part 1+2	101m <sup>2</sup>	Max 80 pers.	435 euros	610 euros		
Part 2+3	153m <sup>2</sup>	Max 120 pers.	610 euros	910 euros	Walking dinner 	

Demonstration space on the ground floor		Prices excl. 21% VAT
Rent space (when renting the above meeting and / or seminar rooms, this price expires)	330m <sup>2</sup>	150 euros per part of the day (max 4 hours)
Cleaning & preparing space	330m <sup>2</sup>	150 euros
Use kitchen/bar Bluebridge caterer	22m <sup>2</sup>	Included in rental price (with cleaning)
Use kitchen/bar own caterer	22m <sup>2</sup>	250 euros
Cleaning kitchen/bar own caterer	22m <sup>2</sup>	Free by own caterer - 50 euro/hour by Bluebridge

CATERING UP TO 15 PEOPLE (by Bluebridge)	CATERING FROM 15 PEOPLE (by external caterer)
<ul style="list-style-type: none"> <li>Welcome coffee of 30 min with coffee/tea/water/fruit juice + assortment of cookies: 4 EUR/pp (excl 21% VAT)</li> <li>Continuous standard coffee/tea/water: per half day part 2 EUR/pp (excl 21% VAT)</li> <li>Option fruit juice + assortment of cookies: per half part of the day 2 EUR/pp (excl 21% VAT)</li> <li>Sandwich lunch + coffee/tea/water/fruit juice: from 16 EUR/pp (excl 21% VAT)</li> </ul>	<p>From 15 people we work with our external caterer. Ask for our catering bundle. You can also call on your own caterer. We can also support you for your multi-day events through our privileged relations in the Ostend hospitality industry.</p>
<b>Cancellation conditions</b>	<p><b>Room rental:</b> If a cancellation is necessary, the applicant will be charged 50% of the total amount of the quotation drawn up in case of cancellation less than two weeks before the scheduled appointment. If the cancellation takes place less than one week before the planned date, the full price – according to the quotation drawn up – must be paid.</p>
	<p><b>Catering:</b> If a cancellation is necessary, the applicant will be charged 50% of the total amount of the quotation drawn up in the event of cancellation less than one week before the scheduled appointment. If the cancellation takes place less than 3 days before the planned date, the full price – according to the quotation – must be paid.</p>