“Bring legendary Four Seasons service to some of Lisbon’s most emblematic venues. Our Catering Team has selected these unique locations making sure that any and all events you organize outside the hotel are as flawless and memorable as ever.”

ANA PAULA DIAS
banqueting director
CONVENTO DO BEATO

Convento do Beato is located in a historic part of Lisbon, rich in tradition and culture, and close to the Tagus River. The convent was built in the 15th Century, it survived the great Lisbon earthquake in 1755 with hardly any damage, and was classified as a Building of Public Interest in 1984.

With its remarkable facilities, it is an ideal venue for organising a wide range of events including conventions, presentations and weddings.

SOMETHING UNIQUE ABOUT THIS VENUE:

The material used for the construction of Convento do Beato; mainly Portuguese white marble with veins of red jasper, gave it not only its very special appearance but also made it remarkably strong, allowing it to survive the 1755 earthquake.
### VENUES

<table>
<thead>
<tr>
<th>CONVENTO DO BEATO</th>
<th>CASA-MUSEU MEDRINOS E ALMEIDA</th>
<th>NATIONAL GARDENS &amp; PALACE OF QUELUZ</th>
<th>RUINAS DO CARMO</th>
<th>FORTE DE S. JULIO DA BARRA</th>
<th>PÁTIO DA GALE</th>
<th>THE RIVER CRUISE</th>
</tr>
</thead>
</table>

### Capacities

<table>
<thead>
<tr>
<th>Venue</th>
<th>Capacity - Cocktail</th>
<th>Capacity - Banquet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FORMER LIBRARY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area: 330 m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPACITY:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 people</td>
<td></td>
<td>350 people</td>
</tr>
<tr>
<td><strong>TERRACE</strong></td>
<td></td>
<td></td>
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<tr>
<td>Area: 226 m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPACITY:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>250 people</td>
<td></td>
<td>200 people</td>
</tr>
<tr>
<td><strong>UPPER Foyer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area: 250 m²</td>
<td></td>
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</tr>
<tr>
<td>CAPACITY:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2500 people</td>
<td></td>
<td>1200 people</td>
</tr>
<tr>
<td><strong>CHAPTER ROOM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area: 132 m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPACITY:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>150 people</td>
<td></td>
<td>100 people</td>
</tr>
<tr>
<td><strong>FORMER REFECTORY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area: 340 m²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPACITY:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>400 people</td>
<td></td>
<td>300 people</td>
</tr>
</tbody>
</table>

### Rental Cost

- **10,086 Euros**
- Logistics from **5,500 Euros**

### Details

- From 7am until 7am of the following day
- Water and Energy included
- Cleaning before and after the event
- Parking for 80 cars or 16 buses
- 10 outside heaters
CASA-MUSEU
MEDEIROS E ALMEIDA

Housed in a late-1800s mansion lies one of Lisbon’s most outstanding but little-known museums, the former residence of Antonio Medeiros e Almeida (a renowned businessman) houses a priceless collection of 17th to 20th-century pieces. Displayed in 25 rooms, the collection includes a Rembrandt portrait, paintings by Rubens, François Boucher and Tiepolo, unique porcelain, silverware, sophisticated English and Swiss clocks and sculptures. One of the highlights is furniture by François Linke, one of the most celebrated furniture makers of the 19th century.

SOMETHING UNIQUE ABOUT THIS VENUE:

In the Silver Room there is a dinner service that once belonged to Napoleon Bonaparte that is engraved with his symbolic “N”, the Lake Room contains marble and gilded bronze wall fountains from the Palace of Versailles, and the Porcelain Room displays priceless and rare pieces from the Han and Qing.
LAKE ROOM
Area: 200 m²

**SEATING CAPACITY:**
140

**COCKTAIL CAPACITY:**
200 people
Banquet includes extra room for “welcome drink”

**CAPACITY:**
90 people

TAPESTRY ROOM
Area: 57 m²

**SEATING CAPACITY:**
30

**COCKTAIL CAPACITY:**
30 people
Banquet includes extra room for “welcome drink”

MEETING AUDIENCE

**CAPACITY:**
25/30 people

CHAPEL
Area: 60 m²

**SEATING CAPACITY:**
70

**COCKTAIL CAPACITY:**
60 people

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RENTAL COST
- 930 Euros (Tapestry Room)
- 1,540 Euros (Lake Room)
- 431 Euros (Chapel)
- Logistics from 4,600 Euros
- Security 500 Euros from 18:00 until 23:00 (mandatory)

DETAILS
Water, electricity and cleaning costs included

EXTRA SERVICES
Any signage must be authorized by the museum. Every activity must respect the rules and cultural environment
The National Palace of Queluz and its historical gardens are one of the most remarkable examples of the harmonious link between landscape and palatial architecture in Portugal. They illustrate the evolution of the Court’s tastes in the 18th and 19th centuries, a period that was marked by the baroque, rococo and neoclassicism.

The future King Pedro III, then Consort of Queen Maria I, ordered the construction of Palace of Queluz in 1747. It was initially conceived as a summer residence, becoming the royal family's preferred place for leisure and entertainment. They lived there permanently from 1794 until their departure for Brazil in 1807, as a result of the French invasions.

**SOMETHING UNIQUE ABOUT THIS VENUE:**

Alexandre Dumas’ The Count of Monte Cristo mini series directed by Denys de la Patillière was filmed there in 1978. The Flemish influences, including the canals in the garden are the work of the Dutch gardener Gerald van der Kolk, who assisted Robillon from 1760.
THRONE HALL
Area: 304 m² (11,45x24,9m)

CAPACITY:
220 people - Banquet
350 people - Cocktail
350 people - Theatre

RENTAL COST:
74 Euros per person
3,690 Euros minimum
9,840 Euros maximum

MUSIC HALL
Area: 207 m² (7,3x23,3m)

CAPACITY:
100 people - Banquet
200 people - Cocktail
150 people - Theatre

RENTAL COST:
74 Euros per person
2,460 Euros minimum
6,765 Euros maximum

GARDEN

CAPACITY:
500 people - Cocktail

RENTAL COST:
Included in rental cost of any other room

LOGISTICS
From 5,500 Euros
The Carmo Convent is in the buzzing Chiado neighbourhood, on a hill overlooking the Rossio Square and facing the Lisbon Castle up on its hill. It is located in front of a charming tree-lined square (Carmo Square), which provides for the perfect sense of arrival for an absolutely unique event. The Medieval Convent was partially destroyed in the 1755 Lisbon earthquake, but today, the open sky ruins and arches of this Gothic church are the perfect setting for a memorable event.
SEATING OCCUPANCY
Cocktail 300
Banquet 500

RENTAL COST
• 9.225 Euros (set up day + day of event)

LOGISTICS
• From 10.000 Euros

EXTRA SERVICES
• AV from 12.000 Euros

DETAILS
This venue requires booking the day prior to the event for setup.

Minimum insurance coverage in the amount of 250,000 Euros is required.

The presence of a policeman or fireman is required should the event have more than 200 attendees.

Event hour ends at 1:30am.
FORTE DE S. JULIÃO DA BARRA

At the mouth of the Tagus river, the São Julião da Barra Fort was built in the second half of the 16th century as a reinforcement of the city’s defenses, and was regarded as the “Shield of the Kingdom.”

In addition to the military mission of defence, it worked as a college of education, as a prison and from 1951 is used in representation of acts of the National Defence agencies, and more recently as the residence of the Minister of National Defence as well as a space for private functions.

SOMETHING UNIQUE ABOUT THIS VENUE:

One of the greatest forts from the ancient Portuguese kingdom, it still serves today as a very important strategic outpost next to the Atlantic ocean.

An irregular construction with an approximately pentagonal format, the fort is built on top of the water and provides glorious ocean views, with its outside terrace being one of the most pleasant event venues in town.

It is still owned today by the National Defence Ministry.
## Capacities

<table>
<thead>
<tr>
<th>Venue</th>
<th>Area</th>
<th>Capacity (Banquet)</th>
<th>Capacity (Cocktail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisterna Room</td>
<td>600m²</td>
<td>300 people</td>
<td>450 people</td>
</tr>
<tr>
<td>Outside Terrace</td>
<td>1000m²</td>
<td>600 people</td>
<td>750 people</td>
</tr>
<tr>
<td>Interior Gallery Rooms</td>
<td>(Each)</td>
<td>600 people</td>
<td>750 people</td>
</tr>
</tbody>
</table>

### Rental Cost

<table>
<thead>
<tr>
<th>Venue</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisterna Room</td>
<td>3.690 Euros</td>
</tr>
<tr>
<td>Outside Terrace</td>
<td>3.690 Euros</td>
</tr>
<tr>
<td>Interior Gallery Rooms (Each)</td>
<td>3.690 Euros</td>
</tr>
<tr>
<td>Entire Venue</td>
<td>3.690 Euros</td>
</tr>
<tr>
<td>Kitchen</td>
<td>615 Euros</td>
</tr>
<tr>
<td>Logistics</td>
<td>From 5.500 Euros</td>
</tr>
</tbody>
</table>
**PÁTIO DA GALÉ**

This newly available venue, Pátio da Galé is located on the west wing of Terreiro do Paço, one of the city’s most emblematic squares and walking distance form the riverfront. Where once stood the Royal Palace and the House of India, today lies a venue marked by versatility: historic Pombaline arcades filled with natural light and high limestone rock walls enable diverse layouts and serve as a blank canvas for any decoration style. It is the venue of choice for Portugal’s Fashion Week, but also for weddings, conventions and brand presentations.

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**SOMETHING UNIQUE ABOUT THIS VENUE:**

It is located where in the 16th century stood King Manuel I royal residence – the Ribeira Palace – by the river, outside the city walls.
SALA DO RISCO
Area: 851m²
CAPACITY:
Cocktail - 1200
Banquet - 600

PATIO DA GALÉ
Area: 1487m²
CAPACITY:
Cocktail - 1800
Banquet - 1100

RENTAL COST
• Up to 300 people: 6.778 Euros
• From 300 to 600 people: 9.484 Euros
• More than 600 people: 12.202 Euros

LOGISTICS
• From 5.500 Euros
THE RIVER CRUISE

Bringing Four Seasons gastronomy to the Tagus river - one of Lisbon's most exquisite viewpoints providing a breathtaking perspective of the riverfront city. This is the perfect venue for a company meeting, event or wedding party.

SOMETHING UNIQUE ABOUT THIS VENUE:

Clients will be gliding down the river, enjoying a unique perspective of Lisbon, whilst catching unbeatable views of the bridge and Christ the King.
RIVER CRUISE
Area:
Length: 35 metres
Width: 10 metres
WC's: 3

CAPACITY:
Cocktail - 300
Seated Dinner - 150

RENTAL COST
- 2.750 Euros

LOGISTICS
from 3.500 Euros
<table>
<thead>
<tr>
<th>VENUE</th>
<th>AREA</th>
<th>BANQUET</th>
<th>COCKTAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONVENTO DO BEATO</td>
<td>132 - 1190</td>
<td>100 - 1200</td>
<td>150 - 2500</td>
</tr>
<tr>
<td>CASA-MUSEU MEDEIROS E ALMEIDA</td>
<td>60 - 200</td>
<td>25 - 90</td>
<td>30 - 140</td>
</tr>
<tr>
<td>NATIONAL PALACE OF QUELUZ</td>
<td>200 - 300</td>
<td>100 - 220</td>
<td>200 - 500</td>
</tr>
<tr>
<td>RUÍNAS DO CARMO</td>
<td>1500</td>
<td>300</td>
<td>500</td>
</tr>
<tr>
<td>FORTE DE SÃO JULIÃO DA BARRA</td>
<td>600 - 1000</td>
<td>300 - 600</td>
<td>450 - 750</td>
</tr>
<tr>
<td>PÁTIO DA GALÉ</td>
<td>850 - 1500</td>
<td>600 - 1100</td>
<td>1200 - 1800</td>
</tr>
</tbody>
</table>
DECORATION

We have a full selection of decorative options for all your event needs. Please contact the hotel’s catering department for more information.
ENTERTAINMENT

Saxofonist
800 Euros
30 minutes/1 hour

Diamantina - Fado singer
2500 Euros with 2 guitars
20 minutes

Pop Rock Covers Project
3,925 Euros Quintet without PA
6,070 Euros Quintet with PA

DJ
1,250 Euros corporate events - without sound system
2,000 Euros parties and weddings - with sound system
The following is a selection of my favourite menu combinations from some memorable events we have planned over the years here in Lisbon.

Of course, every occasion is different, which is why the menus that follow are just some general guidelines to inspire you - and me - to create a very special menu together.

Just remember; nothing is too crazy, out-of-the-box or altogether out of reach for us - we love to create tailor-made menus that are going to make everything just perfect.
Pascal Meynard, executive chef of Four Seasons Hotel Ritz Lisbon, is a bit of a thrill-seeker. Of dual French and Canadian citizenship, he grew up surfing and kayaking in the beautiful Basque region of France and returns there every summer to experiment with the latest water-based activities.

“\textit{I’m into whitewater rafting and surf-kayaking at the moment. It’s a huge adrenalin rush.}”

Born in the far west island of Vanuatu, in the Pacific Ocean, Fabian is a graduate of the prestigious Lycée François Rabelais. With a remarkable career path, Fabian started at michelin-starred Domaine De Clairefontaine with Chef Philippe Girardon, considered by many the best ouvrier in France. 4 years later, he moved on to Le Buerehiesel, Antoine Westermann’s three michelin-starred restaurant in Strasbourg. After Four Seasons Hotel Des Bergues Geneve, he has been with Four Seasons Hotel Ritz Lisbon since April 2013.

A Lisbon native, Gabriela’s future was sealed the moment she came across a magazine article about a female Portuguese sommelier. Reading about the gastronomic studies involved, the art and science of wine tasting, and the intricacies of pairing wine with food ignited a fire within her that has continued to burn to ever-increasing heights. Gabriela’s career has taken her to leading dining venues such as Restaurant Feitoria and Lab by Sergi Arola – experiences that have enabled her to absorb vast experience from some of the Lisbon’s leading wine gurus. At Varanda, Gabriela aims to continue the legacy of Licínio Carnaz to honour the restaurant’s longstanding reputation, both in terms of gastronomy and its wine cellar.
**CANAPÉS**

*2 HOURS SERVICE TIME CONSIDERED / MIN 30 PEOPLE*

**COLD CANAPÉS**
- Foie gras Rocher
- Crab with daikon pickles, wasabi and yuzu
- Smoked golden bream with avocado, lime and coriander
- Beef tartar with lime mayonnaise and chipotle sauce
- Seafood with crispy rice and tomato gel
- Tuna tartar with guacamole

**HOT CANAPÉS**
- Kadaïff prawns
- Pequim duck rolls with sweet and sour sauce
- Mushrooms and truffle pies
- Grilled scallops, aioli sauce and corn-lemon crumble

**VEGETARIAN**
- Gazpacho sphere with basil
- Cèpes and black truffle rock

**OYSTERS BAR**
(oysters, yuzu foam or green shizo foam)

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4 PIECES / € 24.00 PER PERSON
6 PIECES / € 32.00 PER PERSON
10 PIECES / € 44.00 PER PERSON
12 PIECES / € 50.00 PER PERSON

3 UNITS / € 18.00 PER PERSON
MIN 30 PEOPLE
MAX 100 PEOPLE

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À LA CARTE

2 HOURS SERVICE TIME CONSIDERED / MIN 30 PEOPLE

3 COURSES MENU: € 82.00 PER PERSON
4 COURSES MENU: € 105.00 PER PERSON

COLD STARTERS
• Chef Foie Gras
• Marinated salmon with celery and shiso sauce
• Lobster and shrimps chartreuse (SUP. +€5.00)
• Seasonal vegetables salad with citrus vinaigrette

HOT STARTERS
• Braised red mullet with vermouth and ginger sauce
• Wild shrimps risotto scented with basil and lemon
• Pumpkin ravioli, beef confit and shimenji scented with black truffle
• Shellfish cataplana (SUP. +€7.00)
• Vegan Galette

MAIN DISHES
• Sea bass snacké, rose shrimp from Algarve and salicornia with bergamot and lobster emulsion (SUP. +€10.00)
• Cod confit, bimi, chickpea purée and corn crumble
• Grouper snacké, green asparagus, coriander and bivalve emulsion
• Marinated guinea fowl with juniper, mushrooms and Tasmanian pepper sauce (SUP. +€7.00)
• Roasted milk veal with Pecorino polenta and black truffle sauce
• Iberian pork loin, fondant potato, shallots crumble, rosemary and cloves sauce
• Grilled beef fillet, pleurotes, Anna potato and pepper sauce
• Celery, topinambour and ricotta ravioli, lemon and ginger consommé

gluten free lactose free contains nuts vegetarian
DESSERTS

- Duo of black and milk chocolate with praliné, pecan and coffee ice cream
- Passion fruit mousse, mango and citronella with coconut sorbet
- Tatin tart with coffee ice cream and flor de sal
- Red berries tart with raspberries sorbet and sesame crispy
BEVERAGE SELECTION

**SELECTION I**
- Mineral water and soft drinks
- Fresh orange juice

**SELECTION II**
- White wine – Vinha da Urze - Douro
  Ripe white fruits aroma with plums notes
  Fresh and smooth palate, good acidity
  and with pleasant finish
- Red Wine - Vinha da Urze - Douro
  Notes of leather on the nose, fruity,
  smooth, good structure and medium final
- Mineral water, beer and soft drinks

**SELECTION III**
- Duas Quintas - Douro - white wine
  Citrine colour, fruity, smooth with median
  persistence
- Duas Quintas - Douro - red wine
  Good fruity aromas, light and smooth,
  medium final
- Mineral water, beer and soft drinks

**SELECTION IV**
- Dona Berta Rabigato - Douro - white wine
  Rich in floral and fruity aromas, persistent
  with remarkable freshness on the palate
- Julian Reynolds - Alentejo - red wine
  Estructured with rounds tanins, elegant
  with notes of olive, black fruit and good
  minerality
- Mineral water, beer and soft drinks

**PREMIUM SELECTION**
- White Wine Dona Berta - Vinha Centenária (Vinhas Velhas) – Douro
  A clean aroma of fresh fruits and some
  vegetable with mineral notes, elegant
  body, good acidity, structured finish
- Red Wine - Vinha Centenária (Vinhas Velhas) – Douro
  A clean aroma of fresh fruits and some
  vegetable with mineral notes, elegant
  body, good acidity, structured finish

€ 12.00 PER PERSON
€ 25.00 PER PERSON
€ 36.00 PER PERSON
€ 50.00 PER PERSON
€ 120.00 PER PERSON
OPEN BAR

COCKTAIL I
- Dry white Port
- Madeira Dry Sercial
- Fresh orange juice

COCKTAIL II
- Porto Tónico
- Amarguinha sour
- White wine – Vinha da Urze, Douro
- Red wine – Vinha da Urze, Douro
- Fresh orange juice

COCKTAIL III
- Champagne Perrier-Jouët Brut
- Kir royal
- Seasonal mocktail

COCKTAIL IV
- Mojito
- Caipirinha
- Daiquiri (Strawberry or Mango or Lychee or Passion fruit)
- Margarita (Strawberry or Mango or Lychee or Passion fruit)
- Seasonal mocktail

INTERNATIONAL OPEN BAR

€ 40.00 PER PERSON – 1 HOUR
€ 30.00 PER PERSON – EACH ADDITIONAL HOUR

- Martini, Campari, Dry white Port
- Scotch whisky Cutty Sark, premium Scotch Chivas Regal
- Beefeater gin, Stolichnaya vodka, Bacardi rum
- Late Bottled Vintage Port Wine
- White wine – Vinha da Urze, Douro
- Red wine – Vinha da Urze, Douro
- Portuguese sparkling wine - Quinta do Valdoeiro Baga & Chardonnay
- Fresh orange juice, tomato juice
- Beer, Coca Cola, Seven Up, lemon ice tea
- Tonic water, soda, mineral water

SUPP. OPEN BAR PREMIUM

€ 45.00 PER PERSON / 30 MINUTES
€ 30.00 PER PERSON / 30 MINUTES

- Grey goose
- Tanqueray 10
- Johnny Walker Black label
- Bullets
- Diplomatic rum

€ 22.00 PER PERSON / 30 MINUTES

- Martini, Campari, Dry white Port
- Scotch whisky Cutty Sark, premium Scotch Chivas Regal
- Beefeater gin, Stolichnaya vodka, Bacardi rum
- Late Bottled Vintage Port Wine
- White wine – Vinha da Urze, Douro
- Red wine – Vinha da Urze, Douro
- Portuguese sparkling wine - Quinta do Valdoeiro Baga & Chardonnay
- Fresh orange juice, tomato juice
- Beer, Coca Cola, Seven Up, lemon ice tea
- Tonic water, soda, mineral water

€ 25.00 PER PERSON / 30 MINUTES

- Martini, Campari, Dry white Port
- Scotch whisky Cutty Sark, premium Scotch Chivas Regal
- Beefeater gin, Stolichnaya vodka, Bacardi rum
- Late Bottled Vintage Port Wine
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- Portuguese sparkling wine - Quinta do Valdoeiro Baga & Chardonnay
- Fresh orange juice, tomato juice
- Beer, Coca Cola, Seven Up, lemon ice tea
- Tonic water, soda, mineral water

€ 30.00 PER PERSON / 30 MINUTES

- Martini, Campari, Dry white Port
- Scotch whisky Cutty Sark, premium Scotch Chivas Regal
- Beefeater gin, Stolichnaya vodka, Bacardi rum
- Late Bottled Vintage Port Wine
- White wine – Vinha da Urze, Douro
- Red wine – Vinha da Urze, Douro
- Portuguese sparkling wine - Quinta do Valdoeiro Baga & Chardonnay
- Fresh orange juice, tomato juice
- Beer, Coca Cola, Seven Up, lemon ice tea
- Tonic water, soda, mineral water

€ 25.00 PER PERSON / 30 MINUTES

- Martini, Campari, Dry white Port
- Scotch whisky Cutty Sark, premium Scotch Chivas Regal
- Beefeater gin, Stolichnaya vodka, Bacardi rum
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- Fresh orange juice, tomato juice
- Beer, Coca Cola, Seven Up, lemon ice tea
- Tonic water, soda, mineral water
GENERAL INFORMATION

ADVERTISING AND PUBLICITY
Any advertising or publicity for functions at the Hotel require prior knowledge and consent of the management and must be of a standard reflecting the quality of the Hotel.

AUDIO-VISUAL
Full service is provided from our suppliers and can be arranged through our catering department.

BOXES, PACKAGES, FREIGHT STORAGE
The Hotel is pleased to receive and assist in the handling of boxes and packages. Please coordinate the pickup of items immediately following your event as the Hotel is not responsible for damage to, or loss of, any articles left on the premises during or following any event. All deliveries must be properly labeled. Include the name of the group, group contact, Hotel contact and date of function. Deliveries must be made to the receiving/loading dock of the Hotel. The Hotel will not receive or sign for Cash on Delivery shipments. Arrangements should be made within the shipping company to have your shipment picked up from the Hotel on the last day of your meeting.

CATERING SERVICE
Presented menus include the time of service as per below:
- Coffee Break: 30 minutes
- Buffet: 3 hours
- A la carte: 2 hours
- Cocktail (Canapes): 30 minutes
- Cocktail (Live Station): 1 hour
In case of exceeding these times, the hotel might charge a supplement.

COAT CHECK
The Hotel will arrange checkroom services with a cost of € 150.00 for your event.

DAMAGE
The Hotel is not responsible for any damage or loss to any merchandise, articles or valuables belonging to the host or their guests located in the hotel prior to, during or subsequent to any function. The host is responsible for any damages incurred to the hotel, including those involving the use of any independent contractor arranged by the host or their representative.

DECORATION
Our catering department will be pleased to assist you with any floral requirements you may have. The theme parties suggested include buffet decoration of the function room and tables.

ENTERTAINMENT
For a dinner dance, cocktail party or any other event, we will be pleased to help you arrange entertainment.

FOOD AND BEVERAGE
The client will ensure that no food or beverage is brought into the Hotel by themselves or any of their guests, unless previously agreed in writing, with the catering manager.

FUNCTION GUARANTEES
The Hotel requires an approximate guest count ten days prior to the event. It is the responsibility of the client to advise the final guarantee to the hotel two working days prior to the event. If no guarantee is received, the original contracted number will be charged, or the actual number of guests served, whichever is greater. The Hotel reserves the right to provide an alternate function room best suited for the group should the number of guests attending the function differ from the original number contracted. Some menus require a minimum of 30 people.

LABOR SERVICE
After 00h, a fee of 500€ per hour will be charged corresponding to the nightly hours.

PARKING
There are two indoor parking lots in the hotel premises as follows:
Rua Rodrigo da Fonseca – right-hand side to Hotel entrance – 25 places
Rua Castilho – opposite Hotel entrance – 25 places
Near the hotel there is one indoor parking lot as follows:
Edward VII park – 1000 places
Conditions and prices are available on request
Valet parking is available on request.

PRICES
All prices quoted have taxes and service charges included.

SECURITY
The Hotel must approve all security arrangements.

SIGNAGE
All signage may only be displayed directly outside the designated meeting room. The Hotel reserves the right to remove signage that is not prepared in a professional manner or is deemed unsightly and untidy.

SMOKING IN FUNCTION ROOMS
As per Portuguese law, it is forbidden to smoke in any closed areas.

TELEPHONES
Telephones are available in all meeting rooms. Long distance and local calls will be charged at current hotel rates.

WALLS AND CEILINGS
Nothing may be affixed to the walls, ceilings, floors or pillars by the use of nails, screws, drawing pins, tape or by any other means. All displays should be freestanding and away from the walls and light fittings.