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 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>Venue</th>
<th>Area</th>
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<tbody>
<tr>
<td>Former Library</td>
<td>330 m²</td>
<td>400 people - Cocktail, 350 people - Banquet</td>
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### Capacities

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### 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

### Rental Cost
- 10,086 Euros
- Logistics from 5,500 Euros

### Information
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

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 Palácio da Rocha do Conde d’Óbidos serves today as the headquarters of the Portuguese Red Cross (Cruz Vermelha Portuguesa). The palace was built in the 17th century for the Count of Óbidos and is one of the few stately homes in Lisbon that survived the 1755 earthquake. The building has numerous examples of 17th century tiles and painted ceilings, as well as a library and a chapel that can be visited during events. The expansive outside terrace provides spectacular views over the Tagus river, the 25th of April Bridge and Christ the Redeemer.

**SOMETHING UNIQUE ABOUT THIS VENUE:**

The breathtaking view of the river, the decorative blue and white tiles, ornate high ceilings and magnificent chandeliers. With five rooms for social, cultural or corporate events, including weddings, cocktails, exhibitions, gala dinners or product launches, the Palace can host up to 300 people, whilst its outside terrace has the capacity of up to 200 people.
### CONSELHO SUPREMO
Area: 89.6 m²

**CAPACITY:**
- 110 people - Theatre
- 60 people - Classroom
- 50 people - Rectangle
- 50 people - U Shape
- 80 people - Banquet
- 140 people - Cocktail

### PARÁBOLAS
Area: 84.5 m²

**CAPACITY:**
- 140 people - Theatre
- 70 people - Classroom
- 60 people - Rectangle
- 60 people - U Shape
- 90 people - Banquet
- 140 people - Cocktail

### MITOLOGIA
Area: 57.85 m²

**CAPACITY:**
- 50 people - Theatre
- 30 people - Classroom
- 30 people - Rectangle
- 30 people - U Shape
- 40 people - Banquet
- 60 people - Cocktail

### D. JOÃO DE CASTRO
Area: 96.94 m²

**CAPACITY:**
- 140 people - Theatre
- 70 people - Classroom
- 60 people - Rectangle
- 60 people - U Shape
- 100 people - Banquet
- 200 people - Cocktail

### TERRACE
Area: 153.12 m²

**CAPACITY:**
- 200 people - Banquet
- 350 people - Cocktail

### RENTAL COST
- Cocktail – 1.230 Euros (3 hours)
- Banquet – 1.968 Euros
- Logistics from 1.000 Euros

### DETAILS
Water and Energy included.
Cleaning before and after the event.
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 Patellière 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.
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<th>VENUES</th>
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<th>DECOR</th>
<th>ENTERTAINMENT</th>
<th>CATERING</th>
<th>INFORMATION</th>
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<tr>
<td>CONVENTO DO BEATO</td>
<td>CASA-MUSEU MEDEROS E ALMEIDA</td>
<td>PALÁCIO DA CRUZ VEMELHA</td>
<td>NATIONAL GARDENS &amp; PALACE OF QUELUZ</td>
<td>RUINAS DO CARMO</td>
<td>FORTE DE S. JULIÃO DA BARRA</td>
</tr>
</tbody>
</table>

**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:** 207m² (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.

**SOMETHING UNIQUE ABOUT THIS VENUE:**

Majestic open sky convent dating back to the 14th Century.
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.
CISTERNA ROOM
Area: 600m²

CAPACITY:
300 people - Banquet
450 people - Cocktail

OUTSIDE TERRACE
Area: 1000m²

CAPACITY:
600 people - Banquet
750 people - Cocktail

INTERIOR GALLERY ROOMS
(Each)
Area: 1000m²

CAPACITY:
600 people - Banquet
750 people - Cocktail

CISTERN A ROOM
Area: 600m²

CAPACITY:
300 people - Banquet
450 people - Cocktail

OUTSIDE TERRACE
Area: 1000m²

CAPACITY:
600 people - Banquet
750 people - Cocktail

INTERIOR GALLERY ROOMS
(Each)
Area: 1000m²

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
ESTUFA FRIA

Initially designed as a plant shelter, the Lisbon Estufa Fria is a space where you can enjoy pleasant moments amongst pools, waterfalls, creeks, statues and hundreds of species of different plants from all over the world. It is located in Eduardo VII Park, walking distance from the Hotel. This 800 m² multipurpose space is now available for staging any type of event (parties, weddings, conferences and congresses, among others), thereby bringing back the glamour, mysticism and power of attraction which have always accompanied it since its construction in the 1950’s.

SOMETHING UNIQUE ABOUT THIS VENUE:

Located in the heart of the city in one of its most important parks, this unique venue is set between lakes, waterfalls, statues and hundreds of different plant specimens from all over the world, is guaranteed to give visitors a sense of tranquillity and well being.
### Seating Occupancy
- Cocktail: 900
- Banquet: 750
- Theater: 900

### Area
931.3 m²

### Height
4.5 m

### Rental Cost
10,455 Euros

### Logistics
From 5,500 Euros

### Details
- From 7am until 7am of the following day
- Water and Energy included
- Free entrance to Estufa Fria
- Cleaning before the event
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.

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
## OVERVIEW

### CAPACITIES

<table>
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<tr>
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<th>AREA</th>
<th>BANQUET</th>
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<td>132 - 1190</td>
<td>100 - 1200</td>
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<td>50 - 150</td>
<td>40 - 200</td>
<td>60 - 350</td>
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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
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.
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.

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.

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

“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.

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“I’m into whitewater rafting and surf-kayaking at the moment. It’s a huge adrenalin rush.”
CANAPES
2 HOURS SERVICE TIME CONSIDERED / MIN 30 PEOPLE

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

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

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

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

gluten free  lactose free  contains nuts  vegetarian
DESSERTS
- Duo of black and milk chocolate with praline, 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 tannis, 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

CANAPÉS
À LA CARTE BEVERAGES
OPEN BAR

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

COCKTAIL II
- Porto Tônico
- 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
- 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 Valdоеiro Baga & Chardonnay
- Fresh orange juice, tomato juice
- Beer, Coca Cola, Seven Up, lemon ice tea
- Tonic water, soda, mineral water

SUPP. OPEN BAR PREMIUM
- 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. 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 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.