



PORTO PALÁCIO

CONGRESS HOTEL & SPA

EVENTS

BREAKFAST

Continental

American

Brunch

BREAKFAST

COFFEE BREAKS

BUFFETS

SET MENUS

COCKTAILS

DRINKS

LUNCH BOX

MEETING ROOMS

INFORMATIONS

BREAKFAST

Service in private room | Minimum 20 people

CONTINENTAL

- Selection of bread (3 types)
- Selection of pastries (2 types)
- Selection of cereals (2 types)
- Seasonal fruit basket (3 types)
- Sliced fruit selection
- Fresh orange juice
- Fresh fruit juice (1 type)
- Plain and flavoured yoghurt
- Sliced ham and cheese
- Selection of jams
- Butter and honey
- Coffee, milk and chocolate
- Selection of teas

Price per person: 20.00€

Complement your breakfast with an omelette station:

- Cheese; Ham; Mushrooms; Onion; Tomato; Bacon; Parsley

Supplement per person: 9,50€

AMERICAN

- Selection of bread (5 types)
- Selection of pastries (3 types)
- Selection of cereals (2 types)
- Seasonal fruit basket (3 types)
- Homemade cake
- Butter, selection of jams and honey
- Maple syrup and chocolate
- Ham and poultry ham
- National and international cheese
- Fresh cheese and curd
- Fruit salad
- Fresh orange juice
- Fresh fruit juice (2 types)
- Plain, flavoured and fruit yoghurt
- Roasted tomatoes flavoured with herbs
- Scrambled eggs
- Bacon
- Pork sausages
- Selection of vegetables
- Pancakes
- Coffee, milk and chocolate
- Selection of teas

Price per person: 25.00€

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BRUNCH

Service in private room | Considered service time: maximum 2 hours | Minimum 20 people

BUFFET

- Selection of bread
- Pancakes
- Selection of cereals and granola
- Marinated salmon toast with avocado and olive tapenade
- Roasted tomatoes flavoured with herbs
- Sautéed mushrooms
- Brie crackers with prosciutto, pumpkin and walnuts
- Pancakes with creme fraiche, grilled shrimp and mango
- Oysters with lime
- Mini club sandwich
- Grilled vegetable salad
- Quinoa with beetroot and roast green asparagus
- Lettuce, tomato, cucumber, corn, beetroot and rocket salads
- Portuguese charcuterie board
- Selection of portuguese traditional snacks

DESSERTS

- Mini sponge cake
- Lime mousse
- Yoghurt with granola
- Chia and red berry pudding
- Sliced fresh fruit (3 types)
- Plain and flavoured yoghurt
- Chocolate cake
- National and international cheeses with assorted jams
- Maple syrup and chocolate sauce
- Salted butter and Becel

DRINKS

- Mineral and sparkling water
- Infusion of the day
- Coffee

Price per person: 40.00€

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BRUNCH

Service in private room | Considered service time: maximum 2 hours | Minimum 20 people

SUPPLEMENTS

Soup

Chef's soup selection

Fish

Salmon loin with coriander purée

Meat

Oven-baked chicken with sweet and sour sauce

Vegetarian

Vegetable lasagne

Side Dishes

Rosemary roast potatoes in Douro wine

Oven-baked rice

Price per person: 30.00€

OMELETTE STATION

Complement your breakfast with an omelette station:

• Cheese; Ham; Mushrooms; Onion; Tomato; Bacon; Parsley

Price per person: 9,50€

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COFFEE BREAKS

Coffee Station

Coffee Break

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COFFEE STATION

BEVERAGE

- Espresso machine **15,00€ / 10 caps**
- American coffee **10,00€ / Litre**
- Decaffeinated **10,00€ / Litre**
- Milk **10,00€ / Litre**
- Selection of teas and infusions **20,00€ / 20 bags**
- Hot chocolate terms **14,00€ / Litre**
- Fresh orange juice **34,00€ / 2 Litres**
- Mineral or sparkling water **3,50€ / 0,75L unit**
- Mineral or sparkling water **2,50€ / 0,33L unit**

FOOD

- Selection of mini sandwiches **42,00€ / 12 units**
- Mini Croissants and brownies **20,00€ / 16 units**
- Assorted mini pastries **39,00€ / 25 units**
- Mini Pastel de nata **35,00€ / 25 units**
- Fruit salad **35,00€ / Kg**
- Seasonal fruit basket **15,00€ / 10 units**

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COFFEE BREAK

Serving time: 30 minutes | Minimum 20 people

WELCOME COFFEE

- Mineral and sparkling water
- American coffee
- Milk
- Selection of teas

6,00€ per person

PASTRY

Choose 2: 5,00€ per person

Choose 3: 8,00€ per person

- Mini Pastel de nata
- Ham and cheese mini croissants
- Ham and cheese mini rustic bread
- Homemade cake
- Chocolate brownie
- Mini pastries (2 types)
- Portuguese mini pastries (pastel de nata, bolas de berlim e queijadas)
- Selection of madeleines and muffins
- Traditional cookies

MINI SANDWICHES

Choose 2: 8,00€ per person

Choose 3: 12,00€ per person

- Tofu, pesto and cherry tomato mini sandwich
- Mini carob bread with smoked salmon and crème fraîche
- Chicken and spinach wrap with honey mustard sauce
- Brioche bread with ham and brie
- Tomato and mozzarella Focaccia

FRUIT

Choose 1: 4,00€ per person

- Seasonal fruit basket (3 types)
- Fruit salad

NATURAL JUICES AND INFUSIONS

Choose 1: 5,00 per person

Choose 2: 7,00€ per person

- Fresh orange juice
- Fresh fruit juice (1 type)
- Passion fruit and mint infusion
- Fresh mint infusion

HEALTHY BREAK

Choose 2: 5,00€ per person

Choose 3: 7,00€ per person

- Plain, flavoured and fruit yoghurt
- Plain and flavoured vegan yoghurt
- Granola
- Chia pudding with berries
- Soy milk
- Oat milk

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PORTO PALÁCIO

CONGRESS HOTEL & SPA

BUFFETS

Standing Buffet

Customised Buffet

Premium Buffet

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STANDING BUFFET

Considered service time: maximum 2 hours | Minimum 20 people | Seated buffet upgrade: 7,50€ per person

STANDING BUFFET A

Soup

- Chef's soup selection

Simple and composed salads (Choose 3)

- Lettuce, tomatoes, carrots, cucumbers, corn and beetroot
- Roast vegetable salad with pumpkin seeds
- Caesar salad with sliced chicken breast
- Asian salad with grilled sweet-sour chicken
- Traditional Salad From Algarve with black olives and nuts

Hot Dish (Choose 1)

- Fresh daily fish with Portuguese sauce
- Chicken strips with green asparagus and mushrooms sauce
- Roast vegetable lasagne with parmesan cheese

Side Dishes

- Oven-baked rice
- Roast little potatoes with Douro wine and rosemary
- Stewed seasonal vegetables

Desserts (Choose 4)

- Sliced seasonal fruit selection (3 types)
- Chocolate verrine and biscuit crumble
- Homemade cake
- Chia and red berry pudding
- Chocolate and salted caramel cake
- Almond tart

Drinks

Mineral and sparkling water

Price per person: 40.00€

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STANDING BUFFET

Considered service time: maximum 2 hours | Minimum 20 people | Seated buffet upgrade: 7,50€ per person

STANDING BUFFET B

Soup

- Chef's soup selection

Simple and composed salads

- Lettuce, tomatoes, carrots, cucumbers, corn and beetroot
- Roast vegetable salad with pumpkin seeds
- Caesar salad with sliced chicken breast
- Asian salad with grilled sweet-sour chicken
- Traditional Salad From Algarve with black olives and nuts

Hot Dishes

- Fresh daily fish with Portuguese sauce
- Chicken strips with green asparagus and mushrooms sauce
- Roast vegetable lasagne with parmesan cheese

Side Dishes

- Oven-baked rice
- Roast little potatoes with Douro wine and rosemary
- Stewed seasonal vegetables

Desserts

- Sliced seasonal fruit selection (3 types)
- Chocolate verrine and biscuit crumble
- Homemade cake
- Chia and red berry pudding
- Chocolate and salted caramel cake
- Almond tart

Drinks

Mineral and sparkling water

Price per person: 45.00€

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CUSTOMISED BUFFET

Service in private room | Considered service time: maximum 2 hours | Minimum 20 people

Customised buffet 1 | 45,00€

1 Soup | 2 starters | 4 salads | 1 hot dish | 2 side dishes | 4 desserts

Customised buffet 2 | 55,00€

3 Soups | 4 starters | 4 salads | 2 hot dish | 3 side dishes | 6 desserts

Customised buffet 3 | 75,00€

3 Soups | 6 starters | 6 salads | 3 hot dish | 3 side dishes | 10 desserts

Soup

- Carrot and orange cream
- Pumpkin and ginger cream
- Green asparagus cream
- Cauliflower and truffle cream
- Vegetables soup
- Vegetables cream

Starters

- Vegetarian quiche
- Lorraine quiche
- Selection of Portuguese traditional snacks
- Vegetable tortilla
- Olives and tomato Foccacia
- Tower of assorted seafood (10€ per person suplement)
- Oysters in salt and lime (5€ per person suplement)
- Sliced ham leg (8€ per person suplement)
- Platter of portuguese tradicional sausages (5€ per person suplement)
- Sushi selection (8€ per person suplement)

Simple salads (included)

- Lettuce, tomato, cucumber, corn and beetroot

Composed salads

- Roast vegetable salad with pumpkin seeds
- Octopus salad with green sauce and peppers
- Traditional Salad From Algarve with black olives and nuts
- Asian salad with grilled sweet-sour chicken
- Tradicional tuna salad with green sauce
- Caprese salad
- Caesar salad with sliced chicken breast
- Couscous salad with nuts and vegetables

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CUSTOMISED BUFFET

Service in private room | Considered service time: maximum 2 hours | Minimum 20 people

HOT DISHES

Fish

- Fresh daily fish with Portuguese sauce
- Roasted salmon on vegetables in butter herb sauce
- Breaded cod fillets with spices and Douro olive oil
- Perch fillet au gratin with toasted almonds and herbs
- Braised grouper with crustaceans sauce (8€ per person suplement))

Meat

- Sautéed veal with mushrooms and tomatoes
- Sirloin steak with ham and steak sauce
- Oven-baked chicken with sweet and sour sauce
- Roast veal Lafões style
- Roast pork loin with cloves and honey
- Beef tenderloin in Port sauce (8€ per person suplement)

Vegetarian

- Spaghetti with pesto sauce, cherry tomatoes and basil
- Soy and bean stew with cabbage
- Vegan chilli of three beans and roasted sweetcorn
- Roast vegetable lasagne with parmesan cheese

Side Dishes

- Oven-baked rice
- Sautéed mixed vegetables with fleur de sel
- Tomato and sausage polenta
- Stewed seasonal vegetables flavoured with thyme
- Roasted little potatoes and rosemary
- Potato pureé
- Saffron rice

Desserts

- Sliced seasonal fruit selection (3 types)
- Chocolate and salted caramel cake
- Red berry cheesecake
- Chocolate and red berry cake
- Biscuit cake
- Apple tart
- Custard milk cream
- Almond tart
- Sponge cake
- Rice pudding
- Abade de Priscos pudding
- Red berry puff pastry
- Toucinho do céu
- Chocolate verrine and biscuit crumble
- Chia and red berry pudding
- National and international cheeses with assorted jams (5€ per person suplement)

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PREMIUM BUFFET

Service in private room | Considered service time: maximum 2 hours | Minimum 20 people

Soup

- Chef's selection soup

Simple and composed salads

- Lettuce, tomato, carrot, cucumber, corn, rocket, mushroom and beetroot
- Roast vegetable salad with pumpkin seeds
- Caesar salad with sliced chicken breast
- Asian salad with grilled sweet-sour chicken
- Traditional Salad From Algarve with black olives and nuts
- Octopus salad with green sauce and peppers
- Sauerkraut salad with raisins and Port
- Potato salad with mustard and bacon
- Couscous salad with nuts and vegetables
- Prawn and pineapple salad
- Platter of portuguese tradicional sausages
- Sliced ham leg
- Selection of portuguese traditional snacks

Seafood Selection

- Oysters in salt and lime
- Crab stuffing
- Prawn cocktail tower
- Marinated mussels

Hot Dishes

- Monkfish with shellfish sauce
- Veal fillets in Port sauce
- Soy and bean stew with cabbage

Side Dishes

- Roast little potatoes with bacon and paprika
- Oven-baked rice with rosemary
- Stewed seasonal vegetables flavoured with thyme
- Fried polenta with herbs and spices

Desserts

- National and international cheeses with assorted jams and nuts
- Red berry cheesecake
- French pudding
- Custard milk cream
- Sponge cake
- Chocolate and red berry cake
- Biscuit cake
- Sliced seasonal fruit selection (3 types)
- Chocolate verrine and biscuit crumble
- Toucinho do céu
- Almond tart

Drinks

Mineral and sparkling water

Price per person: 90.00€

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PORTO PALÁCIO

CONGRESS HOTEL & SPA

SET MENUS

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SET MENUS

Service in private room | Considered service time: maximum 2 hours | Minimum 20 people

STARTERS

- Pumpkin cream with roasted almond
- Warm duck escabeche and seed crackers and green leaves
- Cream of roasted green asparagus with sour cream reduction and toasted pine nuts
- Roasted pumpkin and sweet potato cream with toasted almonds
- Salmon tartare with herring caviar, wakame seaweed and vichyssoise
- Cauliflower and mushrooms in textures with pea cream (Vegan)
- Cream of purple sweet potato and tofu crumble with flower pollen and balsamic emulsion on green leaves

MAIN COURSE

FISH

- Braised grouper with curry and coconut sauce, tupinambo and crustaceans
- Braised salmon with coriander purée, vegetable stew in white butter and sparkling wine sauce
- Crispy Kadaif cod in potatoe mash with dry tomate seco, red onion, olive tapenade and douro olive oil (8€ per person suplement)
- Pistachio-crusted sea bass with white bean puree and roasted cauliflower

MEAT

- Slow-cooked pork cheek stew in Douro wine, browned potatoes and garlicky greens
- Beef sirloin with bacon on breadcrumbs, sprouts and red beans
- Duck magret in creamy rice with wild mushrooms, green asparagus and port wine sauce
- Beef tenderloin in sweet potato and coconut duo with kale and port reduction (12€ per person suplement)

VEGETARIAN

- Vegetable brás with black olives
- Vegetables stew with Hokkaido pumpkin, sweet potatoe, tomato and low temperature egg
- Forest mushrooms in red bean crumbs with Portuguese cabbage and crunchy corn
- Creamy mushroom rice, green asparagus and cherry confit
- Tofu tempura with vegetable stew, tricolour and balsamic quinoa (Vegan)

DESSERTS

- Hazelnut and chocolate brownie with salted caramel toffee ice cream
- Chocolate and red fruits in different textures
- Matcha panna cotta with miso caramel, ginger and white chocolate crumble
- Passionfruit Sericaia with pear in Port wine
- Burnt water cream with pistachio crumble and red berries
- Carrot and sweet potatoe in different textures

3 Courses menu | 45€ per person

4 Courses menu | 65€ per person

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The chosen menu must be common to the whole group (except for special dietary restrictions previously informed).

PORTO PALÁCIO

CONGRESS HOTEL & SPA

COCKTAILS

Finger Food

Welcome Drink

Add-ons

BREAKFAST

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FINGER FOOD

Serving time: 30 minutes | Minimum 20 people

COLD

Choose 2: 9,00€ per person

Choose 3: 14,00€ per person

- Vichyssoise shots with fresh chives
- Scallop tartare, herring caviar and crunchy seaweed
- Cured salmon with cream cheese and lime
- Vegetables and tzatziki focaccia
- Smoked duck breast with drunk pear

HOT

Choose 2: 9,00€ per person

Choose 3: 14,00€ per person

- Crunchy shrimp with exotic curry sauce
- Country chicken little pies with black garlic mayonnaise
- Stuffed mushrooms with portuguese charcuterie and island cheese
- Peixinhos da horta with wasabi mayonnaise
- Selection of portuguese traditional snacks

VEGETARIAN

Choose 1: 6,00 per person

Choose 2: 9,00€ per person

- Chickpeas, hummus, lemon confit on brioche toast
- Sweet and sour tofu and cashews vol-au-vent
- Shitake and green asparagus tartlet with balsamic

VEGAN / GLUTEN FREE

Choose 1: 6,00€ per person

Choose 2: 9,00€ per person

- Chickpeas, hummus, lemon confit
- Sweet and sour tofu and cashews
- Shitake and green asparagus with balsamic

DESSERTS

Choose 3: 8,00€ per person

Choose 6: 16,00€ per person

- Berry tartlets with pastry cream
- Chocolate verrine and biscuit crumble
- Chocolate and hazelnut brownie
- Fruit sticks
- Lemon meringue and Yuzo tartlets
- Marinated red fruit verrine
- Selection of macarons
- Pastel de nata

CUSTOMISED COMBINATION

(applies to all categories)

4 options - 16,00€ per person

6 options - 23,00€ per person

8 options - 30,00€ per person

10 options - 38,00€ per person

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WELCOME DRINK

Serving time: 30 minutes | Minimum 20 people

WELCOME DRINK WITHOUT ALCOOL

- Mineral and sparkling water
- Tea and Infusions
- Soft drinks
- Orange natural juice

Price per person: 7,00 €

WELCOME DRINK STANDARD

- Mineral and sparkling water
- Soft drinks
- Super Bock beer
- Burmester Tavedo DOC Wine (Douro)

Price per person: 12,50€

WELCOME DRINK STANDARD PLUS

- Mineral and sparkling water
- Soft drinks
- White wine Sangria | Upgrade for sparkling wine sangria: 3,50€
- Porto Tónico

Price per person: 18,00€

WELCOME DRINK SUPERIOR

- Mineral and sparkling water
- Soft drinks
- Super Bock beer
- Bulas DOC Wine (Douro)
- Porto Tónico
- Kir Royal
- Sparkling wine
- Martini

Price per person: 25,00€

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ADD-ONS

SUSHI

Sushi cocktail (1h): 16,50€ per person

(available as a finger food complement)

- Kitchen masterclass (2h): **65€ per person**
- Kitchen masterclass (2h) + Set menu: **94€ per person**

TRANSMONTANA TABLE

- Leg of dried ham from Chaves carved at the dinner table, bread basket and grated tomato with olive oil and oregano (1 h)

Service hour: 160€

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Beverage Packages

Open Bar

Digestifs

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BEVERAGE PACKAGES

The beverage package accompanies the duration of the meal (buffet or menu) contracted

WITHOUT ALCOOL PACKAGE

- Mineral and sparkling water
- Tea and Infusions

Price per person: 7,50€

STANDARD PACKAGE

- Soft drinks
- Super Bock beer
- Burmester Tavedo DOC Wine (Douro)

Price per person: 15,00€

SUPERIOR PACKAGE

- Soft drinks
- Super Bock beer
- Bulas DOC Wine (Douro)

Price per person: 20,00€

PREMIUM PACKAGE

- Soft drinks
- Super Bock beer
- Bulas DOC Wine (Douro)
- Sparkling wine Murganheira Reserva Bruto (Távora e Varosa)

Price per person: 30,00€

All the beverage packages include:

- Mineral and sparkling water
- Coffee and tea

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OPEN BAR

Service in private room | Minimum 20 people

BASIC

- Vodka Stolichnaya
- Gin Beefeater
- Whisky Bushmills
- Rum Havana 3
- Super Bock beer
- White wine Burmester Tavedo (Douro)
- Red wine Burmester Tavedo (Douro)
- Soft Drinks
- Mineral and sparkling water

€ 25.00 per person / 1H

€ 20.00 per person / for each additional hour

SUPERIOR

- Vodka Ketel One
- Gin Bombay Sapphire
- Whisky Jameson
- Rum Barceló Anejo
- Super Bock beer
- White wine Bulas (Douro)
- Red wine Bulas (Douro)
- Sparkling wine Murganheira Reserva Bruto
- Soft Drinks
- Mineral and sparkling water

€ 40.00 per person / 1H

€ 30.00 per person / for each additional hour

SUPPLEMENT I

- Bulas Tawny 10 years
- Graham's LBV
- Madeira Blandy's 5 years Sercial

€ 30.00 per person / 1H

SUPPLEMENT II

- Porto Tónico
- Aperol Spritz
- Martini Rosso / Bianco
- Amarguinha

€25.00 per person / 1H

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DIGESTIFS

AGUARDENTE

- Adega Velha XO 12 YO **75,00 €**
- CRF **30,00 €**

COGNAC

- Courvoisier VSOP **80,00 €**

LICOR

- Baileys **30,00 €**
- Ginja de Óbidos **32,00 €**
- Licor Beirão **34,00 €**
- Limoncello **32,00 €**
- Tia Maria **30,00 €**

WHISKY

- Ballantines 12 YO **33,00 €**
- Bushmills **34,00 €**
- Jack Daniels **42,00 €**
- Jameson **33,00 €**
- Johnnie Walker Black Label **65,00 €**

VINHO DO PORTO

- Bulas Tawny 10 YO **42,00 €**
- Graham's LBV **35,00 €**

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PORTO PALÁCIO

CONGRESS HOTEL & SPA

A hand with white nail polish is holding a white, rectangular lunch box with a handle. The words "LUNCH BOX" are printed in large, white, sans-serif capital letters on the front of the box. The background is a blurred green foliage.

LUNCH BOX

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LUNCH BOX

BASIC BOX

- Fruit (1 piece)
- Chicken ham and cheese baguette with green leaves and tomato
- Pastel de Nata
- Flavoured yoghurt
- Mineral water
- Soft drinks

Price per person: 18,00€

CLASSIC BOX

- Fruit (1 piece)
- Multi-seed ham sandwich with brie and honey
- Chicken breast baguette with Caesar sauce, wild rocket and cherry tomatoes
- Assorted mini pastry (2 types)
- Flavoured yoghurt
- Mineral water
- Soft drinks

Price per person: 25,00€

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MEETING ROOMS

ROOM	SQUARE METERS	MAX HEIGHT	THEATER	CLASS-ROOM	CABARET	MENU	COCKTAIL	BUFFET INSIDE THE ROOM	BUFFET OUTSIDE THE ROOM	U SHAPE	SOUND SISTEM	TERRACE
PORTO	525 m²	5	550	240	216	450 without STAGE 360 with STAGE	500	240	280	90	YES	X
DOURO	240 m²	3,5	250-280	120	108	180	250	160	X	50	YES	X
DOURO NORTE	120 m²	3,5	120-140	66	60	100	120	70	X	30	X	X
DOURO SUL	120 m²	3,5	120	66	60	100	120	70	X	30	X	X
3 RIOS	114 m²	3,5	120	55	55	90	100	70	80	45	YES	X
MINHO	44 m²	3,5	40	25	20	30	X	X	X	20	X	X
LIMA	34 m²	3,5	40	10	10	20	X	X	X	15	X	X
CÁVADO	36 m²	3,5	30	10	10	20	X	X	X	15	X	X
CORGO	94 m²	2,7	80	40	35	60	80	50	60	35	YES	YES
TÂMEGA	93m²	2,7	80	40	35	60	80	50	60	35	YES	X
SOUSA	38 m²	2,7	20	15	10	20	15	X	X	15	X	YES
TUA	18 m²	2,7	Boardroom for 8 people (maximum)								X	X
SABOR	20 m²	2,7	Boardroom for 8 people (maximum)								X	X

BREAKFAST

COFFEE BREAKS

BUFFETS

SET MENUS

COCKTAILS

DRINKS

LUNCH BOX

MEETING ROOMS

INFORMATIONS

INFORMATIONS

ANIMATION

The Hotel can suggest entertainment for events. Requests must be directed to the Banquets department.

AUDIOVISUAL EQUIPMENT

Our meeting rooms have certain audiovisual equipment, available for consultation at the technical raider.
The rental of additional audiovisual equipment can be arranged by our usual suppliers, with or without intermediation of the Hotel. It is also possible for the Customer to contract this service directly.

CHOICE OF MENUS

Except for dietary restrictions, the choice of a group menu will be the same for the entire group. We are available for any suggestions or changes to the menus presented, which may involve additional costs.

CLOAKROOM

The Hotel provides a cloakroom service at a cost of 150.00€. Subject to availability. Requires pre-reservation.

DAMAGES

The Client is responsible for damages occurred at the Hotel, including damages involving the use of any company independent hired or coordinated by the Customer or its representative.

DECORATION

We will be happy to help you choose floral decoration for your event from our external suppliers (subject to availability).

FOOD AND BEVERAGE

No food brought by the organizers, or their guests, may enter the Hotel without prior written authorization from the Hotel management. Extra costs may apply.

INTERNET

The Hotel can provide a dedicated internet line (cable or wifi), at an additional cost, depending on the bandwidth and range of the extension

MINIMUM NUMBER OF PEOPLE

All services with a minimum number may be considered for a lower number of people, with the Client being responsible for paying the amount corresponding to the minimum number established and subject to prior assessment by the Hotel.

ORDERS, PACKAGING AND STORAGE

The Hotel may accept, on behalf of the event organizers, material that will be used in the event. The collection of materials must be done immediately after the event, as the Hotel is not responsible for any damage or loss of any item left on the premises during or after the event.
All deliveries must be properly labeled, including the name of the event, the organizer's contact details, the name of the contact person at the Hotel and the date of the event. If assistance is required in handling the material, the Hotel will charge a fee of 20€ per employee, per hour. Orders delivered for collection will not be accepted.

PARKING

The Hotel has a paid covered car park, with 112 spaces. Conditions and prices upon request. Valet parking services may be available upon request and at an additional cost, subject to availability. Other covered paid parking lots are available around the perimeter of the Hotel.

PRICES

All prices include VAT at the current legal rate. The Hotel reserves the right to change prices if there is a variation in rates.

SECURITY

The presence of security before or during events must be communicated and approved by the Hotel.

SERVICE

The menus presented include the duration of service according to:

- Breakfast:** up to 1 hour
- Coffee Break:** 30 minutes
- Buffet:** up to 2 hours
- Menu:** up to 2 hours
- Cocktail:** 30 minutes
- Finger Food:** 30 minutes
- Open Bar:** 1 hour

If the event exceeds the stipulated time, the Hotel reserves the right to assign an additional cost of no less than €200.00 per hour. All mealtimes must be informed in advance. Adjustments to schedules will be accepted up to 24 hours before the start of the event. Delays at the start of each service may result in table service being extended and the need to replace food due to exceeding the display time. Delays in blocks of 30 minutes will be penalized by 20% of the value of the contracted service (cumulative).

SERVICE PROVISION GUARANTEE

The Hotel must obtain the approximate number of people who will participate in the events up to 10 days before their start. The final number of guaranteed participants must be communicated up to 7 working days before the start of the event and this will be the final number for billing purposes. If the number of attendances at events is higher than guaranteed, invoicing will be done accordingly, and there may be a need to charge an additional amount if the growth in the number of people implies significant changes in the operation scheduled for the event. The Hotel also reserves the right to change the place(s) reserved if the number of people guaranteed is higher or lower than initially planned.

SIGNAGE

All signage must be restricted to the areas contracted by the Customer. The Hotel reserves the right to remove any signage that, due to its size, appearance, or location, does not suit the area where it is placed.

WALLS AND CEILINGS

Nothing shall be affixed to floors, walls, ceilings or columns with nails, screws, pins, tape, or other means for hanging from the ceiling or walls. All display instruments must be kept away from walls and works of art.

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PORTO PALÁCIO

C O N G R E S S H O T E L & S P A

INFORMATION AND RESERVATIONS:

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