The Esplanade is strictly reserved for events of European interest or those designed to promote the culture and institutions of the European Union. Use of the Agora Simone Veil, the Parliament’s court d’honneur, is reserved for major institutional events. Events that have not been duly authorised are not permitted on the Esplanade, including protests and demonstrations. Commercial advertising is not permitted when using this area either.

Events remain the sole responsibility of their organisers, who must make all necessary arrangements and provide all documentation required by the municipality of Ixelles.

Requests for the exclusive use of the Esplanade must be submitted at least 3 months prior to the event. To be eligible, requests must be submitted to the municipality of Ixelles (events@ixelles.be) and include the following:

- A detailed description of the event, its purpose, the scheduled dates and times of the event, as well as any other information concerning the number of people expected to attend and any ancillary activities (use of public address systems, catering, etc.);
- A layout plan of the proposed facilities, preferably outside the Agora Simone Veil;
- Details about the event’s logistical needs, including the requested setting-up and clearing-away times, descriptions, weights and measurements of the equipment used (tents, podium, stage, etc.), and the models, weights and registration numbers of the vehicles and handling equipment;
- The measures put in place to distribute point loads so as to ensure they remain below the safe load limit.

Following consultation with the parties, authorisation in principle will be issued at least 45 days prior to the event. This authorisation may be rescinded at any time for non-compliance with its provisions or when the public interest is at stake.

The practical organisation of your event

Once agreement in principle has been issued, a number of steps must be taken for the concerted coordination of the event, namely:

- A consultation meeting with the municipal authorities, regional authorities, European Parliament and the police;
- A request for an opinion from the regional fire brigade and emergency medical service (SIAMII), to be submitted to the municipality of Ixelles at least 5 weeks prior to the event, especially when the project involves the assembly of a stage, load-bearing structures, screens, or when the event is likely to attract more than 300 people;
- A pre-event inventory must be completed at any time for non-compliance with its provisions or when the public interest is at stake.
- A bank guarantee (between EUR 2 000 and 5 000 if the event requires the use of vehicles) must be in place until a post-event inventory has been completed;
- Organisers must make all necessary arrangements for ensuring the safety of the public and the facilities, and for cleaning the site after the event. They must also hold an insurance policy covering their civil liability.

Besides institutional events, such as European Parliament open days, requests to use the Esplanade may also be submitted by parliamentary committees, political groups and groups of at least 25 MEPs coming from a minimum of 7 Member States, provided that they have prior authorisation from the Bureau of the European Parliament. These requests must be sent to the Directorate-General for Communication (esplanade@ep.europa.eu) at least 4 months prior to the requested date and must comply with the internal rules for using the Esplanade. Subject to the approval of the Bureau of the European Parliament, these requests will then be sent to the municipality of Ixelles, where they will undergo the same review procedure as applications submitted by third parties.
Serving as both a natural public space within the grounds of the European Parliament and a gateway to the European Quarter and its institutions, the Esplanade is ideally located to be a point of convergence between the city, the Union and the citizens of Europe.

Wishing to simplify the organisation of events at this venue and to clarify the restrictions on its use, while preserving its dignified character, in April 2012 the Belgian authorities and the European Parliament signed a Memorandum of Understanding establishing a partnership for the joint management of events. A ‘one-stop shop’ was created at the local government offices in Ixelles and a consultation procedure was put in place involving the different parties able to help with the application process and the organisation of your events, which should significantly simplify this task for you.

Main restrictions on use

- Anchoring equipment in the Esplanade is prohibited; structures must be freestanding and stable in windy conditions;
- Safe loads are limited to the standard crowd load of 500 kg/m²;
- The maximum weight of laden vehicles is 2 tonnes and, under certain conditions, 3.5 tonnes in the centre of the Esplanade. The use of lorries is strictly prohibited;
- Solid rubber tyres are prohibited; handling areas must be clearly marked and the pavement protected;
- The noise level of events must remain moderate at all times;
- Events must last no longer than one week;
- A 10-metre passage must be left free to allow easy access to Parliament’s buildings for emergency vehicles.

For more information, 
please contact the events committee of the municipality of Ixelles: 
events@ixelles.be