

# MEETINGS & EVENTS BROCHURE 2023



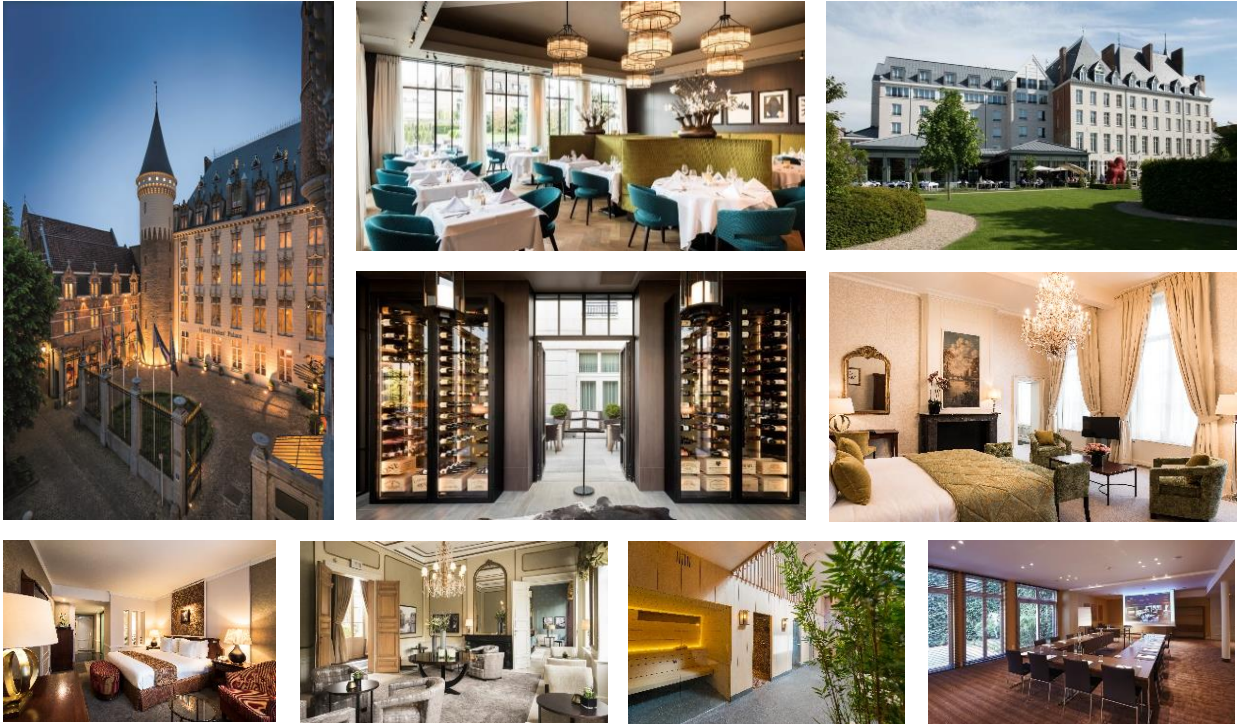
**HOTEL DUKES' PALACE BRUGGE – Dukes' Palace NV** Prinsenhof 8, 8000 Brugge, BELGIUM  
TEL. +32 (0)50 44 78 88 – FAX +32 (0)50 44 78 80 – [sales@hoteldukespalace.com](mailto:sales@hoteldukespalace.com) –  
[www.hoteldukespalace.com](http://www.hoteldukespalace.com)



Proud member of the Dukes ' hotel Collection  
(Dukes' Palace, Dukes Arches & Dukes' Residence)



## HOTEL DUKES' PALACE - HISTORICAL PRIDE IN AN EXCLUSIVE WAY



Hotel Dukes' Palace occupies a prime location in the medieval city.

This beautiful landmark building is situated in the heart of the UNESCO World Heritage city Bruges. The former 'Prinsenhof' dates from the 15<sup>th</sup> century and welcomed prestigious hosts such as Maria of Burgundy, Maximilian of Austria, Erasmus, Thomas Moore,... Steeped in history, the castle was built to celebrate the marriage between the Duke Philip III (Philip de Goede) and Isabella of Portugal.

The 110 rooms, including 17 suites combine today's comfort with authentic charm of the 15<sup>th</sup> century. These suites have been carefully restored to their former glory with original paintings and ornaments.

Hotel Dukes' Palace offers an exclusive setting for your meetings and events. The hotel has a conference centre of 550m<sup>2</sup> with 7 meeting rooms and boardrooms, a private terrace overlooking the 3000 m<sup>2</sup> garden and a historic chapel.

In addition, Hotel Dukes' Palace has other assets, such as the underground secure parking of 100 places and a new trendy Bistro rated by Michelin with 2 forks. We also have the ability to provide customized catering for your event.

Your wishes are the foundation for a tailor made offer from our professional meeting planner. A dedicated team of hospitality professionals is at your service in order to make your event memorable.

We are looking forward welcoming you and your guests to the Hotel Dukes' Palace.

With kind regards,

**Franky Pyck**  
General Manager

# CONFERENCE- & BANQUETTING FACILITIES

## BOARDROOMS

Hotel Dukes' Palace disposes of 4 boardrooms. They are the ideal venue for meetings from 2 to 20 people. All boardrooms have natural daylight, an elegant decor and are equipped with state of the art conference facilities. The guarantee for a successful board meeting, business conference or training.



## CONFERENCE CENTRE



The room Erasmus (263 m<sup>2</sup>) is the ideal location for presentations, conferences and corporate events, with direct access to the terrace and garden. The space can be separated in several ways into 2 smaller meeting rooms.

Gerard David (125 m<sup>2</sup>) is the perfect venue for meetings in small groups. The room has natural daylight coming from the small courtyard alongside the meeting room.

## FOYER

The Foyer (72 m<sup>2</sup>), is the ideal place for coffee breaks and receptions and is directly accessible from the Gerard David and Erasmus.

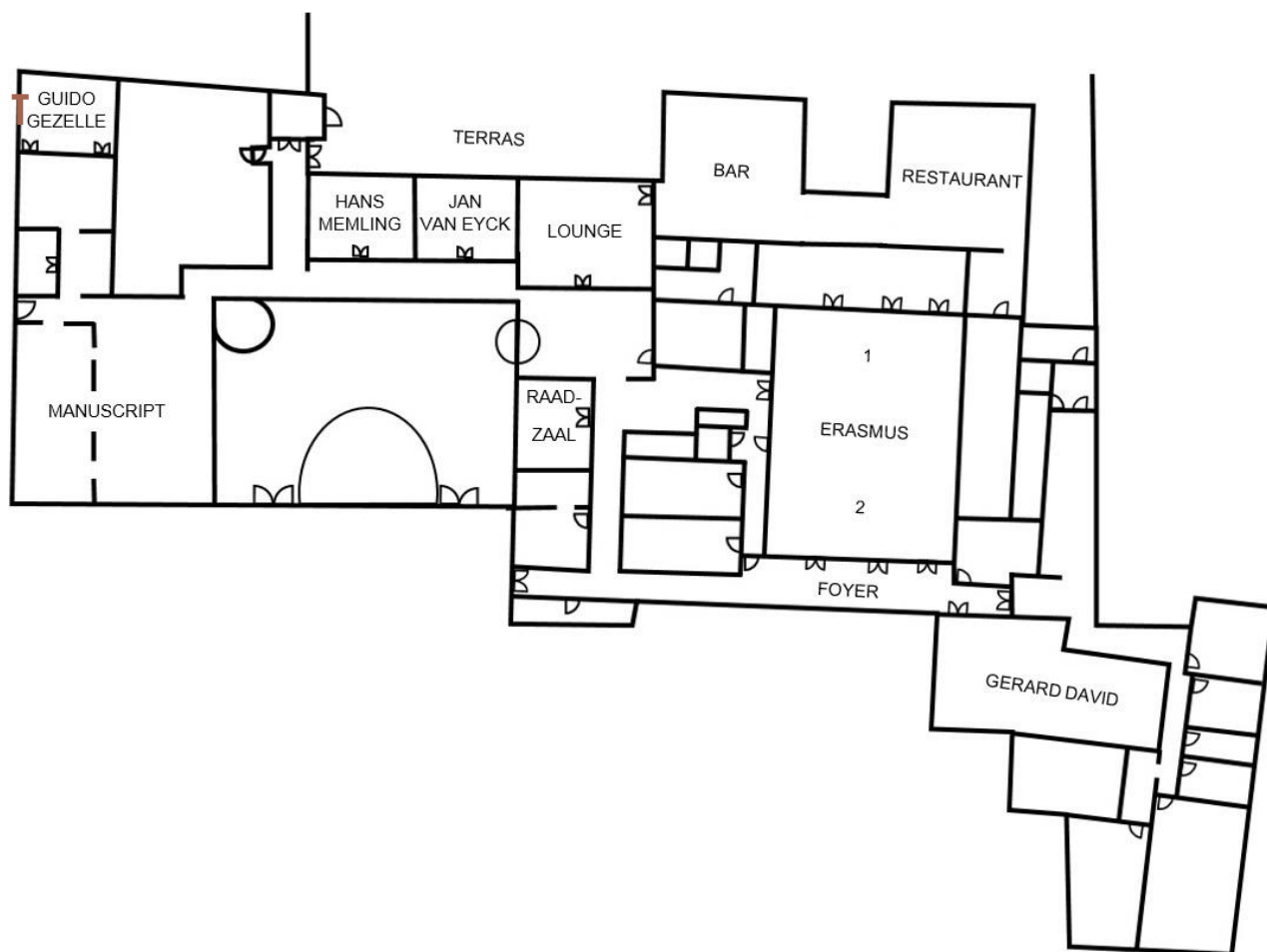


## DUKES' GARDEN & TERRACE



The garden, which covers no less than 3000 m<sup>2</sup>, is a hidden gem in the centre of Bruges. Impressive art of Desmarests and the Ginkgo biloba tree, or maidenhair tree, make it a unique location. The garden is undoubtedly the ideal place to finish a meeting or start a special event.

## GENERAL OVERVIEW



Room	SQM	LxWxH(m)	THEATR E	SCHOOL	U-SHAPE	BOARDROOM	COCKTAIL	DINNER	CABARET
ERASMUS (1+2)	263	18,65x14,10x3,30	185	120	60	60	X	X	100
ERASMUS 1	131,5	9,33x14,10x3,30	90	60	34	36	X	X	50
ERASMUS 2	131,5	9,33x14,10x3,30	90	60	34	36	X	X	50
GERARD DAVID	125	15x7x3	90	50	38	38	X	X	36
RAADZAAL	35	6,63x5,25x4,30	X	X	X	12	X	X	X
HANS MEMLING	43	7,40x5,80x3,30	X	X	X	14	45	18	X
JAN VAN EYCK	43	7,40x5,80x3,30	X	X	X	X	45	X	X
GUIDO GEZELLE	40	7,05x5,55x4,30	35	24	15	14	40	20	20
MANUSCRIPT (1+2)	193	13x13,75x3,80	X	X	X	X	X	90	X
MANUSCRIPT 1	122	14,50x8,25x3,80	X	X	X	X	X	55	X
MANUSCRIPT 2	71	13x5,50x3,80	X	X	X	X	X	35	X
BREAKOUT (4x)	30	5x6x3	X	X	X	6	X	X	X

All rates mentioned in this brochure are valid from 25 November 2022 till 31 march 2023 and are inclusive VAT.  
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## MEETING PACKAGES

We offer you a choice of a number of all-in day packages with respect for everyone's budget and program. From 10 participants, the rent of the room is always included.

### **Half day "BUSINESS Meeting Package"**

**€ 79,50** per person per half day

Including:

- . Morning or afternoon coffee break
- . 2-course menu of the Chef with starter and main course or main course and dessert (incl. water, soft drinks and coffee or tea)

**A supplement of € 10,00 per person is applicable for 3-course lunch.**

### **Full day "BUSINESS Meeting Package"**

**€ 84,50** per person per day

Including:

- . Morning and afternoon coffee break
- . 2-course menu of the Chef with starter and main course or main course and dessert (incl. water, soft drinks and coffee or tea)

**A supplement of € 10,00 per person is applicable for 3-course lunch.**

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### **Half day "FLEX Meeting Package" \***

**€ 85,50** per person per half day

Including:

- . Morning or afternoon coffee break
- . Extensive cold buffet with soup of the day, assortment of sandwiches, salads and a selection of desserts (incl. water, soft drinks and coffee or tea)

\* minimum 20 participants

### **Full day "FLEX Meeting Package" \***

**€ 94,50** per person per day

Including:

- . Morning and afternoon coffee break
- . Extensive cold buffet with soup of the day, assortment of sandwiches, salads and a selection of desserts (incl. water, soft drinks and coffee or tea)

\* minimum 20 participants

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### **Half day "PREMIUM Meeting Package"**

**€ 115,00** per person per half day

Including:

- . Morning or afternoon coffee break
- . Culinary buffet with a rich variety of cold and warm dishes, and desserts (as of 30 guests)

OR

Culinary 3-course menu  
(incl. water, soft drinks and coffee or tea)

### **Full day "PREMIUM Meeting Package"**

**€ 125,00** per person per day

Including:

- . Morning and afternoon coffee break
- . Culinary buffet with a rich variety of cold and warm dishes, and desserts (as of 30 guests)

OR

Culinary 3-course menu  
(incl. water, soft drinks and coffee or tea)

All packages include as standard:

- Extensive coffee break in the morning consisting of coffee, tea, fresh fruit juice and smoothies, fruit and snacks. In the afternoon we provide coffee, tea, fresh fruit juices and smoothie, a rich assortment of cakes (fresh butter cake with apple, chocolate cake ...) and coffee garnishes.
  - Lunch depending on chosen package
  - Room rental with air conditioning and daylight
  - Free WIFI
  - Flipchart, screen and LCD projector
  - Paper, pencil, mints and water (Badoit & Evian water) for all guests in the room
- Supplement for refreshing the coffee break in the meeting room at specific time, is possible at € 8,00 per person.

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## .COMBINE MEETING AND PLEASURE

### Horse Carriage

Let yourself be transported to your location by horse tram, while enjoying a glass of Cava. From € 25.00 per person for groups of 10 to 60 people.

### Guided Tour Bruges (up to 25 persons)

Would you like to get to know Bruges and not leave the city without having seen the highlights? Have you already been to Bruges, and you want to discover the lesser known aspects and the quieter corners of the city? Maybe even approach the city in a different way or thematically? Then book your guide with us; from € 95.00 for 2 hours.



## BRUGES AS LOCATION FOR YOUR EVENT

### Bruges monuments and places of interest

Most places of cultural interest are within a comfortable distance, relatively small, which makes it extremely easy to discover Bruges by foot! As top places, we advise you to visit the 15th-century Belfry Tower on the market place, the architecture of the adjacent Burg Square with the Basilica of the Holy Blood and the Cathedral of Saint Salavator. The famous lace-making can be admired in the Lace Centre.

### Bruges museums

Groeninge museum, Gruuthuse museum, the Begijnhof, Guido Gezelle museum, brewery "De Gouden Boom", Diamond House, Salvator Dali museum... One of the greatest charms of the museum of Bruges is its incredible variety. A wonderful collection!

### The unique transport in the Venice of the North

Experience the authentic transport - a horse carriage. The driver takes you along the most beautiful sites in Bruges. A genuine adventure is a cruise on the romantic canals. Discover "The Venice of the North" from a different perspective!

### Shop, shop, shop!

Bruges is the true capital of chocolate with over 50 stores! Besides chocolate, the centre also disposes a large variety of elegant shops and boutiques in close proximity of the hotel.

### Recreation in Bruges

Located next to the North Sea, the Polders and the Netherlands, Bruges has fantastic golf courses, each with its own character. Bicycle tours let you discover the beautiful surroundings of Bruges.

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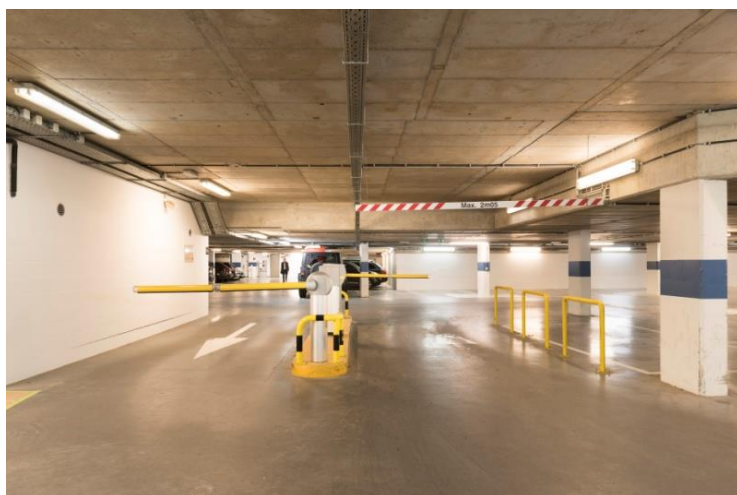
## DIRECTIONS

### Hotel Dukes' Palace

Prinsenhof 8  
B-8000 Brugge – Belgium  
Tel +32 (0)50 447 888  
Fax +32 (0)50 447 880  
[info@hoteldukespalace.com](mailto:info@hoteldukespalace.com)  
[www.hoteldukespalace.com](http://www.hoteldukespalace.com)

### Parking

Private underground parking spaces are available in the Hotel.  
The direct entrance to the car park can be reached at the rear of the Hotel, in "Moerstraat" n ° 27.  
In case you rely on your GPS to take you to Bruges, please enter "Moerstraat 46" in your device.  
There are 100 parking spaces, 4 of which are electric charging stations for electric cars (to be reserved in advance).



#### Price per vehicle:

€ 3,00 per hour  
€ 30,00 per night

#### Charging station:

€ 0,50 per KwU

### Location



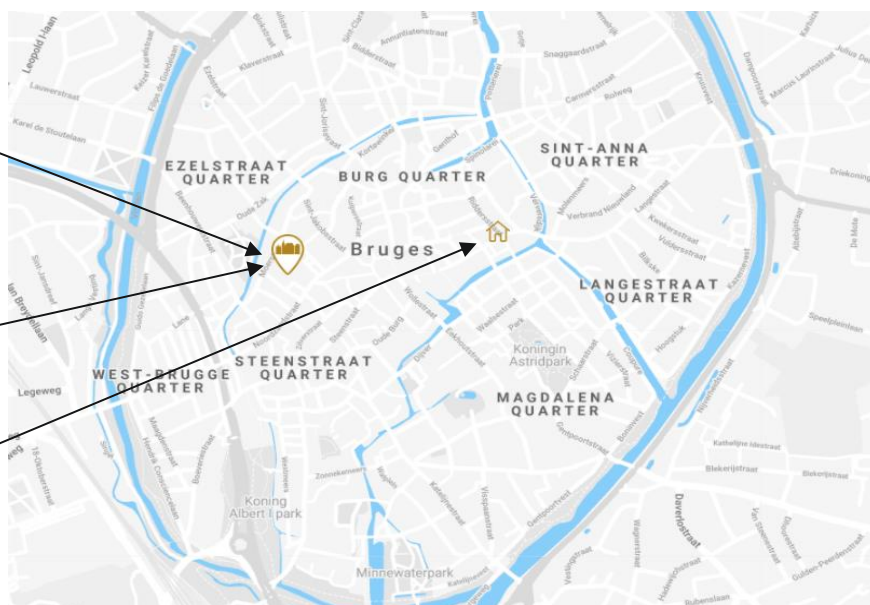
Prinsenhof 8,  
8000 Brugge



Ontvangersstraat 9,  
8000 Brugge



Hoogstraat 20,  
8000 Brugge



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## Transport

### Plan

#### Brussels International Airport (Zaventem)

The airport is 95 km from Bruges, approximately 1 hour by taxi.

#### Deurne Airport (Antwerpen)

The airport is 115 km from Bruges, approximately 1 hour by taxi.

#### Ostend Airport (Oostende)

The airport is 25 km from Bruges, approximately 25 minutes by taxi.

### Train

The train station is 1 km from the Hotel Dukes' Palace. Taxi service is available at the main entrance of the station. About 10 minutes walking distance.

## GENERAL INFORMATION

### Information on arrival:

Check-in: 03.00PM

Check-out: 11.00AM

### Smoking Policy:

Please note and inform your guests that our hotel is completely non-smoking. If there is still a room for smoking, we will be forced to charge an extra cost of € 200.00 per room!

### Porterage:

We offer porterage service for groups at the price of € 8,00 per person (in & out).

### Room drop:

If you wish to place something in the guest rooms, this is certainly possible with a supplement of € 4.00 per room.

## CONTACTPERSONS

### **Benedicte Vandamme**

Groups & Events

Tel.: +32 (0)50 44 78 88

E-mail: [sales@hoteldukespalace.com](mailto:sales@hoteldukespalace.com)

### **Franky Pyck**

General Manager

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E-mail: [gm@hoteldukespalace.com](mailto:gm@hoteldukespalace.com)

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