

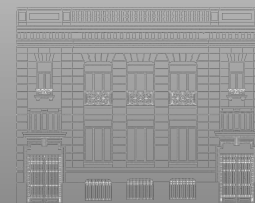


# Palacio Neptuno

Palacio Neptuno, originally from the early century, is an architectural gem of Madrid. It was a part of the former palace and gardens of the Duke of Medinaceli. Recently restored, Palacio Neptuno retains the essence of its former splendor, now hosting Madrid's premier events and functions.

Nowadays Palacio Neptuno is considered one of the most important and exclusive venues for events of the capital. Its extraordinary location few meters away from Neptuno square and Prado Museum, together with the modern design make Palacio Neptuno one of the most avant-garde spaces of the city.

The facilities consist of 3 principal rooms: meeting area with welcome hall, open rooftop, and VIP room. It can fit up to 600 people comfortably or you could use just one floor for cocktails, dinners and presentations from 70 people.



## Venus Room

This is the biggest room of the Palace. It has a wonderful hall and impressive large windows with views to Palace Hotel. Twelve meters high and the glass dome by artist Manuel Ortega, make the ideal framework for gala banquets, presentations, conventions and big cocktails.

Max. banquet capacity: 320 pax  
Max. cocktail capacity: 400 pax  
Max. theatre within columns capacity: 250 pax  
Max. theatre complete floor use capacity: 400 pax

## Mirador Eunice

This room is located above the Venus room and can be accessed by either the elevator or directly from the street. It also boasts large windows that provide views of the Hotel Palace, along with a central courtyard that visually connects both spaces. With a ceiling height of 4 meters and its entrance from the lobby, it serves as an excellent venue for welcome cocktails or coffee breaks.

Max. banquet capacity : 200 pax  
Max. cocktail capacity : 350 pax

### **\*Venus & Eunice:**

These two floors can be hired together or separately, check with your event agent.\*

## Calipso Room

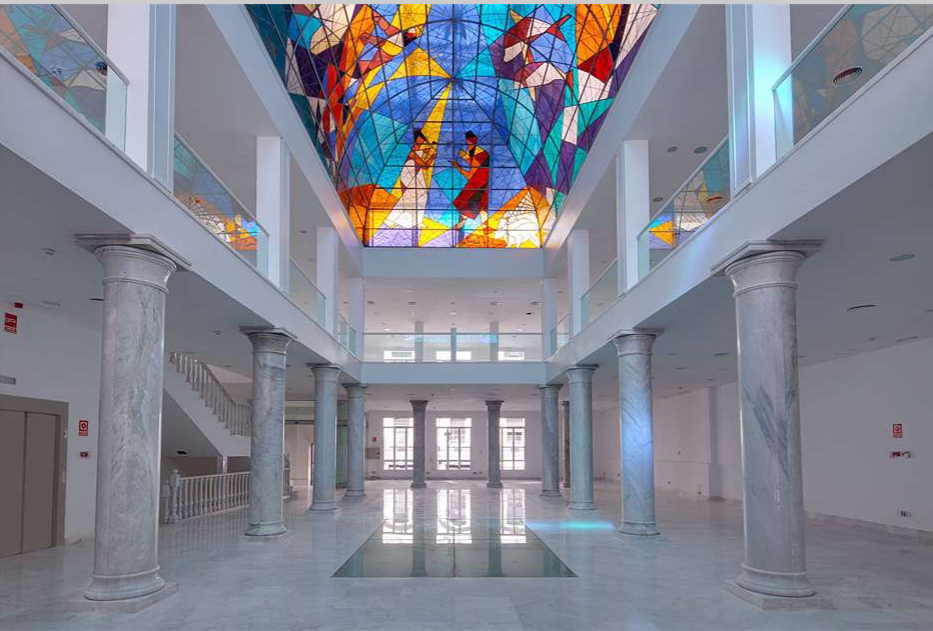
This room is ideal for meetings, dinners, or as a leisure area for dancing or concerts.

Max. banquet capacity : 220pax  
Max. Theatre capacity: 250pax  
Max. cocktail capacity : 350pax





# Venus Room



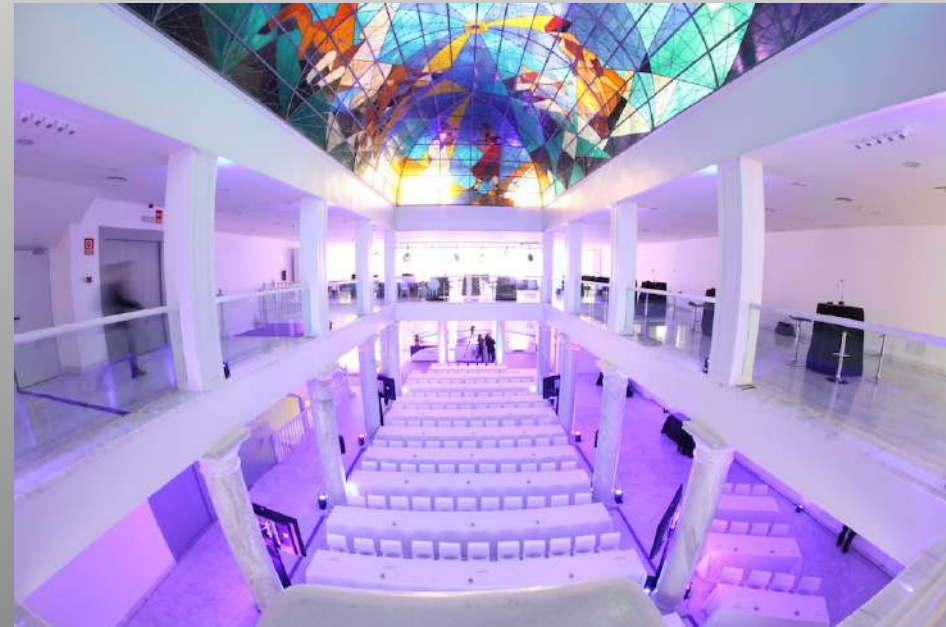








# Mirador Eunice







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Abbott  
A Division of J.D. Eckman & Co.

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# Calipso Room



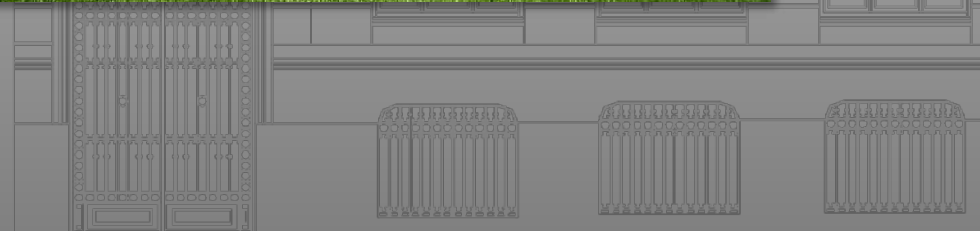
# Hall

The wide hall is perfect to be used as hospitality area, photocall, cloakroom and coffee break



# VIP Room and Rooftop





“The best location to celebrate unique events in Madrid”



palacio  
neptuno



## Audiovisual and setup services for meetings and presentations at the Meeting Centre.

There are two principal rooms where to celebrate a meeting in theatre or school style: Venus and Calipso rooms. With this purpose we offer basic packages to execute your meeting or exhibition for a very competitive rate and a high quality service.

\*Request your production and setup dossier.

### Servicios:

- Simultaneous meetings
- Hospitality room for speakers
- Meetings from 50 pax
- Simultaneous translation
- Hostess
- School and theatre set ups
- Technical and human resources



## Gala Dinner Service

Every organizer has a team of professionals at their disposal to provide guidance and manage their needs until the end of the event.

In the gala dinner service, you will find technical facilities for speeches by the director, monologues, musical groups, magicians, and more.

Request our technical setups and activities dossier\*.

## Approved catering service

Please consult with your coordinator regarding the approved catering service at Palacio Neptuno. The best catering services in the city are at your disposal, with a guarantee of quality and service.

\*Request our special "Palacio Neptuno" menu list.





## Shows and technical resources that would make your event such a successful one.

From operations department in Palacio Neptuno qwe would like to help you achieve your creative objectives. Request information about DJ session, music group, choreographies, performances, casino, photocall, magicians, monologuists, VR glasses ... among others.

You can always rely on your coordinator for any questions or additional information. Our aim is your success.







palacio  
neptuno

UNIQUE VENUE FOR  
IMMERSIVE EVENTS



IMMERSIVA  
EXPERIENCE

IMMERSIVE PROJECTIONS  
FOR CORPORATE EVENTS



LUMENTIUM





# Tablemapping Dinner

## LUMENTIUM

GASTROMAPPING



An innovative gourmet experience where dishes blend in perfect synchronization with truly stunning virtual environments. Additionally, the finest ingredients have been sourced from all corners of the world, prepared by a top culinary team exclusively for this special and unique dinner.

“simply *spectacular*”

## General Booking Conditions. Important Information.

The venues opening fee only includes the use of the rooms booked. Audiovisual, catering and all decorations, doorman, cloakroom, cleaning, security, center table decoration, furniture and sound will be invoiced separately from the opening fee.

You can only book homologated catering services by Palacio Neptuno. This service includes all the furniture, utensils and cleaning for any kind of service. The standard color of the tablecloth for corporate events is black. If you would like any other color, please ask your account manager.

- Services marked, as "Exclusive Service" in the Production and Setting Up Brochure, can only be hired with the official supplier of Palacio Neptuno.

- There are special rates for agencies. Ask for information.

Official booking confirmation will be guarantee by 50% of total services via bank transfer. The other 50% will be paid 5 days prior to set-up day or event day.

If the client cancels the event prior to its celebration, the following penalties will apply, calculated based on the total price: If canceled more than 15 days in advance of the scheduled date, there will be a penalty of 100% of the deposit paid. If canceled between 5 and 15 days before the scheduled event date, there will be a penalty of 85% of the total agreed price. If canceled with less than 5 days' notice, there will be a penalty of 100% of the total agreed price.

Professional event assistance is included.

The deadline for confirming the number of guests is 10 calendar days before the event. If the number decreases, the last number communicated via email will be billed.

Prices do not include taxes.

Certain menus will be only available for companies or social events.

Additional guests are billed separately for the same full services.

Menu tastings include gratuity for up to 4 people for events of 100 people or more. To request a menu tasting, it must be advice with one week in advance. Changes on the menu will be done maximum until 10 days prior to the event.

Setting up day has a cost of 50% of room rental fee. Opening times for events at Palacio Neptuno is from 9:00am to 2:00am. Opening times to set up is from 9:00am to 8:00pm. Consult the supplement in case your set up or event needs require extra hours or is during weekend or holidays.

All the materials left behind after the event will be considered waste. In any case, the catering or the venue will not be responsible for the materials left before, during or after the event.

Palacio Neptuno offers free Movistar fiber optic Wifi for informal network use. If your event requires a guaranteed professional Internet high-speed network, ask your account manager for more information. \*The Internet network is not guaranteed and is dependent on the external operator performance. Palacio Neptuno will not be responsible for the poor network connection or loss of this free network. To bring in any external AV supplier, will require hiring one of our technical responsible in order to supervise. Palacio Neptuno will be allowed to ask for National Insurance Number for anyone working at the venue. As well, Civil Liability Insurance of the company and prove of being up to date in payments.

To arrange a 10 natural days pre booking for any date, it is mandatory to send an email with the request to [eventos@palacioneptuno.com](mailto:eventos@palacioneptuno.com). Once those 10 days have expired, the date will be automatically released (without notice). In order to extend your pre-booking, please request it by email. The official booking will only be considered as so with the deposit of 50% of total services. See details in the Production and Setting Up Brochure.\*\*

- All rates are for a maximum of one day of service.

-The quotes for agencies requested directly to the official supplier, will be prepared and sent with net prices. The setting up and transportation fees are non commissionable.

Security Guard.

For nighttime events, it is mandatory to hire security services (during the entire event). For events open to the public, it is mandatory to hire security services of a doorman depending on the number of attendees, type of event and meeting rooms booked.

Extraordinary Cleaning Services

The venue is provided completely clean, if you wish for extra cleaning services for during or after your setting up or for box collection, carpet pieces etc., you can request this special service 24 hours prior to the event.

Open Bar, Performance, DJ and Dancing

-For open bar events, it is mandatory to hire one security guard per each 150 people.

-Each room of the palace has a maximum level sound allowed. Ask your account manager for the possibilities for each floor.

-After 11:00pm DJ sessions, dance floor and performances are only allowed in Calipso room, as is the only acoustically isolated with a maximum capacity of 300 people.

-Performances that include fire, wild animals or those performances that includes risk are not allowed with any exceptions.

-DJ set or sound equipment must be booked with the official supplier of Palacio Neptuno.



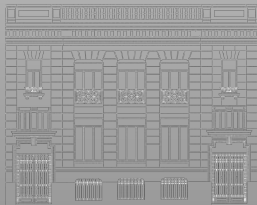
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CONTACT

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