



**PRICE**

**LIST**

**M**

2019 → 2020

# M stands for made-to-measure

M Leuven is more than a museum. This unique location in the heart of Leuven is a versatile place. **With four multifunctional spaces, the finest roof terrace in Leuven and a historic courtyard, the museum has everything you might need for your event**, be it a conference, reception, teambuilding event, museum breakfast, workshop or product launch. Opting for M means opting for a **personal approach**. Our professional team will ensure that your event is a success. We offer **a package tailored entirely to your needs**, and will throw in our creative energy for free! For more information and to make a reservation, please email [evenementenm@mleuven.be](mailto:evenementenm@mleuven.be) or call **016 27 29 78**.

## Room rental

### Room capacities

	M <sup>2</sup>	U-shape 	Sit-down dinner 	Theatre 	Standing 			
FORUM	100	-	-	Standard arrangement: 90 (max. 120)	-	✓	✓	No daylight / blackout
FOYER	97.8	30	45	60	Standard arrangement: 75	✓	✓	Daylight / blackout
LOBBY	620 Section 1: 200 Section 2: 420	-	100	-	Standard arrangement: Section 1: 150 Section 2: 250	✓	✓	No daylight
LOGE	90	Standard arrangement: 25	35	50	60	✓	✓	Daylight / blackout
PLATFORM*	200	-	150*	200	200*	✓	✓	Daylight / blackout
ROOF TERRACE*	940	-	120	-	165	✓	✓	Open air
COURTYARD + PUBLIC TERRACE*	1.000	-	-	-	800 + 800	✓	✓	Open air

\* catering: only cold buffet available

### Prices room rental

Room	Rate < 5h between 09:00-18:00 Including set-up and cleaning	Rate > 5h between 09:00-18:00 Including set-up and cleaning
Forum	€ 930	€ 1.235
Lobby 1 of 2   Foyer   Loge only coffee break in combination with another room	€ 300	
Lobby section 1 + 2	€ 1.235	€ 2.400
Lobby section 1 of 2	€ 830	€ 1.130
Loge	€ 565	€ 770
Platform	€ 825	€ 1.130
Foyer	€ 770	€ 980
Roof terrace*	€ 1.250	€ 1.800
Courtyard + public terrace*	€ 1.000	€ 1.500

Rates excl. vat | \* from June until September

## Combination discounts

Renting **2** spaces **10%**   Renting **3** spaces **15%**   Renting **4** spaces **20%**   Renting **5** spaces **25%**

## The prices include:

### Included in all spaces:

- Maintenance and cleaning, use of heating, water (if available) and electricity, wifi, cloakroom, event coordinator, flipchart and markers, atmospheric lighting with uplighters (upon request) (Public terrace and roof terrace: wifi and electricity not included)
- Museum visit during opening hours (normal price: €12 per person)
- Possibility to order catering (no hot food available on Platform)

### Space availability (including setup and clean-up):

- Monday, Tuesday and Friday: Between 9 AM and 6 PM, Thursday: 9 AM to 10 PM
- Wednesday: price adjustments (museum closing day: additional staff costs)

### Standard arrangement:

- Forum: 90 chairs, beamer, podium and sound installation (1 microphone)
- Lobby: reception space with audio installation
- Platform: tables and chairs
- Foyer: tables and chairs
- Loge: tables, chairs and plasma screen
- Roof terrace: from June until September incl. bar, plants, seating and places to eat

## Additional services and material

### Catering

If you would like to order catering, you can contact one of our external partners via [www.mleuven.be/en/catering](http://www.mleuven.be/en/catering). Catering is included in the seminar formula & the wine tasting.

### Staff

From 6 pm until 11 pm (including cleaning)	€ 250
From 11 pm (including cleaning)	€ 100
Weekend (Saturday, Sunday and holidays), one-time surcharge	€ 150
Before 9 AM (including set-up)	€ 50

### Additional material: technique

Standby AV technical support, minimum price for 4hrs per person Additional hours price per person per hour	€ 200 € 40
Connecting additional microphones in the Forum (max. 4 of which 2 headsets and 2 wireless) This option is only available in combination with standby AV technical staff (through M or by personal arrangement)	€ 110
Connecting a beamer in the Foyer or Platform	€ 50
Placing audio-installation in Platform (incl. microphone, blackout, 1 beamer & rostrum, podium max. 8x4m) This option is only available in combination with standby AV technical staff (through M or by personal arrangement)	€ 300
Stage, price per 2m x 1m section (max. 8 sections)	€ 15
For fairs we will provide an adapted estimate depending on the logistical and technical needs of the various booths	

Rates excl. vat

## Additional material: others

Discounted parking tickets for 6 hours in the Ladeuze Car Park	€ 5,53
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Rates excl. vat

## Fixed formulas

<b>Guided tours</b>	Guide per 20 people for a tour of choice (temporary exhibitions, architecture or masterpieces from the collection).	€ 65/20 people
<b>Nocturne</b>	Private tour while the museum is closed to the general public Including: private reception room, guides and tickets, car park per couple, staffed cloakroom, reception staff.	€ 2.500/50 people* € 3.000/100 people* € 275 per extra 20 people*
<b>Museum breakfast</b>	Private tour before the museum opens from 9 am until 11 am Including: breakfast buffet (coffee, tea and sandwiches, pastries, fresh fruit) in a private room, staffed cloakroom, a parking voucher per person, guides and tickets.	€ 1.500/20 people* € 45 per extra person*
<b>Commercial photo shoot</b>	Up to 4 people for a maximum of 4 hours. Combined with dressing room rental.	€ 250 € 550
<b>TeaM</b>	Creative teambuilding activity that finds links between our M-collection and your organisation.   No prior knowledge required. Min. 10p - max. 15p per group, max. 45p in total Guide included.  Foyer in combination with TeaM.	€ 35 per person  € 300
<b>Seminar formula</b>	Half day + lunch This formula includes welcome coffee + morning break with coffee, tea, cold drinks, biscuits/cake + sandwich buffet lunch.	< 10p. € 65 per person > 10p. € 23 per person Up to 25 people.
	Whole day + lunch This formula includes welcome coffee + morning break with coffee, tea, cold drinks, biscuits/cake + sandwich buffet lunch + afternoon break.	< 10p. € 75 per person > 10p. € 33 per person Tot 25 people.
<b>Wine tasting with fine cheeses</b>	Special 'gastronomical' tour of the permanent collection (1.5 hours) followed by private reception (1.5 hours): wine tasting with selection of fine cheeses, storytelling by BestWineStory, who explain connections between the artworks you have seen and the wines they serve.	Up to 25 people € 97 per person
<b>Discount rate TeaM + M-bassador</b>	After the TeaMbuilding, you will have discovered that M is an inspiring place for your business.  This formula rewards the participants with an M-bassadorship, a year of cultural joy for the whole family, ranging from workshops to guided tours. Info M-bassadorships: <a href="http://www.mleuven.be/nl/mbassadeurs">www.mleuven.be/nl/mbassadeurs</a>	Discount rate: € 80 per person  Included: → TeaM participation (regular price: € 35 per person) → Duo or family M-bassador membership (t.w.v. € 70)

Prijzen excl. btw

## Your event matters

Organizing an event at M is about more than just renting a room. Choosing M as the location of your event helps us to preserve art and heritage for the future. In part thanks to you, we can present the beauty of the past and the present to the public at large.