

Meeting Brochure

DoubleTree by Hilton Brussels City



1.0

Welcome

Where two worlds meet.

DoubleTree by Hilton Brussels City is located between the Botanical Garden of Brussels, a green oasis that invites all kinds of music and culture, and the Rogier Square, the most vibrant business hub in the city.

Our hotel is a greenhouse for ideas and inventions. A place where people from all over the world meet, come to talk and exchange ideas. Whether you need a small boardroom for a top-level meeting or a impressive ballroom for an international conference, we can provide a solution in one of our 17 meeting rooms. An interesting fact: our meeting rooms are named after the indigenous trees in the Botanical Garden across the road.

We also know that the world is your playground. And we know the world has changed since covid-19. That's why we've invested in our own studio and hybrid meeting facilities.

Welcome to the DoubleTree by Hilton Brussels City!



2.0

Meeting Facilities

Experienced Event Team

17 meeting rooms

Ballroom for up to 700 delegates

Natural daylight

Modern technology and in-house A/V support

Hybrid Event Experience

Belgium's leading business hotel

***World Travel Awards
Winner 2020 - 2019 - 2018
Cvent Top 50 Meeting Hotels in Europe
2016***

DoubleTree by Hilton Brussels City is known as the leading business hotel in Brussels, offering unrivalled facilities and impeccable service. We are reinventing conventional meeting and event offerings by introducing hybrid events, cutting-edge technology and plant-based menus.

DoubleTree by Hilton Brussels City is ready for the events of tomorrow.

All 17 meeting rooms benefit from natural daylight. Expect bright spaces, a soothing interior inspired by the Brussels Botanical Garden, modern technology and in-house audio/visual support provided by OnScreen.

Name	Area sqm	Size L x W x H	Classroom	Theatre	Boardroom	U-shape	Double U-shape	Cabaret	Cocktail	Banquet	
										Menu	Buffet
GROUND FLOOR											
Sycamore Ballroom	630	28 x 22.5 x 4	426	700	126	102	174	312	600	550	400
Sycamore Ballroom I	315	14 x 22 x 4	192	280	78	48	78	96	300	230	190
Sycamore Ballroom II	315	14 x 22 x 4	144	200	78	48	78	72	300	240	200
Willow	189	23 x 8 x 4.5	174	210	78	69	129	90	200	150	130
Walnut	103	6 x 17.7 x 4	-	-	-	-	-	-	75	60	50
Walnut I	26	6 x 4.4 x 4	9	24	18	15	-	-	10	10	-
Walnut II	30	6 x 5.5 x 4	18	32	24	18	-	-	15	20	10
Walnut III	47	6 x 7.8 x 4	27	48	30	21	-	24	50	30	20
FIRST FLOOR											
Birch	34	4.4 x 6 x 3	10	24	14	9	-	-	-	-	-
Buckeye	108	10 x 10 x 3	50	101	-	-	-	40	-	-	-
Buckeye I	52	10 x 5 x 3	25	45	24	19	-	20	-	-	-
Buckeye II	56	10 x 5 x 3	25	56	24	19	-	20	-	-	-
Chestnut	128	10 x 12 x 3	75	114	50	32	43	60	-	-	-
Chestnut I	54	10 x 5 x 3	30	60	30	25	-	20	-	-	-
Chestnut II	74	10 x 7 x 3	50	68	34	27	-	40	-	-	-
Elm	73	6.5 x 11 x 3	49	75	34	27	-	45	-	-	-
SECOND FLOOR											
Mulberry	93	12 x 7x 3	54	90	42	33	57	36	50	-	-
Oak	116	17.5 x 7 x 3.5	42	69	34	29	-	30	80	50	50
Maple	35	6 x 6 x 3	-	-	12	-	-	-	-	-	-
EIGHT FLOOR											
Pagoda	320	28 x 12 x 3.4	200	200	114	99	183	198	200	-	-
Pagoda I	197	17 x 12 x 3.4	180	200	78	60	102	90	200	-	-
Pagoda II	93	11 x 9 x 3.4	72	104	42	36	60	48	100	-	-

3.0 Hybrid Events



Greater reach, more attendees.

Our hybrid meeting solution ensures a successful event experience, whether your participants and speakers are physically present or remote. A hybrid event is so much more than a live streamed presentation. It needs to be a fully interactive cross-channel experience for all your participants.

Our on-site AV partner (OnScreen) has the experience and knowledge to create that experience. Your event can be recorded with one or more cameras and broadcast to up to 10,000 participants. If a presenter cannot be physically present on the day of your meeting, we can connect him or her to both the physical and virtual audience via a remote connection (with a maximum of 300 remote speakers).

A thorough briefing with our teams is crucial to make your hybrid event a success story. A specialised team of technicians will ensure that your event is as engaging online as it is in real life, with voting rounds and communication platforms for all participants. Even 1-on-1 online meetings between participants can be set up.

The possibilities are endless.

**upon
request**

4.0 Studio

**upon
request**

The world at your feet.

You want to reach people from all over the world, without organising a physical event? Our permanently installed studio offers the perfect solution. The sky is the limit: make use of the existing decor of our studio as a backdrop, or you can go bananas and present virtually from your office in New York while being in Brussels.

Your presentation or panel discussion can be broadcast to up to 10,000 remote delegates and up to 300 remote presenters are supported. A team of technicians ensures that your virtual event is just as immersive as a real one, with voting, narration, translations, polls, etc.

A 2-day pre-production period is usually required to ensure that your online event is a success story.

5.0

Banqueting Philosophy

We break new ground.

Our banqueting philosophy is groundbreaking with its ambitious local and low-waste formulas. Our pioneering bowl concept and our menus are deliberately designed to ensure our low-waste philosophy. We also emphasise healthy, seasonal, sustainable and locally sourced products wherever possible.

We are breaking new ground by reducing over-consumption and offering more nutritious, well-prepared treats. Our welcome boost bag is guaranteed to get the day off to a flying start. Throughout the day, dispensers of healthy, natural snacks are available for all meeting participants to mindfully replenish their boost bag to their liking.

In a nutshell*, we are authentic, local, as waste-free as possible, sustainable and natural, with 80% locally sourced and 70% plant-based.

**pun intended*

6.0 Meeting Package

Full-day meeting package.

A full day meeting package includes coffee and lunch breaks and the use of one of our meeting rooms. Each meeting room is equipped with a beamer, a screen, speakers, a flipchart and markers. All your delegates can use our superfast premium Wi-Fi network free of charge.

During the organisation of your event, you will have a permanent contact person in charge. On the day of your event, our on-site AV support ensures that everything runs smoothly while you concentrate on the important things.

Don't hesitate to contact us if you need additional breakout rooms, special AV installations, out-of-the-box room set-ups or a closing drink.

**EUR
90 pp**

6.1 Morning

Welcome boost bag.

Available to each participant, containing: a local organic juice, seasonal fruit and an energy snack (energy balls, nut/grain bar, ...). Our motto: taste, don't waste. Meeting participants can refill the bag **at any time** with fresh fruit, cereals and nuts from the bulk dispensers available in the foyer. The contents of the dispensers change daily and throughout the day.

Fresh coffee and a selection of teas and infusions from 'Palais des Thés' are available all day in the foyer of the meeting room.

Take a break.

During your mid-morning break, a healthy cold bowl will be available for all meeting participants. The content of this bowl changes daily and depends on the available and seasonal ingredients.

E.g.: Tapioca pearls with rice milk, mango and lemongrass - Chia seeds with coconut milk and cocoa - Ayran yoghurt with cornflakes, grapes, dates and honey - Chocolate hummus - Poppy seed and lemon cake - Lactose free Panna Cotta - Red bean and chocolate brownie -

6.2 Lunch

This is how we bowl.

Did you know that on average we sit for more than 9 hours a day and that sitting for too long has a negative impact on your health? Therefore, we encourage you to stand up during your breaks. Our bowl concept lends itself perfectly to eating while standing, as the contents can easily be eaten with just a fork or spoon.

At noon, our chef prepares a cold bowl to which you can add two hot toppings. Our bowls are 70% vegetarian and 30% animal or vegetal protein. The content of this bowl changes daily and depends on the available and seasonal ingredients.

E.g.: Bowl with bulgur, sultanas, roasted cardamom, lemongrass, pomegranate and a marinated salmon and/or tofu topping - Bowl with sweet potatoes, fresh spinach, crisped peppers, green beans, tomatoes & balsamic, mustard & fresh herb dressing and a crisped chicken and/or grilled green asparagus topping,

No lunch is complete without a dessert. To finish off your meal, our chef prepares two healthy dessert bowls, low in fat and sugar. And again, the contents change daily and depend on the available and seasonal ingredients.

Waters incl.

6.3 Lunch upgrade

Upgrade to hot & cold buffet

+ EUR 10 pp

This option is set up and served in our restaurant. The buffet consists of 5 small cold starters, 2 warm mains with seasonal vegetables and toppings served in chafing dishes, Belgian cheeses and 4 small dessert bowls. This option is available from 25 persons (chef's choice). From 40 persons there is a free choice from our banquet selection.

Upgrade to 3 course lunch

+ EUR 10 pp

A seated lunch served in our restaurant, including starter, main and dessert. Go for the chef's choice or choose from a wide range of seasonally inspired dishes. This option is available from 10 persons.

Wine package

+ EUR 7.5 pp

Our wine arrangement consists of selected wines from our cellar and perfectly matches your menu. The package include 2 glasses of wine per person.

**Drinks
incl.**

6.4

Afternoon

Time to recharge.

It takes a lot of energy to be productive and focused all day. Our savoury afternoon bowl gives your delegates the boost they need to stay ahead of the game. The content of this bowl changes daily and depends on available and seasonal ingredients.

E.g.: Chia seeds and quinoa muffin - Seasonal vegetable cake - Mini vegetable waffle - Whole wheat focaccia - Vegetable chips - ...

We serve a number of healthy and refreshing drinks alongside, such as Kefir, Kombucha and homemade iced teas, while our bulk dispensers are still available in the foyer for you to refill your boost bag.

Freshly brewed coffee and a selection of teas remain available in the foyer.

6.5 Rate Meeting Package

All rates quoted include VAT and service. Our full-day meeting package is available from 10 participants and more. For smaller groups, additional costs apply.

The rates below are standard costs per person, per day for a standard all-day meeting arrangement.

	VAT excl.	VAT	Total
Meeting Package	EUR 78,30	EUR 11,70	EUR 90
Upgrade Buffet	EUR 8,66	EUR 1,34	EUR 10
Upgrade 3-course Menu	EUR 8,66	EUR 1,34	EUR 10
Wine Package	EUR 6,20	EUR 1,30	EUR 7,50

Ask for our banquet menu for an overview of all of our menu items.

7.0 Reception

**Drinks from
EUR 9.5 pp***
**Food from
EUR 8.5 pp***

Drinks

We have designed several cocktail formulas to try during a formal or informal reception, from a standard package with beer and wine to a classic package with bubbles. Or why not try our mocktail or cocktail package from Belgian cocktail brewery SipsNSoda. Our selections are served at will for a minimum of thirty minutes.

Finger food and bowls.

After a long day, it is a good idea to end the meeting with a closing drink. We have various country-inspired finger food plates on offer. Try and share our Belgian platter with small potato waffles, or the Italian platter with grilled vegetable skewers. Our sharing plates are designed for 10 people.

You can also choose to serve one or more individual bowls during your farewell drink. Ask us for our menu to get an overview of all available options.

**minimum 10 people*



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