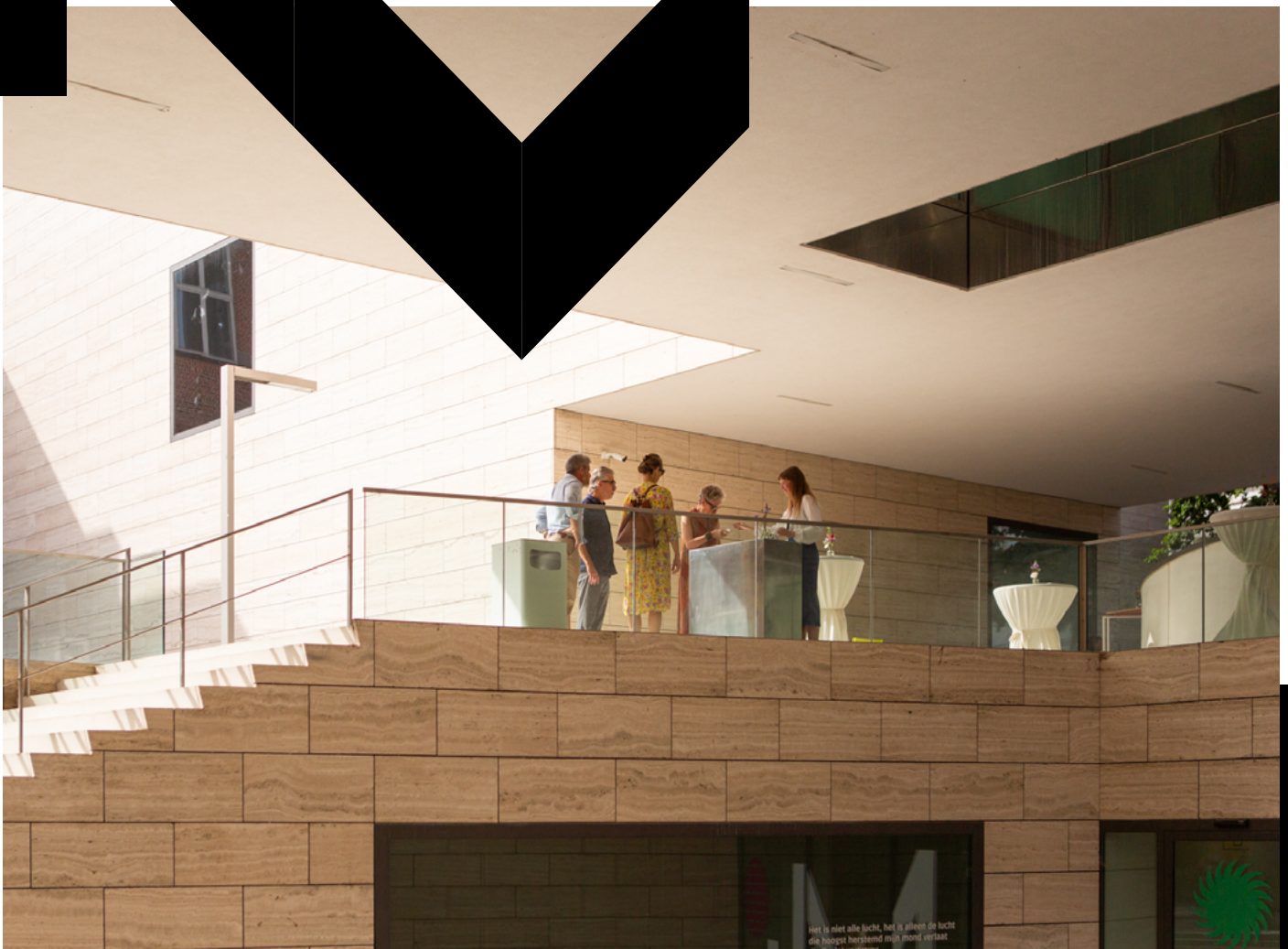


INFORMATION SHEET

M Leuven room hire



MADE TO MEASURE

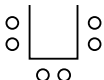
M Leuven is more than just a museum. This iconic building in the heart of Leuven is a dazzling mix of old and new. **With four multifunctional spaces, not to mention the city's finest roof terrace and a historic courtyard, the museum is the perfect venue for a wide range of events**, be it a conference, reception, team-building activity, museum breakfast, workshop or product launch.

Choosing M means opting for a personal approach. **Our professional team** will ensure that your event is a success. We'd be delighted to put together **a package that suits your needs**. And the creative energy that you get from being here? That's free!

For more information or to make a reservation, please email events@mleuven.be or call 016 27 29 96.

ROOM HIRE

Room capacity

	m ²	 U-shape	 Theatre	 Standing			
FORUM	100	-	120	-	✓	✓	No daylight / blackout
FOYER	100	30	60	50	✓	✓	Daylight / blackout
LOBBY	Section 1: 200 Section 2: 420	-	-	Section 1: 150 Section 2: 250	✓	✓	Daylight
LOGE	90	25	50	40	✓	✓	Daylight / blackout
PLATFORM	200	-	200	-	✓	✓	Daylight / blackout
ROOF TERRACE	940	-	-	165	✓	✓	Open air
PUBLIC TERRACE + INNER COURTYARD	Due to limited availability, only upon request						

Standard layout of rooms

- **Forum:** theatre layout, projector, stage with lectern and sound system (1 microphone)
- **Lobby:** empty
- **Platform:** empty
- **Foyer:** U-shaped meeting set-up
- **Loge:** U-shaped meeting set-up and plasma screen
- **Roof terrace:** from May to September inclusive, layout with bar unit, plants, seating and dining area, audio installation upon request
- **Public terrace + inner courtyard:** due to limited availability, only upon request

Prices

Room	Rate < 4 hours	Rate > 4 hours
Forum	€ 1.150	€ 1.500
Lobby section 1 + 2	€ 2.000	€ 3.000
Lobby section 1	€ 1.050	€ 1.460
Lobby section 2	€ 1.225	€ 1.660
Private room	€ 750	€ 1.000
Platform	€ 1.070	€ 1.460
Foyer	€ 730	€ 995
Lobby 1 or 2 / Foyer / Private room coffee break only possible in combination with another room	€ 400	
Roof terrace*	€ 1.650	€ 2.350

Prices excl. VAT

* Only available from early May to late September

Combined discount

- When hiring 2 rooms 10%
- When hiring 3 rooms 15%
- When hiring 4 rooms 20%
- When hiring 5 rooms 25%

All-in prices include:

- Museum visit during opening hours, worth €16 per person
- The use of the rooms in standard format on Monday, Tuesday and Friday between 9 am and 6 pm, and Thursday between 9 am and 10 pm, including set-up and dismantling. An additional fee is payable on other days.
- Maintenance and cleaning, on-site event coordinator, heating, cloakroom, flip chart and markers, mood lighting (upon request), electricity and Wi-Fi (excluding public terrace and courtyard)

Additional services & material

Catering

Our external partners are delighted to assist with catering.

See: <https://www.mleuven.be/en/local-catering>

Staff

The fee we charge for staff depends upon the event, price on request.

Please note: the museum is closed on Wednesdays. A one-time surcharge is levied on Wednesdays, Saturdays, Sundays and public holidays.

Additional equipment

We offer a range of extras, all prices upon request:

- Audiovisual material including 2 microphones, a screen, blackout, projector, lectern/stage (max. 8 x 4m)
- Technical support for audiovisual equipment
- Extra microphones (4 in total, of which 2 are wireless/headset)
- Non-standard set-up of tables and chairs
- Flip chart and markers
- Meeting Owl Pro
- Reduced price parking tickets for Ladeuze car park (duration: 24h)

Guided tours

→ Guided tours of M

Choice of guided tour, duration 90 minutes, within museum opening hours.

€100/15 people

→ ‘Between Heaven and Earth’ guided tour in St Peter’s Church

- With mixed reality experience or tablet, 60 minutes, during church opening hours.

Tablet: €5 per person

Up to 50 people

- With guide (with optional tablet), 90 minutes, during church opening hours.

€100/15 people

Tablet: €5 per person

Up to 50 people

Formules

Guided tour with afternoon tea	Choice of guided tour with duration of 45 or 90 minutes within museum opening hours, followed by afternoon tea provided by Barbóék in M in a private room. Included: welcome, guides and tickets, afternoon tea (coffee, tea, soft drink, bubbles and cake) in a private room, cloakroom.	€ 40 per person More than 15 people: price upon request
Nocturne	Private tour during museum closing hours (18:00-23:00). Included: welcome, guides and tickets, private room, staffed cloakroom.	From € 3.080 for 50 people
Commercial photo reportage	Photo reportage in M without dressing room, for 4 hours Photo reportage in M with dressing room, for 4 hours	€ 400 € 800
'TeaM' team-building session	A creative team-building session where no prior knowledge of art is required. The TeaMgame revolves around collaboration and observation. For 2 ½ hours, we challenge you with a series of playful tasks to broaden your outlook and fire your imagination. Extra meeting room at discounted rate. Included: welcome, guides and tickets, coffee buffet, private room, cloakroom.	€ 40 per person Max. 15 people per group and max. 3 groups (45 people) in total
Seminar formula	Half-day with or without lunch Included: coffee, tea, cold drinks, biscuits/cake, optional lunch (soup or sandwiches)	From € 80 per person Max. 25 people
	Full day with or without lunch Included: coffee, tea, cold drinks, biscuits/cake, optional lunch (soup or sandwiches)	From € 105 per person Max. 25 people

Prices excl. VAT

More than simply a room

Choosing M is about more than selecting a top location. You are also supporting the museum's mission to preserve artworks and cultural artefacts for future generations. Thanks to your help, we can share the beauty of the past and present with the widest possible audience.

More information? <https://www.mleuven.be/en/support>