

# OUTSIDE CATERING





*“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 15<sup>th</sup> 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****CAPACITIES****DECOR****ENTERTAINMENT****CATERING****INFORMATION****CONVENTO  
DO BEATO**CASA-MUSEU  
MEDEIROS E ALMEIDANATIONAL GARDENS &  
PALACE OF QUELUZRUINAS DO  
CARMOFORTE DE  
S. JULIÃO DA BARRAPÁTIO  
DA GALÉTHE RIVER  
CRUISE**FORMER LIBRARY**Area: 330 m<sup>2</sup>**CAPACITY:**400 people - Cocktail  
350 people - Banquet**TERRACE**Area: 226 m<sup>2</sup>**CAPACITY:**250 people - Cocktail  
200 people - Banquet**UPPER FOYER**Area: 250 m<sup>2</sup>**CLOISTER**Area: 1190 m<sup>2</sup>**CAPACITY:**2500 people - Cocktail  
1200 people - Banquet**CHAPTER ROOM**Area: 132 m<sup>2</sup>**CAPACITY:**150 people - Cocktail  
100 people - Banquet**FORMER REFRATORY**Area: 340 m<sup>2</sup>**CAPACITY:**400 people - Cocktail  
300 people - Banquet**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 17<sup>th</sup> to 20<sup>th</sup>-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 19<sup>th</sup> 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 m<sup>2</sup>

**SEATING CAPACITY:**

140

**COCKTAIL CAPACITY:**

200 people

Banquet includes extra room for "welcome drink"

**CAPACITY:**

90 people

**TAPESTRY ROOM**

Area: 57 m<sup>2</sup>

**SEATING CAPACITY:**

30

**COCKTAIL CAPACITY:**

30 people

Banquet Includes extra room for "welcome drink"

**MEETING AUDIENCE**

**CAPACITY:**

25/30 people

**CHAPEL**

Area: 60 m<sup>2</sup>

**SEATING CAPACITY:**

70

**COCKTAIL CAPACITY:**

60 people



**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



# NATIONAL GARDENS & PALACE OF QUELUZ

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.





CONVENTO  
DO BEATOCASA-MUSEU  
MEDEIROS E ALMEIDANATIONAL GARDENS &  
PALACE OF QUELUZRUINAS DO  
CARMOFORTE DE  
S. JULIÃO DA BARRAPÁTIO  
DA GALÉTHE RIVER  
CRUISE**THRONE HALL**

Area:  
304 m<sup>2</sup> (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: 207m<sup>2</sup> (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





CONVENTO  
DO BEATOCASA-MUSEU  
MEDEIROS E ALMEIDANATIONAL GARDENS &  
PALACE OF QUELUZ**RUINAS DO  
CARMO**FORTE DE  
S. JULIÃO DA BARRAPÁTIO  
DA GALÉTHE RIVER  
CRUISE

# RUINAS DO CARMO

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.

## SOMETHING UNIQUE ABOUT THIS VENUE:

Majestic open sky convent dating back to the 14<sup>th</sup> Century.





**VENUES****CAPACITIES****DECOR****ENTERTAINMENT****CATERING****INFORMATION**CONVENTO  
DO BEATOCASA-MUSEU  
MEDEIROS E ALMEIDANATIONAL GARDENS &  
PALACE OF QUELUZRUINAS DO  
CARMOFORTE DE  
S. JULIÃO DA BARRAPÁTIO  
DA GALÉTHE RIVER  
CRUISE**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.





**VENUES****CAPACITIES****DECOR****ENTERTAINMENT****CATERING****INFORMATION**CONVENTO  
DO BEATOCASA-MUSEU  
MEDEIROS E ALMEIDANATIONAL GARDENS &  
PALACE OF QUELUZRUINAS DO  
CARMO**FORTE DE  
S. JULIÃO DA BARRA**PÁTIO  
DA GALÉTHE RIVER  
CRUISE**CISTERNA ROOM**Area: 600m<sup>2</sup>**CAPACITY:**300 people - Banquet  
450 people - Cocktail**OUTSIDE TERRACE**Area:1000m<sup>2</sup>**CAPACITY:**600 people - Banquet  
750 people - Cocktail**INTERIOR GALLERY ROOMS**

(Each)

Area:1000m<sup>2</sup>**CAPACITY:**600 people - Banquet  
750 people - Cocktail**RENTAL COST****CISTERNA ROOM:**

3.690 Euros

**OUTSIDE TERRACE:**

3.690 Euros

**INTERIOR GALLERY ROOMS (EACH):**

3.690 Euros

**ENTIRE VENUE:**

3.690 Euros

**KITCHEN:**

615 Euros

**LOGISTICS**

From 5.500 Euros



CONVENTO  
DO BEATOCASA-MUSEU  
MEDEIROS E ALMEIDANATIONAL GARDENS &  
PALACE OF QUELUZRUINAS DO  
CARMOFORTE DE  
S. JULIÃO DA BARRAPÁTIO  
DA GALÉTHE RIVER  
CRUISE

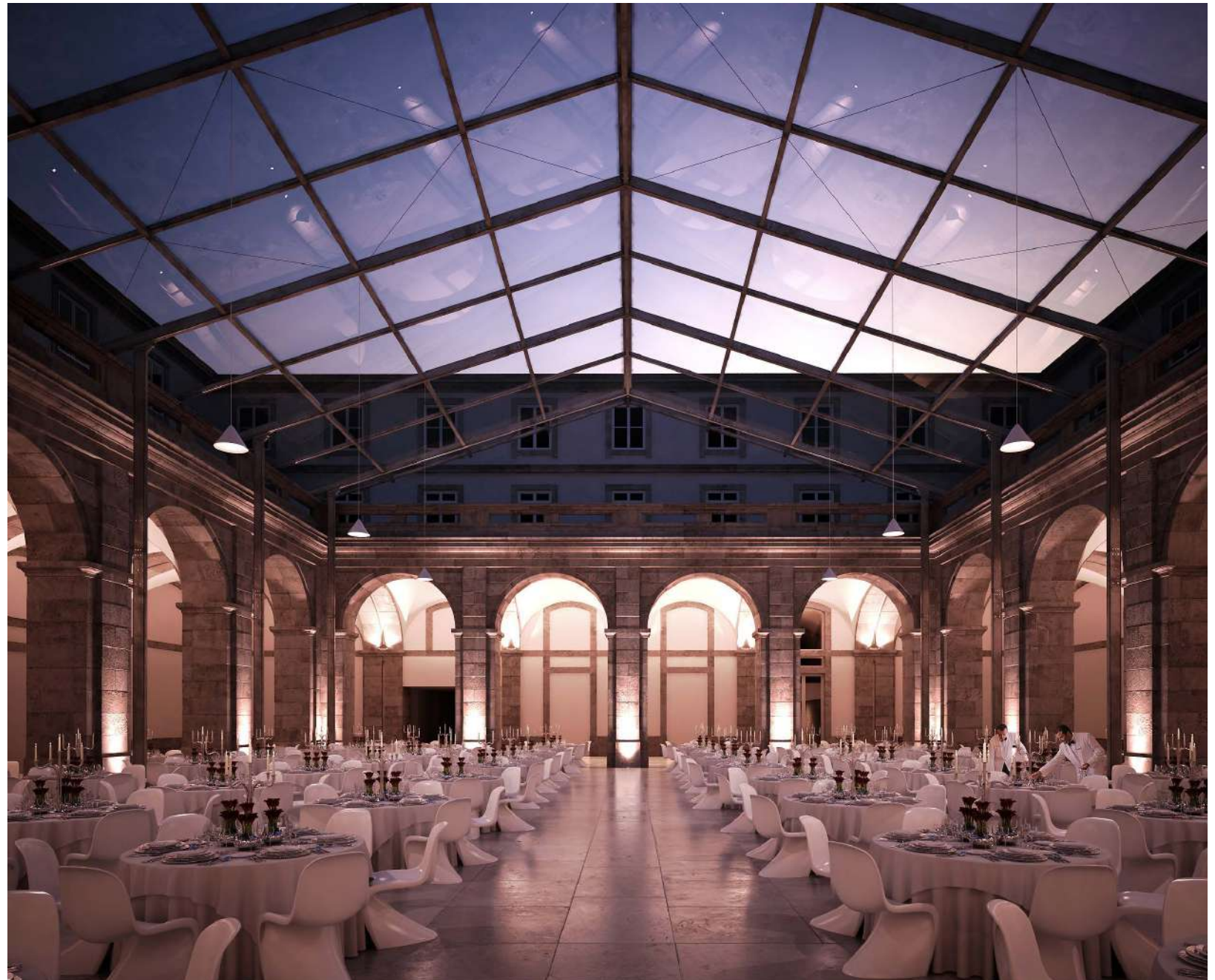
# PÁTIO DA GALÉ

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 from 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.

## SOMETHING UNIQUE ABOUT THIS VENUE:

It is located where in the 16<sup>th</sup> century stood King Manuel I royal residence – the Ribeira Palace – by the river, outside the city walls.





**VENUES****CAPACITIES****DECOR****ENTERTAINMENT****CATERING****INFORMATION**CONVENTO  
DO BEATOCASA-MUSEU  
MEDEIROS E ALMEIDANATIONAL GARDENS &  
PALACE OF QUELUZRUINAS DO  
CARMOFORTE DE  
S. JULIÃO DA BARRA**PÁTIO  
DA GALÉ**THE RIVER  
CRUISE

---

**SALA DO RISCO**Area: 851m<sup>2</sup>**CAPACITY:**

Cocktail - 1200

Banquet - 600

**PATIO DA GALÉ**Area: 1487m<sup>2</sup>**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.





**VENUES****CAPACITIES****DECOR****ENTERTAINMENT****CATERING****INFORMATION**CONVENTO  
DO BEATOCASA-MUSEU  
MEDEIROS E ALMEIDANATIONAL GARDENS &  
PALACE OF QUELUZRUINAS DO  
CARMOFORTE DE  
S. JULIÃO DA BARRAPÁTIO  
DA GALÉ**THE RIVER  
CRUISE****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





---

# OVERVIEW CAPACITIES

VENUE	AREA	BANQUET	COCKTAIL
CONVENTO DO BEATO	132 - 1190	100 - 1200	150 - 2500
CASA-MUSEU MEDEIROS E ALMEIDA	60 - 200	25 - 90	30 - 140
NATIONAL PALACE OF QUELUZ	200 - 300	100 - 220	200 - 500
RUÍNAS DO CARMO	1500	300	500
FORTE DE SÃO JULIÃO DA BARRA	600 - 1000	300 - 600	450 - 750
PÁTIO DA GALÉ	850 - 1500	600 - 1100	1200 - 1800



---

# 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

Saxophonist  
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





---

## CATERING

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.





# MEET THE TEAM



**PASCAL MEYNARD**  
executive chef

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.

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

---

**PASCAL MEYNARD**  
executive chef



**FABIAN NGUYEN**  
executive pastry chef

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.



**GABRIELA MARQUES**  
sommelier

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.



---

# CANAPES

2 HOURS SERVICE TIME CONSIDERED /  
MIN 30 PEOPLE

4 PIECES / € 24.00 PER PERSON

6 PIECES / € 32.00 PER PERSON

10 PIECES / € 44.00 PER PERSON

12 PIECES / € 50.00 PER PERSON

## COLD CANAPES

- 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

- *Kadaiff* 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

---

3 UNITS / € 18.00 PER PERSON

MIN 30 PEOPLE

MÁX 100 PEOPLE

## OYSTERS BAR

(oysters, yuzo foam or green shizo foam)








# 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 
- Roasted milk veal with Pecorino polenta and black truffle sauce  
(SUP. +€7.00)
- 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 





\*\*\*\*\*

## 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

€ 12.00 PER PERSON

## 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

€ 25.00 PER PERSON

- 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

€ 36.00 PER PERSON

- 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

€ 50.00 PER PERSON

- 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

€ 120.00 PER PERSON

- 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





# OPEN BAR

## COCKTAIL I

€ 22.00 PER PERSON / 30 MINUTES

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

## COCKTAIL II

€ 25.00 PER PERSON / 30 MINUTES

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

## COCKTAIL III

€ 45.00 PER PERSON / 30 MINUTES

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

## COCKTAIL IV

€ 30.00 PER PERSON / 30 MINUTES

- 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

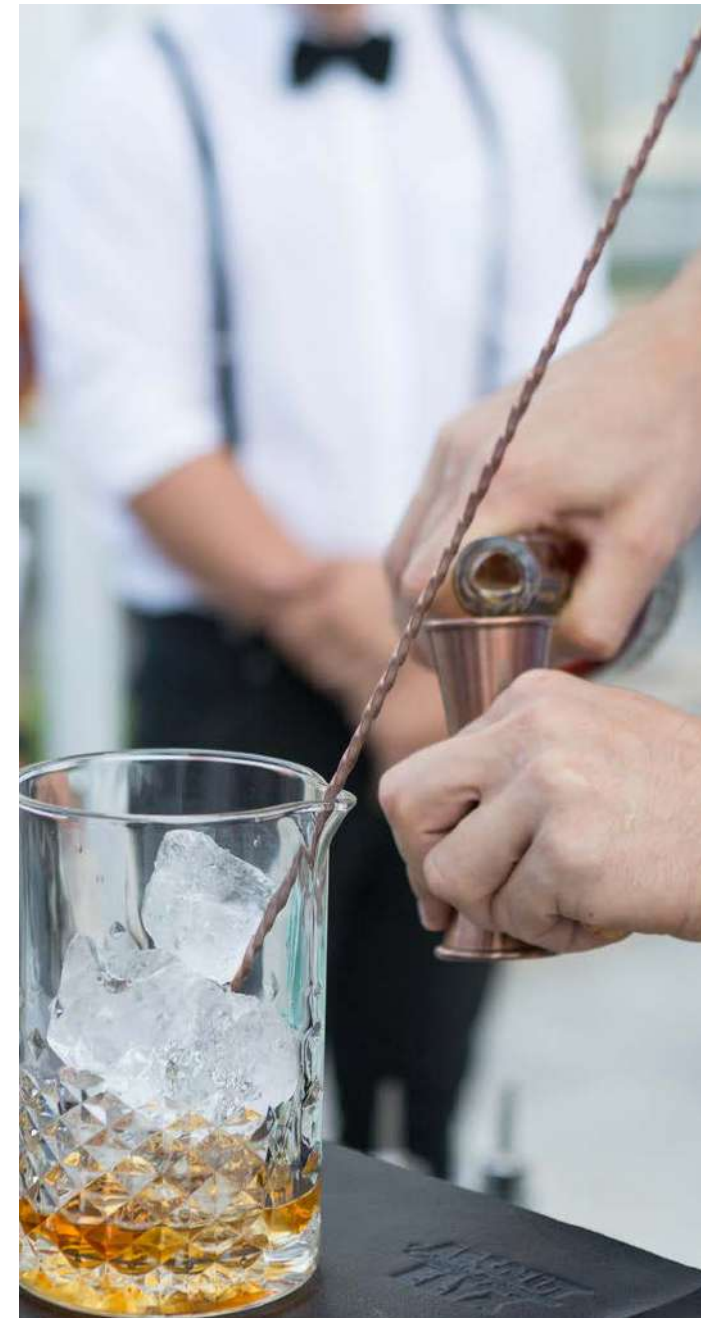
- Martini, Campari, Dry white port
- Scotch whisky Cutty Sark, premium Scotch Chivas Regal
- Beefeater gin, Stolichnaya vodka, Bacardi rum
- Late Bottled Vintage Port Wine
- White wine – Vinha da Urze, Douro
- Red wine – Vinha da Urze, Douro
- Portuguese sparkling wine - Quinta do Valdoeiro Baga & Chardonnay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

## SUPP. OPEN BAR PREMIUM

€ 40.00 PER PERSON – 1 HOUR

€ 30.00 PER PERSON – EACH ADDITIONAL HOUR

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





---

# 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.

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 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.