



GENERAL INFORMATION

PLACING AN OPTION

An option can be set without further obligation. This option remains valid for three weeks. If we receive a new request for the same date, we will inform you about the current situation in order to confirm your option.

SERVICES

Edificio has many years of experience in organizing events. Our experts will assist you with the organisation of your event and with the creation of a tailor-made quote for the following services :

Catering

You are free to work with one of Edificio's three accredited caterers.

Their sense of quality, efficiency and perfection, combined with a profound respect for the environment and the heritage character of our venues, all contribute to the success of your event.

Their knowledge of our different venues allows them to meet all your requests and needs.

If two events take place the same day (day - evening), for practical reasons, the same partner will cater both events.

Audio Visual Equipment

Due to specific needs of our venues, Edificio works with an accredited partner who has the necessary technical experience to meet your expectations whether it is related to your company's image or specific sound and lighting requests.

Concierge

The presence of a concierge during your event is essential. He is your guarantee for a reliable and secure set-up and dismantling.

Other services

- Floral arrangements
- Hostesses
- Interpreters
- Moderators and/or speakers & Note takers
- Event concepts & Animations (teambuilding activities, tasting, cultural initiatives and guides, etc.)
- Furniture
- Security
- Shuttle service / drivers / car park reservations
- Tents
- Invitations, desktop publishing, ...

Feel free to contact us should you have questions or in case of special requests.

BILLING

To confirm your option a first deposit invoice will be issued, covering the placing at disposal of the location and the insurance. A second deposit will be billed usually one month before the event. The amount will be calculated on the quote. Finally, a final invoice, comprising the rest of the budget, will be sent a few days after your event.

USEFUL EXTRA INFORMATION

Internet/Wi-Fi

A free WIFI network is at your service for up to 100 users.

Since the Solvay Library and the Concert Noble are equipped with optical fiber they are able to host all events with a need of fast and stable internet connectivity (webstreaming, conference call, ..)

Do not hesitate to communicate your needs. Our ICT service can help you with our tailor made IT solutions.

Parking

Edificio has special car park arrangements with Interparking. (Parking Loi/Wet) and Parking Forte dei Marmi. Please consult the team for more information.

Concert Noble

Parking Loi/Wet is only at 200 m of Concert Noble. Parking space can be reserved at favorable rates.

Bibliothèque Solvay

In order to preserve the purity and authenticity of the listed Leopold Park, parking in this park is strictly forbidden.

The car park Forte dei Marmi (650m) can be used at favorable rates. Edificio can also book parking in the car park Loi/Wet at the same favorable rates.



Hôtel Wielemans

A parking zone is available a few meters away on the central island of Avenue Louise. From 7pm, 75 parking places are available in the building underground car park (entrance in Rue de Livourne).

Access for people with reduced mobility

Edificio provides solutions to ensure easier access to our venues for people with reduced mobility. Specific arrangements can be arranged to make an easier access for your guests. Please inform us of their presence as soon as possible.

Offer / Proposal

Edificio's delighted to assist you with the practical organization of your event and to prepare a tailor made quote.

In order to prepare your quote, please provide us with following aspects of the event :

- Date
- Venue
- Type of event (cocktail, conference, dinner, ...)
- The number of people
- Schedule of the event
- Chosen caterer
- Audiovisual needs
- Extra services (floral arrangements, hostesses, photographers, musicians, internet access,...)