



BRITCHAM EVENTS



RATE CARD

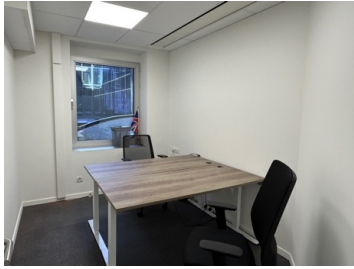
Sponsorship packages are bespoke for each event and includes a selection of the following elements:

SERVICE	DESCRIPTION	COST
EVENT DEVELOPMENT & PROMOTION		
Event Concept & Creation	Includes event proposition, format, speaker suggestions, venue selection, target audience etc.	€ 500
Invitations and Visual Materials	Design and production	€ 250
Marketing to our Members	Email marketing campaign to our membership	€ 500
Marketing to our Database	Email marketing to our database of 5,000 contacts	€ 750
Target Marketing	Campaign to specific audiences as required by sponsor	TBC
EVENT LOGISTICS – BRITCHAM OFFICE		
Planning and Co-ordination	Managing all aspect of event, from confirmation to registrations	€ 1,500
BritCham Conference Room Hire	Includes: cleaning, furniture lay out amendments, refreshments (tea, coffee, water biscuits), ceiling projector, exclusive use of reception and break out area*	€ 1,000
BritCham Training Room Hire	Includes: cleaning, furniture lay out amendments, refreshments (tea, coffee, water biscuits), ceiling projector, exclusive use of break out area*	€ 500
BritCham Break Out Area Hire	Includes: cleaning, furniture lay out amendments, refreshments (tea, coffee, water biscuits), ceiling projector, exclusive use of break out area*	€ 400
Catering	Cost varies per person by supplier and number of attendees	TBC pp
Catering Management	Includes: booking catering service, liaising with delivery etc.	€ 350
Meet & Greet	Service provided by Chamber staff including coats and bags collection and storage, issuing name badges etc. (N.B. Meet & Greet is compulsory for committee events but optional for external events below).	€ 150
Name Badges	Collation, design and production. Minimum fee plus a per person (badge) cost applies.	€ 100 + TBC €2 pp
Out of hours (evening) attendance	BritCham personnel attendance for evening / weekend events	€75 per hour
AV hire	AV equipment, including microphones	TBC
EVENT LOGISTICS – EXTERNAL VENUES		
Planning and Co-ordination	Managing all aspect of event from confirmation to registrations including venue liaison throughout. (*N.B. events at a Member's premises is €1,500).	€ 2,500*
Venue Hire	Cost varies by venue and size of the event	TBC
Catering	Cost varies by supplier and number of attendees	TBC
AV Hire	AV equipment, including microphones	TBC
SPONSORSHIP FEE		
Brand visibility across all Chamber channels and at the venue		
BritCham Committee Event	(includes Event Development & Promotion and Logistics costs but does not include items that are shown as 'TBC')	€ 5,000
BritCham Member Event	(includes Event Development & Promotion and Logistics costs but does not include items that are shown as 'TBC')	€ 10,000
Non-BritCham Member Event	(excludes Event Development & Production and Logistics costs)	€ 15,000

* Room hire is for minimum half day

** Only the Conference room hire includes the reception area

OUR ROOMS



2-PERSON MEETING / HOT DESK ROOM

- ✓ 6 m2 and can accommodate 2 people on facing desks
- ✓ Ideal for private meetings or video calls
- ✓ Sit / stand desks if used for hot desking

4-6 PERSON MEETING ROOM

- ✓ 10m2 and can comfortably seat 4 around the table, 6 with additional chairs
- ✓ Convenient break-out room from the main event for private meetings.
- ✓ Good natural light and corner aspect



TRAINING / HYBRID MEETING ROOM

This room can accommodate meetings and training sessions in various configurations.

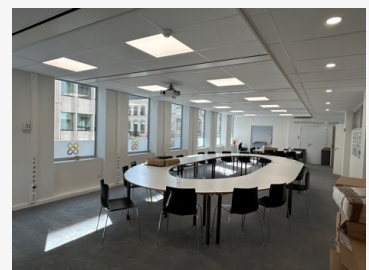
- ✓ Roundtable seating up to 22 people
- ✓ U-shape, seating up to 20 people
- ✓ Theatre style, up to 30 people
- ✓ Classroom style, 18 people
- ✓ Equipped with LED widescreen and hybrid video call facilities



CONFERENCE & EVENTS ROOM

Our large event room is 90m2 and can be configured to almost all requirements, for example:

- ✓ Boardroom (oval style), seating 34 people
- ✓ Theatre style, up to 60 people
- ✓ Round tables seating 42 people (7 tables of 6)
- ✓ Cocktail Reception up to a capacity of 80
- ✓ Equipped with projector and sound system



BREAK-OUT AREA / HIGH BAR / FOYER

This area is very versatile and great for social events.

- ✓ High table seating up to 8 people
- ✓ Standing reception / cocktail event up to 20 people
- ✓ Use as a break-out room from your event in the Conference Room
- ✓ Additional high tables available
- ✓ Equipped with coffee / tea making facilities



ROOM HIRE PRICES

	MEMBERS		NON-MEMBERS	
	Half day	Full day	Half day	Full day
Hot desk	€ 50 pp	€ 75 pp	€ 75	€ 125
2-person Meeting Room	€ 100	€ 150	€ 150	€ 250
4-6-person Meeting Room	€ 200	€ 350	€ 300	€ 450
Training Room	€ 400	€ 700	€ 600	€ 1,000
Conference & Events Room	€ 600	€ 1,000	€ 900	€ 1,500
Break-out Area	€ 300	€ 500	€ 450	€ 650

ADDITIONAL SERVICES

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Set-up and Co-ordination: Setting up the room and event co-ordination according to your needs	€ 150
Meet & great: Service provided by Chamber staff including coats and bags collection and storage	€ 200
Name badges: Collation, design and production. Minimum fee plus per person (badge) cost applies	€ 100 + € 2 pp
Catering management: Includes booking catering service, liaising with delivery etc. (catering cost excluded)	€ 150

BRITCHAM EVENTS



For further information about our events and sponsorship packages please contact events@britcham.eu



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