



Name: Palácio Nacional de Mafra

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www.palaciomafra.pt

Events/Venues

1.Rooms	2.Dimensions	3.Technical characteristics	4.Maximum capacity
Holy Chapel Ancient Chapel on the ground floor with possibility of independent entrance.	11,22 m x 8,80m	Marble floor, electrical plugs, ceiling lightening.	Conference 170 persons
Cloister On the ground floor, near the Palace's entrance.	40,20 m x 33,40 m	Patio covered with arches	Cocktail 700 Pax Banquet 450 Pax
Diana's Room Main floor.	17,6 m x 7,7m	Walls decorated with frescos, electrical plugs, lightning with floor lamps.	Cocktail 200 Pax Banquet 130 Pax Conference 160 Pax
Throne Room Main floor.	17,6 m x 7,7m	Walls decorated with frescos, electrical plugs, lightning with floor lamps.	Cocktail 200 Pax Banquet 130 Pax Conference 160 Pax
Trophy Room Room decorated with hunting trophies and hunting furniture.	26,40 m x 7,40 m	Wooden floor, electrical plugs, electrical plugs, lightning with floor lamps	Cocktail 230 Pax Banquet 140 Pax



Majestic Baroque Palace and Convent, with several fresco decorated rooms, a precious library, a rare 18th century Convent Infirmary, Italian and Portuguese paintings, a collection of Italian sculptures and a unique set of six organs in the Basilica and the largest surviving 18th century carillons.

Around 30/40 minutes driving distance from Lisboa, this Royal Palace is an impressive venue for various events, as the old royal hunting grounds are available for open air activities

CONTACTS

Director

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Events coordinator:

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Note: Guided tours (extra cost)

- Normal guided tour in English, Portuguese or French.
- Guided tour by 18th century characters, telling the History and storie of this Royal Palace. (also in English)
- “Old time stories” recreation of 18th century Court scenes in several rooms of the palace and during the dinner

Events at Palácio Nacional de Mafra

- **Authorized events:**
 1. Receptions
 2. Cocktails
 3. Gala Dinners
 4. Conferences
 5. Cultural events
 6. Concerts/Recitals
 7. Art exhibitions
 8. Public presentation of scientific or cultural publications
 9. Historical recreations



- **Conditions:**

1. Events at the Palácio Nacional de Mafra depend on DGPC and the Palace's Direction authorization.
2. Written request at least thirty days in advance, with detailed description of the activities involved.
3. Commercial, Politic, Religious, Trade Union or Family events not allowed.
4. Rental fee must be paid as follows:
 - 4.1 50% of the value until two weeks before the event
 - 4.2 Remaining value until 1 week after the event.
 - 4.3 Payment to: Palácio Nacional de Mafra/Direcção Geral do Património Cultural
Tax identification number 600 084 914 - IBAN: PT50078101120112001401987.
5. Public liability insurance covering all risks arising from the use of the spaces must be subscribed by the event's organization.
Insured Capital € 200.000,00.
6. Prior indication of the responsible person for the event to the Palace's Events Coordinator.
7. Palace's security staff must be present during the events. Extra hours will be charged to the event's organization.
8. Mandatory fire picket since the catering arrival until the end of the event, to be paid by the event's organization.(Mafra's Fire Department - Tel. (351) 261 812 100)
9. Transport, mounting and dismounting of the necessary equipments are the user's responsibility, under the supervision of the Palace staff.
10. Catering Company must be approved by the Palace's Direction.
11. For conservation reasons, floral decoration must be approved by the Palace's Direction.
12. Other decoration or publicity elements must be approved by the Palace's Direction.
13. Palace's logo must be included on all graphic material.
14. Guests and service are restricted to the accorded areas.



15. For safety and conservation reasons **smoking is not allowed** in the Palace.
16. Accorded hours must be strictly respected.
17. Cleaning of the rooms is event's organization responsibility and must be done immediately after the end of the event.