# CONDITIONS FOR USING THE ESPLANADE

The Esplanade is strictly reserved for European activities dimension related to the of the FU and direct interest to The formal. solemn Parliament of the Agora Simone nature the Parliament's cour d'honneur, needs to be safeguarded. Protests and demonstrations well as events as that have not been duly authorised are not permitted on the Esplanade. Events no may under commercial circumstances have a 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 order or on Parliament premises. taking into account the security and safety requirements issued by the Directorate-General for Security and Safetv

#### 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 lxelles (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.), the models. and registration weights and 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 This authorisation may be rescinded at any time for non-compliance with its provisions or when the public interest is at stake.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

institutional Besides events. such European Parliament open the requests to use days. Esplanade may also be submitted parliamentary by 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 These Parliament. requests must be sent to the Directorate-General for Logistics and Interpretation for Conferences

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.

## 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 lxelles 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

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



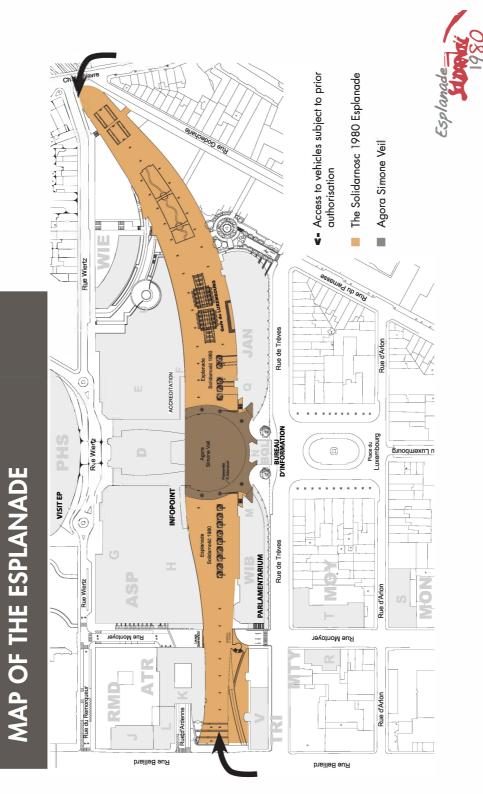
# THE ESPLANADE - A 'ONE-STOP SHOP' FOR PUBLIC EVENTS

1980 Esplanade The pedestrianised area above is а Brussels Luxembourg railway station the structures European Parliament complex, connecting institution's buildings (ASP, the WIB, JAN, BQL, ATR, TRI and WIE) to public access points from station. Place du the Rue Belliard, Rue Luxembourg, Wiertz and Chaussee de Wavre.

Management of the Esplanade made by the complex parties involved. number of is the site public Though а the most part space owned for the Brussels-Capital by region, the ownership is shared with the European Parliament and Belgian national railway company SNCB-Holding. At local level bordering the City of Brussels, the Esplanade is located in the municipality of Ixelles, whose mayor responsible for ultimately authorising any public events, in agreement with the police.

Serving as both a natural public space within the grounds of the European Parliament and a qateway to the European Quarter and its institutions. the Esplanade is ideally located to be a point of convergence between the city, the Union and European citizens.

Wishing to simplify the organisation of events at this venue and to clarify the restrictions on its use, while dignified preserving its character. the Belgian authorities European Parliament and the signed in April 2012 a Memorandum of Understanding establishing а 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 which should events. 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 two week:
- A 5-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.brussels











