

Museum
Leuven



PRICE LIST M

→ 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 events@mleuven.be or call **016 27 29 78**.

Room rental

Room capacities

	M ²	U-shape 	Sit-down dinner 	Theatre 	Standing 			
FORUM	100	-	-	120	-	✓	✓	No daylight / blackout
FOYER	100	30	45	60	75	✓	✓	Daylight / blackout
LOBBY	620 Section 1: 200 Section 2: 420	-	100	-	Section 1: 150 Section 2: 250	✓	✓	No daylight
LOGE	90	25	35	50	60	✓	✓	Daylight / blackout
PLATFORM	200	-	120	200	200	✓	✓	Daylight / blackout
ROOF TERRACE	940	-	120	-	165	✓	✓	Open air
PUBLIC TERRACE + COURTYARD	1.000	-	150	-	300 + 300	✓	✓	Open air

Standard arrangement

- Forum: theatre set up, beamer, stage with speakers and audio system (1 micro)
- Lobby: reception room for walking dinner with audio system
- Platform: empty
- Foyer: meeting setup in U-shape
- Loge: U-shape meeting setup and plasma screen
- Roof terrace: from May until September set up with bar, plants, seating and dining area, audio installation on request.
- Courtyard and public terrace: from May until September reception area for walking dinner with bar, audio installation on request.

Prices room rental

Room	Rate < 5h Between 09:00-18:00 Including setup and cleaning	Rate > 5h Between 09:00-18:00 Including setup and cleaning
Forum	€ 930	€ 1.235
Lobby section 1 + 2	€ 1.235	€ 2.400
Lobby section 1 or 2	€ 830	€ 1.130
Loge	€ 565	€ 770
Platform	€ 825	€ 1.130
Foyer	€ 770	€ 980
Lobby 1 or 2 Foyer Loge only coffee break in combination with another room	€ 300	
Roof terrace*	€ 1.250	€ 1.800
Public terrace with courtyard*	€ 1.250	€ 1.800

Rates excl. vat | * from May until September

Combination discounts

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

The prices include:

- museum visit during opening hours, worth € 12 per person;
- the use of the rooms in standard arrangement on Mondays, Tuesdays and Fridays between 09 am and 6 pm and Thursdays between 09 am and 10 pm, including set-up and disassembly . On other days an additional rate will be charged. See additional services and material;
- maintenance and cleaning, event coordinator on site, consumption of heating, water (if available in the room), cloakroom, flipchart and markers, mood lighting with uplighters (on request).and electricity;
- wifi (with the exception of public terrace and courtyard garden).

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. Exceptionally only cold buffet available in platform, public terrace, courtyard garden and roof terrace.

Staff

Staff costs from 6 pm until 11 pm (including disassembly)	€ 250
Staff costs from 11 pm, per hour (including disassembly, max. 1 am)	€ 100
Weekend (Saturday, Sunday and holidays), one-time surcharge	€ 150
Staff costs from 9 am (including setup)	€ 50
Staff costs before 11 am in the weekend, hourly price (including setup)	€ 50

Rates excl. vat

Additional material

Standby AV technical support, minimum price for 4hrs per person	€ 200
Additional hours price per person per hour	€ 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, 2 beamers, rostrum and podium (max. 8x2m) 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
Discounting parking tickets for 6 or 12 hours in Ladeuze Car Park	€ 6 or € 11
Set up costs tables and chairs separately from standard arrangement	€ 100
For events with exceptional needs, such as fairs or events with extra AV material requirements, we will provide you with an customized price offer.	

Rates excl. vat

Fixed formulas

Guided tours	In the museum Guided tour of your choice of 1,5 hours within the opening hours of the museum.	€65/25 people
	In St. Peter's Church Guided tour in 'Between Heaven and Earth' of 1 hour with mixed reality experience or tablet. Or with guide (with tablet option) of 1.5 hours within the opening hours of the church.	Tablet: € 5 per person Guide: €65/25 people Up to 50 people
Nocturne	Private guided tour while the museum is closed (6 pm - 11 pm). Included: private reception room, guides and tickets, parking ticket per couple, staffed cloakroom.	€ 2.500/50 people € 3.000/100 people € 275 per extra 25 people
Museum breakfast	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.	€ 1.500/25 people € 45 per extra person
Commercial photo shoot	Up to 4 people for a maximum of 4 hours. Combined with dressing room rental.	€ 250 € 550
TeaM	A creative teambuilding activity of 2h that finds the link between the M-collection and your organization. No prior knowledge of art required.	€ 35 per person
	Foyer in combination with TeaM.	€ 300
Seminar formula	Half day + lunch This formula includes welcome coffee + morning break with coffee, tea, cold drinks and biscuits/cake + sandwich 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 and biscuits/cake + sandwich lunch + afternoon break.	≤10p. € 75 per person >10p. € 33 per person Jusqu'à 25 personnes.
	Half day without lunch This formula includes welcome coffee + morning break with coffee, tea, cold drinks and biscuits/cake.	≤10p. € 55 per person >10p. € 13 per person Up to 25 people.
	Whole day without lunch This formula includes welcome coffee + morning and afternoon break with coffee, tea, cold drinks and biscuits/cake.	≤10p. € 63 per person >10p. € 23 per person Up to 25 people.
Wine tasting with fine cheeses	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

Rates excl. vat

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.