

CONDITIONS FOR USING THE ESPLANADE

The Esplanade is strictly reserved for events with a strong European dimension related to the activities of the EU and of direct interest to the Parliament. The formal, solemn nature of the Agora Simone Veil, the Parliament's cour d'honneur, needs to be safeguarded. Protests and demonstrations as well as events that have not been duly authorised are not permitted on the Esplanade. Events may under no circumstances have a commercial nature or purpose and shall not aim at advertising or promoting activities. The display of prices or commercial logos is prohibited.

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

Events shall not pose a threat to the security and safety or the order on Parliament premises, taking into account the security and safety requirements issued by the Directorate-General for Security and Safety

SUBMITTING YOUR REQUEST

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.brussels) and include the following:

- A complete 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 This authorisation may be rescinded at any time for non-compliance with its provisions or when the public interest is at stake.

REQUESTS FROM THE EUROPEAN PARLIAMENT

Besides institutional events, such as European Parliament open days, requests to use the Esplanade may also be submitted by parliamentary committees, registered European Political Parties and Political Foundations or a group of at least 25 MEPs coming from 7 or more 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 Logistics and Interpretation for Conferences

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 your event, namely:

- A 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 (SIAMU), 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 in the presence of representatives of the regional

at least 3 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 also be sent to the municipality of Ixelles, where they will undergo the same review procedure as applications submitted by third parties.

The event must comply with the Bureau decision of 12 June 2023 on Rules governing the participation of interest representatives in events held on Parliament premises.

authorities and the European Parliament;

- 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.



GUIDE FOR PUBLIC EVENT ORGANISERS

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