

MEETING ROOMS



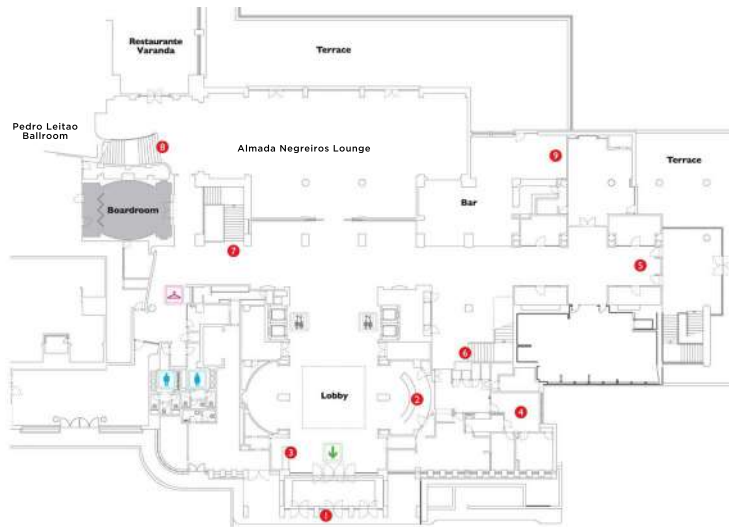
UPPER LEVEL

- Marquês de Pombal
- Camões
- Pedro Álvares Cabral
- Afonso de Albuquerque
- Gil Eanes I
- Gil Eanes II



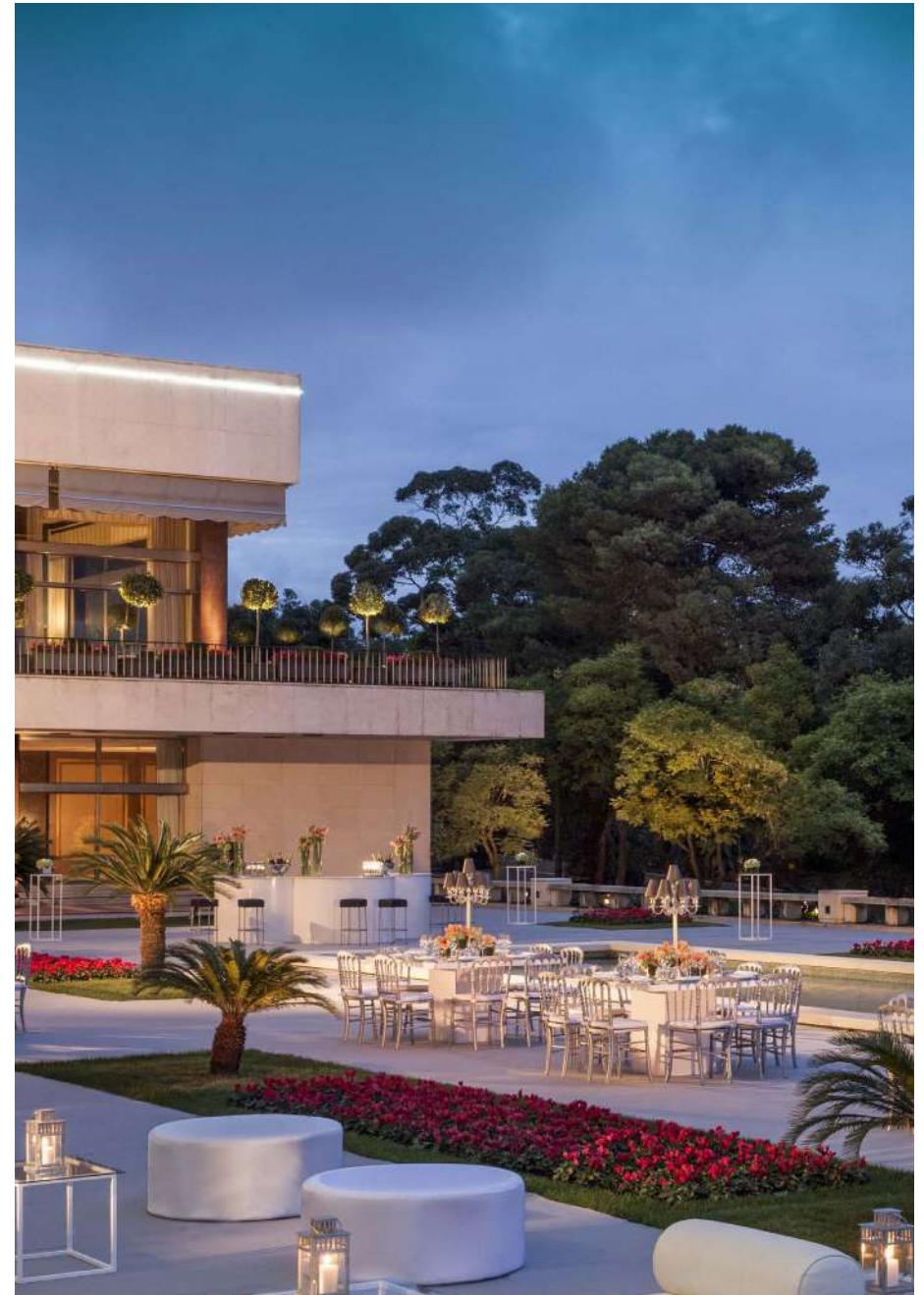
LOBBY LEVEL

- Almada Negreiros Lounge
- Boardroom
- Pedro Leitão Ballroom



LOWER LEVEL

- Fernando Pessoa
- Tejo
- Mondego
- Guadiana
- Douro



ALMADA NEGREIROS

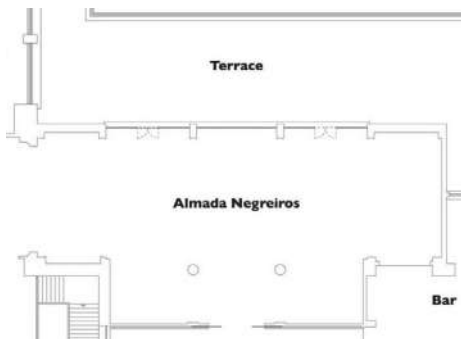
One of the most beautiful lounges in Lisbon, the Almada Negreiros Lounge is perfect for evening cocktails and welcome receptions, fitting up to 300 people.

AREA

355 / (3,821 sq. ft.)



FLOORPLAN



BOARDROOM

This contemporary oval-shaped room has a large table with 14 comfortable leather chairs and is suitable for small, more private meetings. It is often requested for breakout meetings because of its close proximity to the Hotel lobby.

FLEXIBLE SEATING

- Suitable for small meetings or informal dining, this room is also often requested for breakout meetings or secretarial services

SEATING OCCUPANCY

- Conference/Boardroom 14

AREA

51 / (549 sq. ft.)

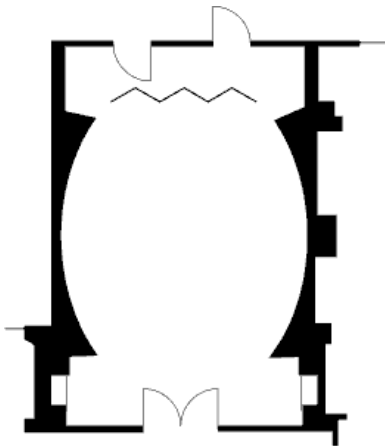
DIMENSIONS

8.2 x 6.2 / (27 x 20.3 ft.)

HEIGHT

3.4 / (11.2 ft.)

FLOORPLAN



PEDRO LEITÃO BALLROOM

Facing the public garden, the room boasts grand crystal chandeliers and handmade tapestries by acclaimed contemporary Portuguese artist Pedro Leitão, hang on the rose-coloured marble walls.

DECOR

Handmade tapestries by acclaimed contemporary Portuguese artist Pedro Leitão, hang on the rose-coloured marble walls.

LIGHTING

Grand crystal chandeliers reflect their brightness on the polished oak floor, and long silk curtains decorate large windows facing onto Lisbon's most charming public garden.

FLEXIBLE SEATING

The distinctive splendour of the Ballroom will turn any conference into a successful and prestigious event.

HOTEL GARDEN

This unique space in front of the Edward VII Park can be used on its own or as part of the Fernando Pessoa I and II rooms.



SEATING OCCUPANCY

- Classroom 288
- Hollow square 102
- U-shape 99
- Theatre 450
- Reception 750
- Banquet rounds 430
- Classroom with rear screen 234

AREA

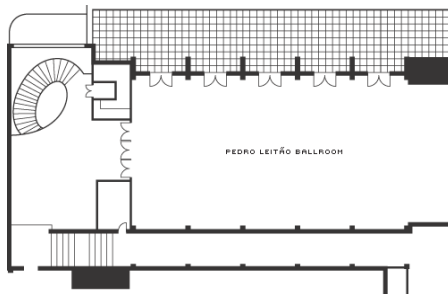
456 / (4,908 sq. ft.)

DIMENSIONS

30.2 x 15.1 / (99.1 x 49.5 ft.)

HEIGHT

4.2 / (5.5 ft.)

FLOORPLAN

MARQUÊS DE POMBAL

This room was named after the statesman who rebuilt Lisbon after the earthquake of 1755, and whose imposing statue is visible from the windows and terrace which face the public garden and the city's financial district.

LIGHTING

This room offers natural sunlight.

FLEXIBLE SEATING

Seating up to 120 people, this room is ideal for a distinguished meeting or dinner. An informal cocktail can be held on the terrace.

SEATING OCCUPANCY

- Classroom 72
- Hollow square 62
- U-shape 58
- Theatre 90
- Reception 120
- Banquet rounds 96
- Conference/Boardroom 60

AREA

- 184 / (1,981 sq. ft.)

DIMENSIONS

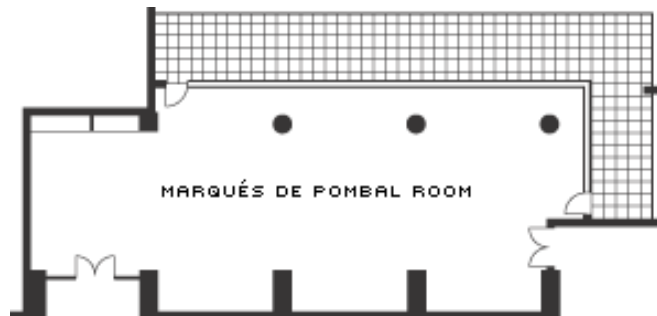
- 20.9 x 8.8 / (68.6 x 28.9 ft.)

HEIGHT

- 3.1 / (10.2 ft.)



FLOORPLAN



CAMÕES

Having once served as the original Game Room of the Hotel, this highly adaptable and well-sized room features interesting scalloped, wood-lined walls and is suitable for a variety of purposes.

DECOR

This oak-panelled room features unique artwork, such as the canvas "Harlequin" and the original marquetry work "Playing Cards" by Fred Kardoffe as well as interesting scalloped walls.

LIGHTING

The high windows lead to a private terrace and welcome in natural light.

FLEXIBLE SEATING

Seating up to 50 guests, this well-sized room is adaptable for a variety of purposes.

SEATING OCCUPANCY

- Classroom 36
- Hollow square 24
- U-shape 21
- Theatre 50
- Reception 45
- Banquet rounds 48
- Conference/Boardroom 20

AREA

- 80 / (861 sq. ft.)

DIMENSIONS

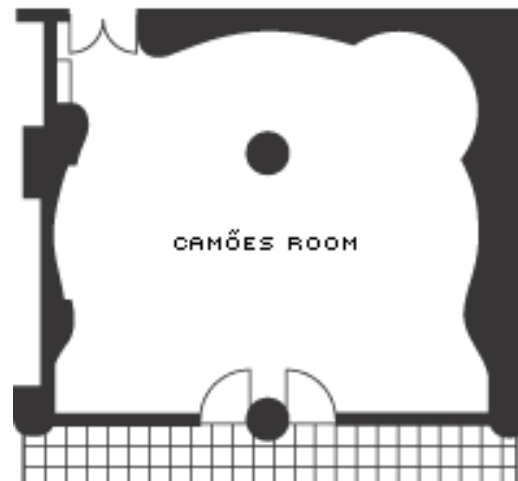
- 9.5 x 8.4 / (31.2 x 27.6 ft.)

HEIGHT

- 2.9 / (9.5 ft.)



FLOORPLAN



PEDRO ÁLVARES CABRAL

This room is named after a Portuguese nobleman, military commander, navigator and explorer. His 13 ships left Lisbon on March 9th 1500, and he is regarded as the discoverer of Brazil.

The room has plenty of natural light and is ideal for intimate private conference meetings and receptions, or can be used as a breakout room.

DECOR

This room has silk curtains and wood panelling.

LIGHTING

This room offers natural sunlight.

FLEXIBLE SEATING

Seating up to 30 people, this room is ideal for intimate private conference meetings and receptions, or can be used as a breakout room.

SEATING OCCUPANCY

- Classroom 20
- Hollow square 20
- U-shape 15
- Theatre 30
- Reception 30
- Banquet rounds 30
- Conference/Boardroom 20

AREA

- 44.5 / (479 sq. ft.)

DIMENSIONS

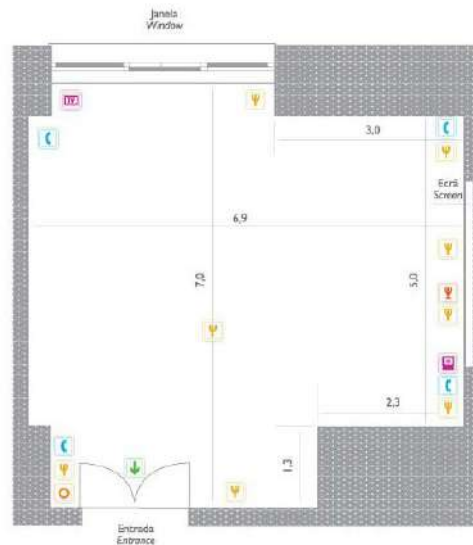
- 7 x 6.9 / (23 x 22.6 ft.)

HEIGHT

- 2.9 / (9.5 ft.)



FLOORPLAN



AFONSO DE ALBUQUERQUE

Afonso de Albuquerque is ideal for intimate private conference meetings and receptions, or can be used as a breakout room.

DECOR

This room is decorated in beige neutral colours.

LIGHTING

This room has abundant natural sunlight.

FLEXIBLE SEATING

Seating up to 30 guests, this room is ideal for intimate private conference meetings and receptions, or can be used as a breakout room.

SEATING OCCUPANCY

- Classroom 18
- Hollow square 14
- U-shape 19
- Theatre 30
- Reception 25
- Banquet rounds 24
- Conference/Boardroom 18

AREA

- 39 / (420 sq. ft.)

DIMENSIONS

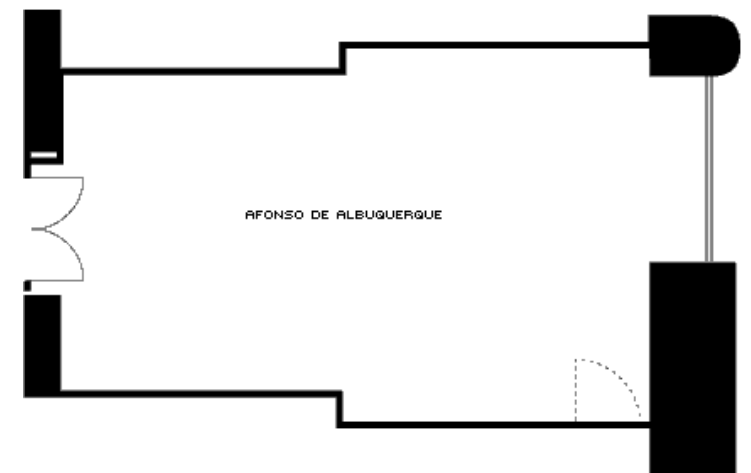
- 7.8 x 5 / (25.6 x 16.4 ft.)

HEIGHT

- 2.9 / (9.5 ft.)



FLOORPLAN



GIL EANES I

The larger of two adjoining rooms, this room is ideal for private conference meetings or as a breakout room.

DECOR

This room is decorated in beige neutral colours.

LIGHTING

This room offers natural sunlight.

FLEXIBLE SEATING

Seating up to 50 guests, this room is ideal for private conference meetings or banquets, or can be used as a breakout room.

SEATING OCCUPANCY

- Classroom 33
- Hollow square 26
- U-shape 25
- Theatre 50
- Reception 35
- Banquet rounds 48
- Conference/Boardroom 24

AREA

- 56 / (603 sq. ft.)

DIMENSIONS

- 10.1 x 5.5 / (33.1 x 18 ft.)

HEIGHT

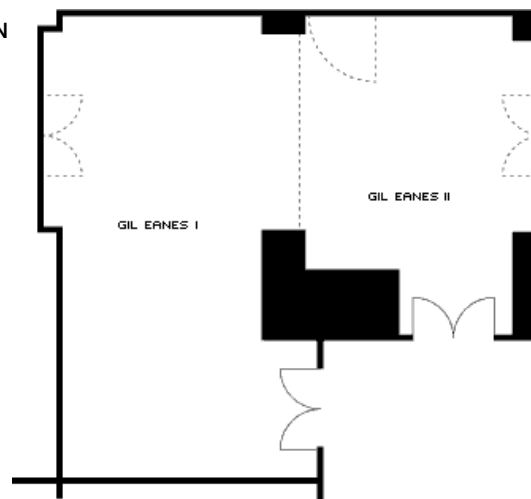
- 2.9 / (9.5 ft.)

MEZZANINE LEVEL

Accessibly located on the mezzanine and adjacent to a breakout function room.



FLOORPLAN



GIL EANES II

The smaller of two adjoining rooms, this room is ideal for private conference meetings or banquets, or it can be used as a breakout room.

DECOR

This room is decorated in beige neutral colours.

FLEXIBLE SEATING

Seating up to 24 guests, this room is ideal for private conference meetings or banquets, or it can be used as a breakout room.

SEATING OCCUPANCY

- Classroom 12
- U-shape 13
- Theatre 20
- Reception 15
- Banquet rounds 24
- Conference/Boardroom 12

AREA

- 35 / (377 sq. ft.)

DIMENSIONS

- 7.1 x 4.9 / (23.3 x 16.1 ft.)

HEIGHT

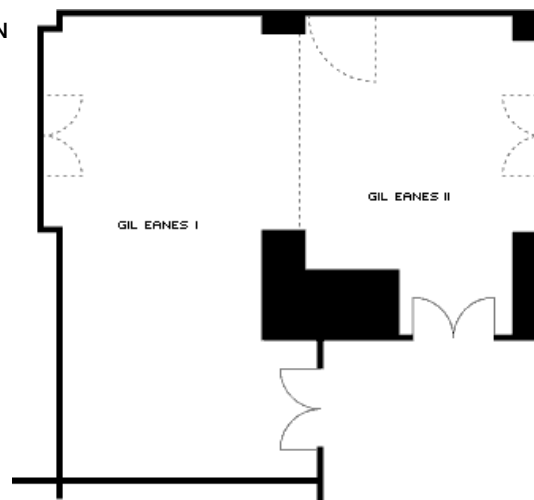
- 2.8 / (9.2 ft.)

MEZZANINE LEVEL

Accessibly located on the mezzanine and adjacent to a breakout functionroom.



FLOORPLAN



FERNANDO PESSOA

Windows run the entire length of the room, leading to the large terrace in front.

The garden-like terrace has an extraordinary view of Eduardo VII Park.

This room adjoins the Fernando Pessoa II and together they can be used for banquet functions for up to 350 people.

DECOR

Dark marble and wood-coloured walls, rich black and gold carpet and an amazing view combine to make this one of the most elegant rooms in the Hotel.

LIGHTING

Windows run the entire length of the room, leading to the large terrace in front.

FLEXIBLE SEATING

Seating up to 300 guests, this room is ideal for both conference meetings and banquets. It features a pre-function area suitable for registration.

SEATING OCCUPANCY

- Classroom 180
- Hollow square 138
- U-shape 114
- Theatre 272
- Reception 410
- Banquet rounds 408
- Conference/Boardroom 114

AREA

- 290 / (3,121 sq. ft.)

DIMENSIONS

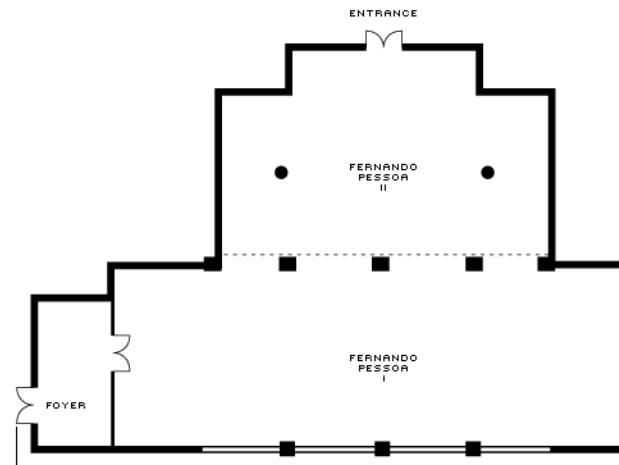
- 28.4 x 9.3 / (93.2.6 x 30.5 ft.)

HEIGHT

- 3.3 / (10.8 ft.)



FLOORPLAN



TEJO

This elegant room features a contemporary design and natural light, and is suitable for medium-sized meetings, breakouts and banquets.

DECOR

Light brown walls with simocoro wood panels, dark marble credenzas and contemporary oil paintings from various artists.

LIGHTING

This elegant room has natural light.

FLEXIBLE SEATING

This room is suitable for medium-sized meetings, breakouts and banquets.

SEATING OCCUPANCY

- Classroom 60
- Hollow square 48
- U-shape 46
- Theatre 72
- Reception 130
- Banquet rounds 72
- Conference/Boardroom 42

AREA

- 100 / (1,076 sq. ft.)

DIMENSIONS

- 15.6 x 6.8 / (51.1 x 22.3 ft.)

HEIGHT

- 3.5 / (11.5 ft.)



FLOORPLAN



MONDEGO

This elegant room features a contemporary design and is suitable for small executive meetings, breakouts and banquets.

DECOR

Light brown walls with simocoro wood panels and dark marble credenzas.

LIGHTING

This elegant room has natural light.

FLEXIBLE SEATING

Seating up to 50 guests, this room is suitable for small executive meetings, breakouts and banquets.

SEATING OCCUPANCY

- Classroom 30
- Hollow square 22
- U-shape 21
- Theatre 36
- Reception 50
- Banquet rounds 36
- Conference/Boardroom 20

AREA

- 62 / (667 sq. ft.)

DIMENSIONS

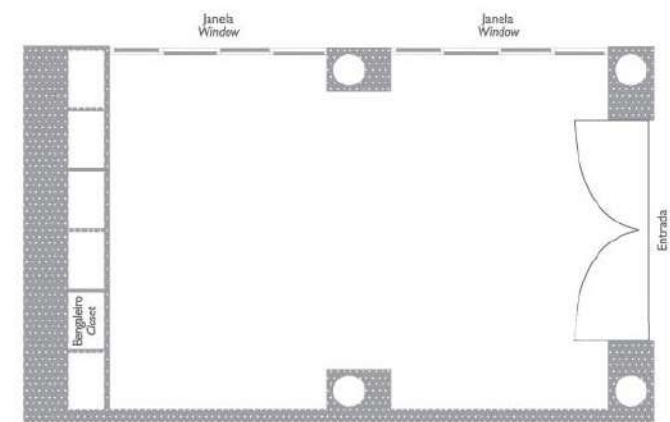
- 10 x 6.2 / (32.8 x 20.3 ft.)

HEIGHT

- 3.5 / (11.5 ft.)



FLOORPLAN



GUADIANA

This elegant room features a contemporary design and is suitable for small executive meetings, breakouts and banquets.

DECOR

Light brown walls with wood panels and dark marble credenzas.

LIGHTING

This elegant room has natural light.

FLEXIBLE SEATING

Seating up to 36 guests, this room is suitable for small executive meetings, breakouts and banquets.

SEATING OCCUPANCY

- Classroom 30
- Hollow square 22
- U-shape 21
- Theatre 36
- Reception 50
- Banquet rounds 36
- Conference/Boardroom 20

AREA

- 62 / (667 sq. ft.)

DIMENSIONS

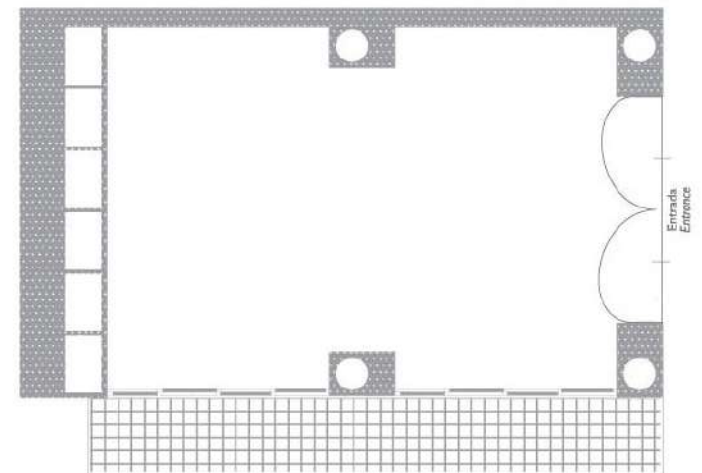
- 10 x 6.2 / (32.8 x 20.3 ft.)

HEIGHT

- 3.5 / (11.5 ft.)



FLOORPLAN



DOURO

This elegant room features a contemporary design and is suitable for small executive meetings, breakouts and banquets.

DECOR

Light brown walls with wood panels, dark marble credenzas and a large oil triptych painting of contemporary art.

FLEXIBLE SEATING

Seating up to 50 guests, this room is suitable for small executive meetings, breakouts and banquets.

SEATING OCCUPANCY

- Classroom 36
- Hollow square 26
- U-shape 23
- Theatre 56
- Reception 65
- Banquet rounds 60
- Conference/Boardroom 20

AREA

- 64 .3 / (691 sq. ft.)

DIMENSIONS

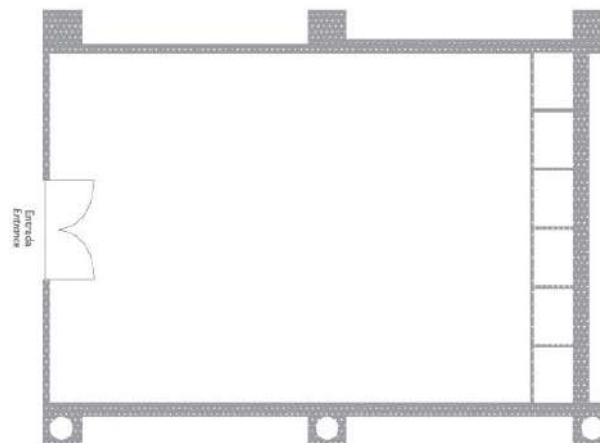
- 9.1 x 6.9 / (29.8 x 22.6 ft.)

HEIGHT

- 3.4 / (11.1 ft.)



FLOORPLAN



OUTDOOR GARDEN

The outdoor terrace with 1,177 m² (12 667 sq.ft) is a unique *al fresco* venue right in the heart of the city across from Eduardo VII Park. It is ideal for a welcome reception, wedding or gala dinner. The outside garden is directly connected with the Pessoa rooms which can be used as a combination or safe back up should the weather interfere with your event at the last minute.



STUNNING VIEWS

Looking out over Eduardo VII Park while you talk business and get acquainted.

FLEXIBLE SEATING

Welcome reception, wedding and gala dinner configurations available.

SEATING OCCUPANCY

- Reception 1000
- Banquet rounds 544

AREA

- 1,177 / 12,667 sq. ft.

DIMENSIONS






















- 50.3 x 23.4 / 165.1 x 76.8




ROOM CAPACITIES

TO CALCULATE THE MAXIMUM CAPACITIES, SHOWN ON THE RIGHT IN NUMBER OF PEOPLE, THE FOLLOWING WAS TAKEN INTO CONSIDERATION:

- Basic audio-visual set up, i.e. overhead projector and screen, for meeting functions.
- Plated service, not including space for buffets, stage or dance floor for catering functions.
- Enough space for access, aisles and in between chairs or tables.
- Using round tables of 1,8 meters diameter with 6 persons per table, and front projection.

Function Room	Size (sq. ft.)	Size (m ²)	CAPACITIES							RENTAL	INFORMATION
											
 Pedro Leitão Ballroom	4908 sq. ft.	456 m ²	360	72	288	450	99	102	750		
 Almada Negreiros Lounge	3821 sq. ft.	355 m ²	-	-	-	-	-	-	300		
 Varanda Restaurant	3584 sq. ft.	333 m ²	128	50	-	-	-	-	250		
 Almada Negreiros Outside Terrace	2034 sq. ft.	189 m ²	-	-	-	-	-	-	150		
 Varanda Restaurant Outside Terrace	893 sq. ft.	83 m ²	-	-	-	-	-	-	128		
Boardroom	549 sq. ft.	51 m ²	-	14	-	-	-	-	-		
 Marques de Pombal	1981 sq. ft.	184 m ²	80	60	72	90	58	62	120		
 Camões	861 sq. ft.	80 m ²	40	20	36	50	21	24	45		
Gil Eanes I	603 sq. ft.	56 m ²	40	24	33	50	25	26	35		
 Pedro Álvares Cabral	479 sq. ft.	44.5 m ²	30	20	20	30	15	20	30		
 Afonso de Albuquerque	420 sq. ft.	39 m ²	20	18	18	30	19	14	25		
Gil Eanes II	377 sq. ft.	35 m ²	20	12	12	20	13	14	15		
 The Outdoor Garden	12667 sq. ft.	1177 m ²	544	-	-	-	-	-	1,000		
 Fernando Pessoa I	3122 sq. ft.	290 m ²	220	90	144	200	81	102	260		
Fernando Pessoa II	1658 sq. ft.	154 m ²	120	24	36	72	33	36	150		
 Tejo	1076 sq. ft.	100 m ²	60	42	60	72	46	48	130		
Douro	689 sq. ft.	64 m ²	50	20	36	56	23	26	65		
 Mondego	667 sq. ft.	62 m ²	30	20	30	36	21	22	50		
 Guadiana	667 sq. ft.	62 m ²	30	20	30	36	21	22	50		

 Indicates function rooms with natural light or outdoor space.

FUNCTION ROOM RENTAL

HALF DAY - FROM 07:00 TO 3:30 PM OR FROM 3:30 PM TO 00:30

MEETING ROOM	FLOOR	ÁREA M ²	HALF DAY	FULL DAY
Ballroom	LOBBY	456	€ 8.900	€ 12.800
Fernando Pessoa I	-1	290	€ 7.700	€ 9.000
Fernando Pessoa II	-1	154	€ 2.500	€ 3.600
Fernando Pessoa I + II	-1	444	€ 8.300	€ 10.000
Boardroom*	LOBBY	51	€ 2.200	€ 2.800
Marquês de Pombal	MEZANNINE	184	€ 3.000	€ 3.700
Camões	MEZANNINE	80	€ 1.600	€ 2.000
Afonso de Albuquerque	MEZANNINE	39	€ 1.300	€ 1.500
Gil Eanes I*	MEZANNINE	56	€ 1.000	€ 1.200
Gil Eanes II*	MEZANNINE	35	€ 900	€ 1.000
Gil Eanes I + II*	MEZANNINE	90	€ 1.200	€ 1.400
Tejo	-1	100	€ 2.200	€ 2.800
Douro*	-1	64	€ 1.500	€ 1.800
Mondego	-1	62	€ 1.500	€ 1.800
Guadiana	-1	62	€ 1.300	€ 1.500
Pedro Alvares Cabral	MEZANNINE	44.5	€ 1.300	€ 1.500

For exhibition functions rental, rates will be added a 30% supplement.

Floor plans of all function rooms are available with full description of measurements, capacities, accesses and specifications on electrical power, telephone lines and lighting.

(*) no natural light

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 labelled.

Include the name of the group, contact, Hotel contact and date of function.

Deliveries must be made to the receiving/loading dock of the Hotel.

Should you require assistance with boxes, packages or freight, a service charge will be assessed at 26.00 € per staff member, per hour.

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 bellow:

- 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 0h, 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.



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