



Rules and Regulations



Municipal Campsite of Dr. Jaime Marques Dias Simão

Vila Franca de Xira



CÂMARA
MUNICIPAL



Câmara Municipal de Vila Franca de Xira

Complexo Municipal de Desporto, Recreio e Lazer
de Vila Franca de Xira

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CITY HALL

Rules and Regulations of the Dr. Jaime Marques Dias Simão Municipal Campsite of Vila Franca De Xira

DR. JAIME MARQUES DIAS SIMÃO



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RULES AND REGULATION OF THE DR. JAIME MARQUES DIAS SIMÃO MUNICIPAL CAMPSITE OF VILA FRANCA DE XIRA

CHAPTER I - GENERAL PROVISIONS

Article 1

Enabling Legislation

This regulatory document has been prepared pursuant to sub-section k), paragraph 1 of Article 33, of Decree-Law no. 75/2013, of 12 September, in its updated version, of Article 25 of Ordinance No. 1320/2008, of 17 November, and Decree-Law No. 39/2008, of 7 March, as updated.

Article 2

Purpose

This regulatory document establishes the provisions applicable to the Dr. Jaime Marques Dias Simão Municipal Campsite included in the Municipal Sports Recreation and Leisure Complex, of Vila Franca de Xira, hereinafter referred to as “Campsite.”

Article 3

Definitions

For the purposes of applying this regulatory document, the following definitions have been taken into consideration:

1. “User” shall be deemed as anyone who uses the Campsite, in particular those as provided for in the following sub-sections:
 - a. “Holder”: shall be deemed as anyone who, upon admission to the Campsite, declares themselves responsible for a given registration.
 - b. “Household”: shall comprise the spouse and any unmarried children under the age of twenty-three, accompanying the Holder of a registration or person liable for the group of visitors.



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- c. “Registered”: shall be deemed as anyone who has been granted express authorisation by the holder of a registration to use their camping equipment. To this effect, a declaration of authorisation must be presented at Reception.
- d. “Visitor”: shall be deemed as anyone wishing to access the Campsite Facilities, who is not seeking camping or caravanning, nor intending to stay in any complementary accommodation.
2. “Camping Equipment” shall be deemed as any type of camping or caravan equipment intended for the camper’s accommodation, such as tents, trailers, caravans, motorhomes, dismantlable items or other similar awnings used for the practice of camping or caravanning.
3. “Kitchen” shall be deemed as any type of equipment designed to provide support, with the following mandatory characteristics: that it is not used for sleeping; that it has sufficient height for walking inside; that it has at least one window; that it be effectively used as a kitchen.
4. “Dismantlable” shall be deemed as any type of towable camping equipment, similar to a tent when installed, and that can be matched to a caravan for the purpose of installation and pricing.
5. “Alvéolo” or “Plot” shall be deemed as the entire, duly limited and numbered, area intended for the installation of camping and/or caravanning equipment.
6. “Pimenteiro” or “Electric Power Point” shall be deemed as the electricity distribution hub, installed next to the plots, which is equipped with several sockets.
7. “Accommodation” or “Bungalows” shall be deemed as complementary equipment for accommodation.

Article 4

Location

The Campsite is located at Rua Alfredo Keil, in the Parish Town and Municipality of Vila Franca de Xira, and forms integral part of the Municipal Sports, Recreation and Leisure Complex of Vila Franca de Xira.



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Article 5.º

Nature and Purpose

1. The Campsite is intended for the practice of Camping and Caravanning, as well as other related events and the use of its accommodation (Bungalows).
2. Without prejudice to the provisions of the preceding paragraph, any activities of a different nature, compatible with camping and caravanning activities, may be undertaken.

Article 6.º

Equipment for Specific Use and Common Use

1. Specific Use Equipment shall be deemed as any type of equipment specially adapted for Users with Special Needs, in particular parking spaces, changing rooms and toilets, which have been specially adapted and marked for such Users.
2. The following shall be deemed as Common Use Equipment:
 - a) The Municipal Complex Reception.
 - b) The Sanitary Facilities.
 - c) The Tennis, Padel and Multi-Sports Courts.
 - d) Barbecues and Living Area, provided that the Users are staying in Bungalows.
 - e) Solid Waste Containers.
 - f) Recycling Bins and Containers.
 - g) Dishwashing Facilities.
 - h) Carpark.
 - i) Restaurant and Bar.



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- j) Wi-Fi.
 - k) Customer Service.
 - l) Washing tubs, Washing Machines and Drying Areas.
 - m) Ironing Board.
 - n) Service Station and Chemical Water Drainage Area.
3. The operation of leased equipment is the responsibility of the respective lessee.
4. In addition to the lease conditions, lessors are also subject to these Rules and Regulations.

CHAPTER II - INSTALLATION AND SERVICES

Article 7

Reception and Lobby

1. Campsite Reception shall operate pursuant to the timetable affixed at the entrance and as established in the Published Notice.
2. The Reception is intended for admission, billing and monitoring of the Users' stay.
3. The Lobby is responsible for providing all necessary tourist information, including maps, brochures, timetables and/or any other elements related to the Municipality's Heritage, so that the User may have a pleasant stay and get to know the city and region. A "Welcome Kit" is also offered.

Article 8

Telephones and Post Office

1. In the event of an emergency, the telephone located at the Campsite Reception may be used by any User, at any time of the day or night, provided that the emergency is verified.



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2. Campsite Utilities and Services are not obliged to call Users to the telephone, with exception to cases related to emergency calls.

3. Campsite Reception can receive, store, and deliver mail to its campers, as well as any objects intended for them however, it shall not be held responsible for any deterioration and non-conformity of the objects received. In addition, there is no obligation for plots ("alvéolos") to be allocated. Each User must request theirs at Reception, upon checking plot availability.

4. Campsite Reception can take and deliver messages to Users however it is the User's responsible to check if any such messages have been left for them.

Article 9

Bar and Restaurant

The Bar and Restaurant operates within the timetables established by both the City Hall and the Lessor, and shall be affixed, in an area of visibility, at the respective premises.

Article 10

First Aid

1. The Campsite's First Aid Station is located at the Reception Area and is equipped with First Aid items, the aim of which are to only provide first aid to Users who have had an accident, and only until the arrival of the Fire Brigade, INEM or other specialised units.

2. The First Aid Station does not have medicine that can be given to Users.

3. The Lobby provides all necessary contacts so that Users may be assisted in the event of major injury or accident.

4. Opening Hours are 24/7.



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Article 11

Dishwashing Facilities, Laundry Utility Sinks, Washing Machines, and Ironing Board

1. Dishwashing Facilities, Laundry Utility Sinks and the Ironing Board may only be used by Campers, and for their intended purpose.
2. Clothes Drying is only permitted on Campsite clotheslines.
3. The Campsite shall not be liable for whatsoever switches, theft or missing items of clothing that may eventually occur.
4. Payments for the purpose of using the Washing Machine must be made on the respective equipment.

Article 12

WC and Toilet Facilities

1. The WC and Toilet Facilities have been divided by gender.
2. The hot water available in the WC and Toilet Facilities is exclusively for the showering.
3. The units have been equipped with hand and hair dryers.
4. The units are also equipped with baby changing facilities.
5. Existing power outlets are intended for the sole use of razors, hair dryers and mobile phone charging, notwithstanding the provisions of Article 35 of these Rules and Regulations.
6. Organic waste derived from the normal functioning of the human body must be disposed of in the toilets made available for this intended purpose only.
7. Machines may not be connected to water outlets.



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Article 13

Recycling Bins, Containers, and Solid Waste Bins

1. Recycling Bins, Containers and Solid Waste Bins are to be used by Users for the intended purpose of disposing of waste generated by Users of the Campsite Facilities.
2. Solid Waste may not be disposed of outside the Bins and Containers made available to this effect.

Article 14

Fire Protection System and Security Plant

1. The Campsite is equipped with a Fire Protection System and Staff have been duly trained in means of combat and measures to be taken in the event of a fire.
2. Users may check out the affixed fire-fighting standards.
3. The Campsite has Emergency and Safety Plans affixed in clearly visible areas.

Article 15

Barbecues

1. The Campsite's Barbecue Facilities are intended for the sole use of Bungalow Users.
2. In order to ensure its correct operation, Users must observe the following:
 - a) Respect the order of arrival.
 - b) Leave the area clean following each use.



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Article 16

Leisure Areas

The use of the Tennis and Padel Court, the Multipurpose Complex, the Group Room, the Gym, and the Swimming Pool shall be subject to the payment of the respective usage fees, and must in addition, comply with the conditions of their own Rules and Regulations, which must be requested by Users at the Complex Reception.

CHAPTER III - CONDITIONS OF USE

Article 17

Admission

1. Admission to the Campsite shall be dependent upon the identification of its Users, by means of showing an ID Card a Citizen ID Card a Passport a Driver's License, or any other form of identification that is officially accepted, Tax ID number or Corporate Tax ID Number, and address for the purpose of receiving notifications.
2. Users under the age of sixteen can only attend the Campsite if duly accompanied by their parents or any other adults that are liable for them.
3. Users shall not be admitted whenever the maximum capacity of the Campsite has been exhausted or whenever Services deem it necessary to limit access to the Campsite, within reason.
4. Cars, motorcycles, mopeds, and any other motor vehicles, including bicycles, are allowed into the Campsite when in the use of Campers, provided that these do not disturb the normal functioning of the Campsite.
5. The number of cars may not exceed the number of equipment registered under the User's name and shall be limited to the Campsite's capacity.
6. Camping or Caravan equipment that is in poor condition of use shall not be allowed.



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7. In the event of doubt as regards ownership rights, the User shall also be required to exhibit a document confirming ownership of said Camping Equipment with the registration number they intend to install. A copy of said document shall be made and attached to the User's record.

Article 18

Prohibition

Admission to the Campsite is prohibited, as follows:

- a) Users who do not have the documents required under the previous Article.
- b) People who have been diagnosed with a contagious disease or illness, or who have wounds that could compromise public health.
- c) Users who are in a manifest state of intoxication, under the influence of drugs and/or products that produce similar effects.
- d) Users who are carrying firearms, or other related items.
- e) Users who have been issued a refusal of stay sanction, for the duration of the same.

Article 19

Registration

1. Registration must be undertaken at the Campsite Reception.
2. Upon registration, a member of the Campsite Staff must fill out a form, the completion of which is mandatory. The form must provide details of the User's name, address, nationality, identity card or citizen's ID card number, driver's license, passport or similar document and the taxpayer number. The identification and date of birth of each and every person accompanying them is also mandatory, as well as all camping equipment and other items being brought into the Campsite.



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3. Optionally, the User may be asked for their email address and telephone number, should the need for contact arise.
4. During registration, the User has the obligation to report and identify any pets they intend to bring into the Campsite.
5. In the event of a group of Users or an Association, registration is only required for the person responsible for the party however, each and every person integrating the party must be identified, by provision of their full name and date of birth.
6. Upon registration, the maximum capacity of the respective camping equipment must be declared.
7. The User/Holder must verify the correct completion of the registration form and the fees to be charged on a daily basis, and must sign the document, thus confirming their acceptance.
8. The Holder/User shall receive one card for each Party Member and a permit card for all other remaining items.
9. For each item of camping equipment, a permit card shall be issued which must be attached to the respective equipment in such a manner that it can be seen from an access road.
10. In the event of a lost or stolen card, the Holder shall be liable to pay a fee, as more fully defined in the Rules and Regulations, and Table of Fees and Charges, annually approved by the Municipality.
11. Any changes to the data contained in the registration must be immediately communicated to the Campsite Reception.
12. In order to benefit from any of the discounts provided for in the Table mentioned in the preceding paragraph, the User must, at the time of registration, provide proof of the condition that he or she claims to have.



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13. Upon termination of the stay, the User must return the cards and/or permit cards in their possession, as received at the time of registration and admission or during their stay.

14. Failure to return, or loss or damage to the documents referred to in the preceding paragraph, shall imply the payment of a fee for their replacement, in accordance with the amounts described in the Table of Fees and Charges in force.

15. Cancellation of a registration shall imply the full payment of any amounts due for the period of stay, as borne by the Registration Holder.

16. Transfer of ownership of the Camper's Holder Registration for the Campsite is not permitted.

Article 20

Visits

1. Visitors shall be allowed to enter the Campsite, subject to the Admission Conditions pursuant to Article 17, and Prohibitions pursuant to Article 18.

2. Visitors wishing to enter the Campsite must make their way to the Reception or Lobby Desks, and must comply with the following procedures:

a) A User of the facility must be present at the time of registration.

b) Visitors will be required to pay a fee whenever their stay is for a period of more than two hours.

c) Visitors may only circulate within the Campsite if issued with a Visitor's Card.

d) Visitors are required to leave the Campsite by no later than 9 pm.

3. If a Visitor wishes to spend the night at the facility of the Registered Holder/User being visited, they must communicate this to Reception, in the presence of the Campsite User, and must pay the corresponding fee.



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4. Visitors staying overnight ~must leave the Campsite facilities by 12 noon of the following day, otherwise they will be required to pay a new Visitors Fee.
5. All Visitors are subject to these Rules and Regulations, as applicable.
6. From the moment the Visitor enters the Campsite Facilities, the Holder/User being visited shall accept full responsibility for the Visitors acts and behaviour.
7. Any disturbance or damage caused by a Visitor shall be the responsibility of the Holder/User being visited.
8. Exceptions to the conditions established under paragraph 4 shall only apply when cultural or recreational activities are undertaken, and which may extend the previously established time periods, whereby the Visitor shall, without fail, be required to leave the Campsite before the Period of Silence commences.
9. Visitors are not allowed to use their personal vehicles inside the Campsite, with exception to those with reduced mobility.

Article 21

Pet Admission

1. The entry or presence of Pets in the Campsite is only allowed after presentation of a duly updated proof of vaccination, in accordance with the legal provisions in force.
2. In respect of animals that may be regarded as dangerous, their owners are liable for complying in full, with the legislation concerning the same.
3. All necessary measures must be taken to ensure that the pets remain within the perimeter of the allocated plots and that they do not disturb or harm the other Campsite Users.
4. Pets may not roam unattended within the Campsite.



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5. Whenever pet owners need to walk their pets around the Campsite, this solely being permitted for the purpose of leaving and returning to the Campsite, they must do so using the appropriate means of containment for the characteristics of said animals, namely boxes, cages or birdcages, or pets secured on a short leash, which must be attached to the collar or breastplate of the same.

6. The Municipality of Vila Franca de Xira shall not be liable for any accident or damage caused by or suffered to a pet staying at the Campsite. Pet owners are solely responsible for their pets, and to this effect, they are bound by the term of responsibility which must be signed upon admission to the Campsite.

7. Each pet shall be subject to pay a daily fee for their stay, as determined by the Table of Fees and Prices approved annually by the Municipality.

Article 22

Installation of camping equipment

1. The Campsite has defined areas for the exclusive installation of caravans, motorhomes, trailers, and tents, with no installation outside these areas being permitted.

2. Only one item of camping equipment, one kitchen and a structure to produce shade is permitted for each allocated plot.

3. Without prejudice to the provisions of the preceding sub-section, Campsite utilities and services may have some plots that they regard as special plots, intended for group camping, whereby the installation of a greater number of camping equipment may be authorized.

4. The use of such special plots, as referred to in the preceding paragraph, shall be subject to the following conditions:

- a) Payment for the camping equipment during a stay is made pursuant to the number of equipment items installed, and in accordance with the Table of Rates and Prices in force.



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- b) The installed camping equipment must maintain a free pathway of at least two meters in width between the equipment and the hedges, in order to allow for adequate cleaning by Campsite utilities and services.
- c) The installation of removable covers and/or awnings supported by metal structures is not permitted.
- d) Without prejudice to the provisions of the preceding sub-section, the installation may be subject to guidance by the Campsite Utilities and Services, as more fully explained in Chapter VI.
- e) The installation of camping equipment must be undertaken during Reception opening hours and in such a manner as to not disturb or affect the Campsite environment, as well as the peace and safety of its Users.
- f) The awnings or similar structures must, under no circumstances, exceed the allocated plots to which the camping equipment was registered to at Reception.
- g) It is mandatory that all equipment and respective moorings be installed within the space of the allocated plot, in order to maintain a free distance of at least one metre between equipment and the boundaries of each plot.

Article 23

Electricity and Gas

1. Connections to the Electric Power Point sockets (*pimenteiros*) shall be solely managed by Campsite Staff.
2. Items of equipment, including electrical appliances, to be used outdoors, must be fitted with regulatory-type (FW 2 x 2.5 + T) power cords. The cords must not be shunted, must have watertight bipolar plugs, and must be earthed (*Schuko* type).



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3. The inlet socket (male) attached to your equipment must be in good condition.
4. Deteriorated, broken or dismantled sockets and switches, loose conductors or faulty wiring, metal bushings, and of the like, must not be used.
5. Whenever there is a breach in one of these standards, the supply of electricity may be refused and/or disconnected, with immediate effect.
6. Electric power provided to a given unit incoming from the Electric Power Box cannot be used to power other units.
7. Electric Power shall only be supplied within the defined zones.
8. The maximum power of all electrical appliances working simultaneously may not exceed the supplied wattage (6 amps – 2300W).
9. Whenever the circuit breaker trips due to an overload of simultaneously connected equipment and the User requires the Power to be re-established, they will be liable to pay a penalty fine, as more fully described in the Table of Rates and Prices in force.
10. Each plot can only use one extension cable to obtain electricity, which must be connected to a socket on the Electric Power Point. Further connections from that extension cable to another is not permitted.
11. The number of connections to an Electric Power Point cannot exceed the number of sockets integrating it.
12. Electric Power must be switched off whenever the equipment installed at a given plot is unoccupied. Should this not be observed by the User, the Campsite reserves the right to disconnect supply to the plot, and thus to its equipment.
13. Without prejudice to the preceding paragraph, and under exceptional circumstances, as agreed with Campsite Management, the User may be allowed to maintain their electrical connection, provided that they pay the respective usage fee.



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14. The Campsite declines all and any liability for loss or damage to installed equipment, arising out of the disconnection of electric power, to unoccupied plots.

15. Only duly approved equipment and accessories are allowed to connect to the Campsite's Electricity Board, in accordance with the Regulatory Conditions in force.

16. The connection of a light point outside the installation, consisting of a low-consumption lamp, with a nominal power not exceeding eleven watts, is permitted.

17. Electrical cables may not be hung from trees or bushes, nor may they be in areas that may harm the aesthetics or safety of the Campsite, and its Users and Campers.

18. The User shall be liable for damages incurred to third parties and/or to the Campsite facilities, due to the misuse of equipment or due to the poor condition of its electrical equipment.

19. The supply of electricity is subject to payment of the fixed rate, as enforced.

20. Campers may only use gas cylinders that are compatible with the equipment installed, limited to 3 kg for those staying in a tent.

21. The Camper is solely liable for damages incurred as a result of using gas appliances.

22. The gas cylinders must remain in a safe area, protected from the sun, and they must be disconnected at the end of each use.

Article 24

Fees, Delayed Fees, and Defaulted Payments

1. The fees to be charged are included in the Rules and Regulations, and Table of Fees and Charges, annually approved by the Municipality of Vila Franca de Xira, and which are affixed at Campsite Reception.



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2. A prepayment may be required if stays are for less than seven days.
3. For stays longer than those mentioned in the preceding paragraph, or whenever the User's stay or that of the camping equipment is interrupted, payment must be made for the days for which the stay lasted, and all related identification cards or permit cards must be returned to Reception.
4. Without prejudice to the provisions of paragraph 2, payment of all amounts due shall be due on the last day of each month and must fully paid by no later than the eighth day of the following month.
5. In the event of non-compliance with payment deadlines, the debtor User must pay the amount owed, plus late payment surcharges, as follows:
 - a) 10% of the amount due for the 1st month in arrears.
 - b) 25% of the amount due for the 2nd month in arrears.
 - c) 50% of the amount due for all remaining months in arrears.
6. Users will not be allowed to stay and will be denied access to the Campsite after the period referred to in paragraph 4 of this article has elapsed, and until such time as full payment of the amounts owed has been made.
7. In the absence of payment, and after informing the interested parties, Campsite Utilities and Services may remove any camping equipment found on-site.
8. Any removed items shall be stored at the Campsite or at a place provided by the City Hall of Vila Franca de Xira, for a period of thirty working days. The Holder of the registration pertaining to said items shall be liable to pay for the removal fees and storage, as provided for in the Rules and Regulations, and Table of Fees and Charges.
9. In the absence of voluntary payment of the debt, any amounts due shall be collected through the legal enforcement of a debt collection proceedings.



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CHAPTER IV - DUTIES, RIGHTS, AND PROHIBITIONS

Article 25

Users' Rights

Campsite Users are entitled to:

- a) Use the facilities and services in accordance with the provisions of this regulatory document, and applicable legislation.
- b) Have prior knowledge of the fees charged.
- c) Request that a receipt be issued for expenses incurred.
- d) Be aware of the operating rules of the Campsite.
- e) Be entitled to privacy.
- f) Request the complaints book whenever they deem necessary.
- g) Submit written suggestions regarding the operation of the Campsite and its facilities.
- h) Take part in the initiatives promoted by the Campsite, aimed at occupying free time.

Article 26

Duties of Users

1. During their stay at the Campsite, Users must conduct themselves in a neighbourly manner.
2. Users must always be accompanied by their identification card and present it when entering the Campsite or whenever requested by Campsite Utilities and Services.



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3. Users are obliged to comply with the following rules:

- a) Accept the authority of those in charge of Campsite operations and comply with all the provisions of this regulatory document.
- b) Comply with the Campsite's adopted hygiene standards, in particular those referring to the disposal of waste, dirty water and chemical toilets, as well as washing and drying of clothes, pet admission and the prevention of contagious diseases.
- c) Maintain all camping equipment in a good state of conservation, hygiene, cleanliness, and safety, ensuring its safety and integrity.
- d) Do not leave any equipment liable to cause a fire unsupervised, thus complying with the other fire protection measures in force at the Campsite.
- e) Ensure proper protection of tree branches and refrain from using nails, pegs or any other means of fixation that might damage them when placing ropes or pegs.
- f) Ensure that all pets remain within the perimeter of the plot and that they do not inconvenience or harm the other users of the Campsite.
- g) Pay the stipulated prices for the services used, in accordance with the rate table in force and within the regulatory deadlines.
- h) Respect the Period of Silence, Order and Discipline, refraining from any acts likely to disturb other users.
- i) Do not park any vehicles or camping or caravanning equipment on internal circulation routes.
- j) Remove all camping items and belongings within the established deadlines, as more fully defined under these Rules and Regulations.



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k) Communicate to Campsite Utilities and Services, any anomaly or non-compliance with these Rules and Regulations.

Article 27

Prohibitions

Campsite Users are prohibited from:

- a) Setting fire outside the places intended for this purpose and using unauthorized equipment, except in cases where prior consent has been obtained from Campsite Management.
- b) Cause disturbance during the Period of Silence, in particular through the installation or removal of materials of any nature and the use of radios or TV's.
- c) Install camping equipment less than 2 metres away from the materials of other campers or caravans or outside the plot.
- d) Build or place any type of fencing around the plots, such as building or installing artificial walls and landscaping, and/or awnings that do not comply with the features defined in Annex I of this Regulatory Document.
- e) Use camping equipment with an express or implicit residential nature or improve decorative and utilitarian arrangements in these media.
- f) Install hammocks, tables, sofas or other fixed or permanent items or equipment.
- g) Tie or attach strings, ropes, wire, or other material to trees without these being layered with rubber or cardboard and never less than 2 metres from the ground.
- h) Implement fixed structures or pave the ground.



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- i) Cause any damage to the Campsite's assets or to the property of Users or third parties.
- j) Cutting down, pruning, sowing, planting, damaging, or intervening by any means in the existing vegetation in the Campsite.
- k) Transpose or destroy existing fences.
- l) Use standpipes for wastewater or as a dishwashing facility.
- m) Connect hoses to any water networks around the Campsite.
- n) Wash dishes or clothes during the Period of Silence.
- o) Wash dishes or clothes inside the changing rooms.
- p) Open ditches or pour water with debris of any kind onto the land.
- q) Drain or dispose of wastewater from caravans, motorhomes, or other equipment, outside the containers or places intended for this purpose.
- r) Make holes in the ground.
- s) Make use of firearms, air pressure guns, traps or other instruments that may endanger the health or physical integrity of Users.
- t) Play with balls outside the designated areas.
- u) Do any type of political, religious, or commercial propaganda or practice any cult, as well as post advertising of any nature without prior authorisation from Campsite Management.
- v) Undertake subscriptions or requests without the prior authorisation from Campsite Management.



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- w) Enter into reserved areas of the Campsite.
- x) Use socket adaptors in order to increase the number of outputs from an Electric Power Point.
- y) Bring pets into the Campsite premises, without prior authorisation from Campsite Utility Services.
- z) Bring people into the Campsite without seeking prior authorisation from Campsite Utility Services;
- aa) Conduct any type of repairs and tuning to vehicles or similar;
- ab) Use horns and leave alarms on.

CHAPTER V - VEHICLES

Article 28

Conditions of Circulation

1. Vehicles that are not registered at Reception cannot enter the Campsite under any circumstances.
2. The circulation of vehicles inside the Campsite is not permitted, with exception to entering and leaving the premises.
3. Circulation of non-motorised vehicles is restricted and may be prohibited whenever circumstances so warrant.
4. Circulation of vehicles and bicycles within the Campsite is subject to road signs, the Highway Code, and the indications of Campsite Utility Services.
5. Circulation of vehicles within the Campsite is only permitted in the following cases:
 - a) Loading and unloading (a maximum of 60 minutes being allowed, in respect of unregistered vehicles).



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b) Vehicles used in the service of the City Hall, Municipalized Services - SMAS, EPAL and any other services related to the Campsite;

c) Emergency and priority vehicles.

d) Other cases, duly authorised by the Municipal Sports, Recreation and Leisure Complex of Vila Franca de Xira.

6. Whenever Campsite Utility and Services have reason to suspect improper entry and/or exit of people or materials resulting in a breach of these Rules and Regulation, they may suspend the authorised circulation of the vehicle in question and, if necessary, request the support of the local police authorities.

Article 29

Unregistered Vehicles

Any vehicle found inside the Campsite that has not been registered following the unloading period, must pay for the stay of said vehicle, from the date of admission of the vehicle owner.

Article 30

Parking

1. Parking of vehicles is limited to the areas allocated to this effect, and which are duly signposted. Campsite Utility and Services may limit, condition, or prohibit access to the area, whenever it deems necessary, and in particular, for safety reasons, as well as for all situations provided for under the Safety and Use of Public Areas Regulation of the Municipal Sports, Recreation and Leisure Complex of Vila Franca de Xira.

2. Parking in the Campsite facility shall be limited to one vehicle per camper, provided that a request for parking has been made at the time of Admission and Registration and is subject to payment in accordance with the Table of Fees and Charges, and availability of parking spaces.



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3. Campers are not allowed to park their vehicle next to their equipment or within the camping areas.
4. Parking in the Campsite may be limited, conditioned, or prohibited whenever the Campsite Utilities and Services deem necessary, and in particular, for safety reasons
5. Parking, without prior authorisation, of any vehicle outside the areas allocated to this effect, shall be deemed a breach of these Rules and Regulations, and of the Highway Code, thus granting the Campsite the right to use a tow service for the removal of said vehicle, should its owner not voluntarily move the vehicle to the appropriate parking zone, or to an area outside the facility.
6. Any costs incurred by the Campsite in the removal of a vehicle shall be borne by its registered owner, as more fully described in the preceding paragraph.
7. The Campsite shall not be liable for any damages incurred to the vehicle arising out of its removal through the use of a tow service.
8. The Holder shall receive a Parking card or permit that must be placed in a visible area inside the vehicle, for the duration of the stay and, in particular, when exiting and entering the Campsite.
9. The Municipality of Vila Franca de Xira shall not be held responsible for the safety of the vehicles parked at the Campsite, specifically declining any liability or charges arising out of any accidents, damages and/or theft of vehicles or items kept inside the same.
10. Vehicles registered at Reception that arrive at the Campsite during the Period of Silence must be parked in the parking area of the Municipal Complex, or, if no parking spaces are available, in the parking lot outside the Complex.



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11. The preceding Rules, adapted as required, shall be applicable to the circulation of bicycles or any other vehicle.

Article 31

Speed Limit (for circulating within the Campsite)

The maximum speed limit for vehicles circulating within the Campsite is 10km per hour.

Article 32

Maintenance

1. Vehicles may not undergo servicing, adjustments, repairs, or engine washing within the Campsite premises.
2. Unless conducted at the service station, vehicle washing, of any nature, as well as the washing of camping material and units (i.e.: caravans, trailers, tents, etc), may not be conducted within the Campsite premises.

Artigo 33

Liability for Accidents

All traffic accidents caused by Users shall be the sole and exclusive responsibility of the same, or of the legal guardians, where minors are involved. Such accidents shall be subject to being duly notified to the local authorities, in accordance with the provisions of the Highway Code, Civil Code, Penal Code or any other legislation applicable to the specific case.



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CHAPTER VI - AWNINGS AND COVERS

Article 34

Installation and permanence of removable covers

1. The installation of removable structures and awnings at the Campsite is subject to the submission of a written request addressed to the City Mayor, and must include the plot number and location where the applicant intends to install said equipment, as well as the characteristics of the material to be installed.
2. Following receipt and analysis of the respective request, the structure and cover may only be assembled after a favourable opinion has been issued by the services.
3. Covers that are not supported by metallic structures are only permitted between the period that runs from November 1st to April 30th.
4. In the event of non-compliance with the provisions of the preceding paragraph, Campsite Utilities and Services shall remove the respective covers and/or awnings, and the City Hall shall not be held liable for any damages incurred during or following completion of the removal works, in accordance with the provisions of sub-section d), paragraph 1 of Article 35.
5. Regulatory safety distances must be observed when assembling and installing camping equipment.
6. Installing side flaps, sealing the bottom of caravans with any type of material, using the space as a deposit or for the storing of items in general is not permitted.
7. The installation of covers or awnings placed over the main equipment of campers and caravan users is only permitted when these cumulatively meet the following requirements:
 - a) Response to fire of the materials used in the overhead covers or awnings must be of an M2 category or above.



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- b) The overhead covers and/or awnings must meet the minimum conditions of resistance to atmospheric agents, in order to guarantee the safety of people and equipment.
- c) Overhead covers and/or awnings may only be used to cover the caravan itself and may not be used for the purpose of covering the entire plot where the caravan is located. In addition, the cover structure may not exceed 20 cm (in length and width), on either side of the unit.
- d) Overhead covers and/or awnings must have a minimum distance of two metres between them, and may not be extensions of each other, whereby the area must remain free from obstructions.
- e) Covers and/or awnings may not produce a negative impact on the surrounding environment.
- f) The structures and overhead covers must be removable and fixed to the ground using tubular support.
- g) The maximum height of the overhead cover in relation to the roof of the item being covered may not exceed a distance of more than 10% of its width.
- h) The thickness of the tubular support must not exceed one and a half inches.
- i) The side flaps attached to the cover and/or awning may not exceed 25cm in height.
- j) Assembly of the structure and cover or awning must allow for the entry and exit of the camping material of other Users.
- k) Installation of side covers is not permitted, with exception to the period that runs from 1st November to 30th April.



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8. All plots that have installed structures, to which these standards refer, must be equipped with an individual fire extinguisher containing 6 kg of chemical powder, or similar, and must have an A, B or C classification.

9. It is the User's responsibility to ensure that the fire extinguisher is mounted at the plot, is in good condition of use, and that it is in a place of visibility and easily accessible.

10. Within the scope of its duties, it is the Campsite's responsibility to check that compliance with these standards is being met.

11. In the event of non-compliance with these standards, the provisions of this regulatory document shall be applicable in what concerns removal and non-compliance.

CHAPTER VII - LIABILITIES

Article 35

Disclaimer

1. 1. The Municipality of Vila Franca de Xira declines all and any responsibility in respect of the following:

a) Any accidents, damage, theft, acts of vandalism, fire to vehicles caravans and motorhomes, and to any other items and objects belonging to Users, as may occur within the premises of the Campsite, whenever the facts do not indicate the existence of direct responsibility of its utility services, such responsibility being attributed to the perpetrator or to the legal guardian, should the perpetrator be an underaged child.

b) Any damages arising out of natural causes (such as earthquakes, severe weather, falling trees, among others) or stray animals.



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c) Losses related to interruptions in the supply of electricity.

d) Any damage occur ring during or after conducting works to remove and store camping equipment and/or other materials.

2. Campsite Users are responsible for all damages caused to the facilities as a result of improper or reckless use, and as a result of misuse or poor condition of their camping equipment.

3. Any accident incurred, whether personal or material, arising out of the use of an electrical installation, shall be the responsibility of the User.

4. Parents and/or Guardians of underage Users are responsible for ensuring that these Rules and Regulations are observed, in particular as regards the rules of safety and hygiene, safety when using the changing rooms, bicycle circulation and protection of the physical and natural heritage of the Campsite.

5. Registered Users shall be liable for non-compliance with these standards by any underaged children, in their care, custody and control, and shall be liable to pay for any damages incurred.

Article 36

Operational Liability

Campsite Management shall be liable for ensuring that the Campsite is fully operational, and in the exercise of its functions, may issue orders and instructions.

CHAPTER VIII - ABANDONMENT AND REMOVAL OF EQUIPMENT AND MATERIALS

Article 37

Abandoned camping equipment

Camping equipment shall be deemed as abandoned whenever:

a) The camping equipment is not duly identified with the tags



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issued to this effect, for a period of more than 24 hours.

b) The camping equipment and all the material found at the plots has not been used for a period of more than 3 months from the date of its registration, by the registered Holder and/or any of its Party, and whenever there has been an absence of payment during the same period.

Article 38

Removal of camping equipment

1. The equipment may be removed by Campsite Utilities when any of the following has occurred:

a) Non-compliance with payments due, as provided for under Article 24, and following notification to this effect.

b) The equipment is in a state of abandonment, in accordance with Article 45.

c) Failure to comply with the rules for installing camping and caravan equipment.

2. In the event of non-compliance with the provisions of this regulatory document, Campsite Utilities and Services shall remove any camping equipment, or other equipment, which does not comply with these Rules and Regulations, and shall not be liable for any damages incurred as a result of said removal.

Article 39

Payment of Expenses

When the identity of the owner of the abandoned material is known, they shall be notified to pay for the expenses (of removals and storage) as incurred during the process of abandonment of material.



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Article 40

Material Loss

1. The removed items or material will be stored for a maximum of 30 days, from the date of receipt of the notification, as established in the preceding article.
2. Following the deadline referred to in the preceding paragraph, the items shall be deemed abandoned, and may be used by the City Hall of Vila Franca de Xira, as they deem fit.
3. All abandoned items, which have been in storage for more than 3 months, and for which no claim has been made, shall also be deemed property of the City Hall of Vila Franca de Xira.

CHAPTER IX - LOST AND FOUND

Article 41

Lost and Found

1. Any person who encounters a lost mobile item, the owner of which is unknown, must hand it in at Reception, or at the Campsite entrance, where a record of both the lost item and the person finding it will be made.
2. The Municipality of Vila Franca de Xira has the right of retention and does not respond in the event of loss or deterioration of the recorded property.
3. Nominative documents must be handed over to the police authorities.
4. If the objects are not claimed by the owner within a period of 3 months from the date of delivery to Campsite Services, the found items shall be deemed property of the Municipality of Vila Franca de Xira, which will use them as they see fit.



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CHAPTER X - BURNING AND COMBUSTION EQUIPMENT

Article 42

Authorised Equipment

1. The use of combustion equipment is only permitted for the purpose of cooking food.
2. Combustion equipment must be portable and removable.
3. The use of fixed or typically domestic combustion equipment shall be limited to camping and caravanning equipment that have been specifically adapted to this effect and shall be limited to a maximum of two bottles per item of equipment.
4. The following is expressly prohibited:
 - a) The use of construction combustion equipment on masonry.
 - b) The use of bottled gas with a capacity that exceeds 3 kg, in camping equipment (in tents).
 - c) The use of combustion equipment near any sources of ignition, in particular the areas adjacent to easily flammable vegetation.
 - d) Burning of paper, firewood, or other wood type materials, or dry vegetation, such as pine needles, hay or dry grass.
5. The use of combustion equipment is the exclusive responsibility of the User, who shall be liable for any damage caused during its use.
6. When in use, Combustion Equipment must be supervised at all times.
7. Following its use, all flames or embers must be extinguished and, whenever possible, the fuel should be cut off.



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8. Use of Combustion Equipment may be limited or prohibited, by order of Campsite Utility Services, whenever the equipment does not present suitable safety conditions, or there are weather conditions that justify the same.

9. When using combustion equipment, Users must avoid disturbing other Users.

CHAPTER XI - OPENING HOURS AND TIMETABLES

Article 43

Opening Hours and Timetables

The opening and closing hours of the Campsite, as well as the timetables for the respective Utilities are approved annually by the City Hall and a Public Notice issued, upon submission by the Tourism Division whilst Campsite Management, which will be published, as provided by law.

Article 44

Period of Silence

1. The Period of Silence has been set between the hours of 11 pm and 7 am of the following day.
2. During the Period of Silence, vehicles are not allowed to access, circulate, or leave the area intended for the assembly of camping equipment, except in the event of an emergency related to the User's health status.



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CHAPTER XII - NON-COMPLIANCE AND SANCTIONS

Article 45

Sanctions

1. Without prejudice to civil or criminal liability, failure to comply with the provisions of these Rules and Regulations, in particular as regards the Duties of Users and Prohibitions, may result in the application of sanctions, as follows:

- a) Warning;
- b) Written Warning.
- c) Denied Stay.
- d) Refusal of Entry.

2. A Verbal Warning consists of advising the offender of their non-compliance with the Rules and Regulations set forth.

3. A Written Warning is a written document issued to the offender advising them of their non-compliance with the Rules and Regulations and will be recorded in the registration of the respective User.

4. Denied Stay consists of expelling Users from the Campsite due to non-compliance with the Rules and Regulation, as well as non-compliance with the duties inherent to campers and people staying in caravans.

5. Refusal of Entry Bans shall consist of not allowing access to the Campsite for a given period of time, after applying the Denied Stay Sanction.

6. A warning shall be issued and applied, in the event of non-compliance with the provisions of paragraph 2, in its sub-sections a), b), c), f), k), paragraph 3 of Article 26, and sub-sections c), f), g), o), t), u), v) and x) of Article 27.

7. A written warning shall be issued in the event of failure to comply with the provisions of sub-sections e), h) and i), paragraph 3 of Article 26 and sub-sections aa) and bb) of Article 27.



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8. A Denied Stay Sanction shall be applied in the event of failure to comply with the provisions of sub-sections d), g) and j), paragraph 3 of Article 26, sub-sections a), b), d), e), h), i), j), k), l), m), n), p), q), r), s), w), y), and z) of Article 27, and paragraph 6 of Article 28.

9. In the event of serious breach to the provisions of the sub-sections referred to in the preceding paragraph, a Refusal of Entry Ban may be applicable.

10. A Repeat Offender is any User who repeatedly incurs in infringement within a period of one year following their first infringement.

11. Recurrence is deemed as an aggravating circumstance of the offense committed, based on the hierarchy of sanctions, as more fully defined under paragraph 1 of this Article.

12. Any incurrence shall be punishable.

13. The authority for applying the Sanctions provided for under sub-sections a), b), and c), paragraph 1, is the responsibility of the Campsite Management Services as soon as any infringement has been detected.

14. With exception to any events, as provided for under paragraph 9 of Article 24, authority for enforcing a Refusal of Entry Ban lies with the City Mayor.

15. The period and persons to whom the Refusal of Entry Ban are applicable shall vary depending on the seriousness of the event, and the offender's culpability of the facts, and shall be established by the City Mayor, pursuant to the proposal submitted by Campsite Management.

16. When the Offender's behaviour deems necessary the application of more than one sanction, the most serious sanction shall be applied, regardless of the number of infringements made.



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17. In the event of a Denied Stay Sanction being applied, the offender must remove all of their camping equipment, with immediate effect, or otherwise be subject to the items being removed by Campsite Utilities and Services, in accordance with Article 46 of the Regulations. The offender shall be liable to pay removal and storage charges, as more fully defined in the Rules and Regulations, and Table of Fees and Charges, in force.

Article 46

Procedures for applying a Refusal of Entry Ban.

1. Following the application of the Denied Stay Sanction, the offender shall be notified that the Refusal of Entry Ban will be applied.
2. The notification referred to in the preceding paragraph must mention the conduct that led to the application of the Refusal of Entry Ban, and the duration of the same. The offender shall have a period of 10 days from the date of notification in which to submit a written appeal.
3. If the offender does not comment or the arguments presented in his defence are not accepted, the offender is notified of the final decision of interdiction applied by the City Mayor.

Article 47

Applying a Denied Stay Sanction and Refusal of Entry Ban

When an offender refuses to comply with the Denied Stay Sanction and Refusal of Entry Ban, Campsite Management Staff may request police intervention in order to enforce such Sanctions and/or Bans.



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CHAPTER XIII - COMPLEMENTARY ACCOMMODATION

Article 48

Booking of Complementary Accommodation

1. T2 Bungalows will be allocated according to availability and taking into account that these can be used by a maximum of 5 people (4 with privacy). Bungalows consist of one double bed, two twin beds and one sofa bed.
2. Bookings can be made at Campsite Reception, by telephone or by email, and a deposit consisting of 50% of the total booking fee will be payable on demand. Bookings can also be made using online booking platforms.
3. The deposit, as referred to in the preceding paragraph, must be paid within a maximum period of 24 hours, otherwise the booking will be automatically cancelled. The remaining 50% must be paid during check-in.
4. The minimum stay period is 2 nights, and the maximum is 30 nights.
5. Cancellation at the request of the User shall be subject to the following:
 - a) Cancellations made up to 15 days prior to the date of arrival are free of charge for the customer. As such, the full amount paid by the Customer as a deposit will be refunded.
 - b) Cancellations made between 15 and 7 days prior to the date of arrival shall mean the loss of 50% of the deposit paid.
 - c) Cancellations made with less than 7 days of the date of arrival shall result in the complete loss of the full amount paid.
6. Bookings made within a period of less than 7 days must be paid in full at the time of booking and, in the event of cancellation, no refunds will be paid.



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7. The booked period, even if not used, shall be charged in full as if it were duly occupied.
8. The Campsite may cancel the booking due to reasons of force majeure, which shall be duly justified and communicated to the customer as soon as possible, and the amounts paid will be refunded to the customer.
9. Checking into Bungalows (check-in) is from 2pm, and check-out must be made until 12 pm.
10. The User is responsible for maintaining the furniture, crockery, clothing, appliances, and other equipment in a good state of cleanliness, as well as the interior of the allocated accommodation.
11. Each Bungalow includes a list of items and accessories. To this effect, at the time of leaving, Users must confirm the items against the checklist and report any that are missing.
12. Under the provisions of the preceding paragraph, in the absence of a complaint at the time of check-out, all items will be deemed accounted for, the User thus being liable for any missing items or accessories thereof.
13. In the event of long stays, bed linen and towels will be changed every 5 days. The User may additionally request this service upon payment of the amount provided for in the Table of Fees and Charges in force.
14. Cleaning of the Bungalow is the responsibility of the User for the duration of the Stay.
15. With exceptions to the above-mentioned cases, occupation must occur by no later than Day 2 of the Stay. From Day 3 onwards, all booking rights will be revoked.
16. Only one vehicle per Bungalow is permitted, with exception to any cases where prior approval by Campsite Management has been granted, and upon payment of the corresponding fee.
17. Pets are allowed in the Bungalows, upon payment of the corresponding fee.



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18. Smoking is not permitted inside the Bungalows.
19. Any anomalies must be immediately reported at Reception.
20. Any damages caused to furniture or other items during the period of stay is the responsibility of the User.
21. At check-out, an inspection of the Bungalow will be conducted in the presence of the User, to verify that it has been left in the same condition as it was found.
22. Prices include bed linen, towels, hot water, TV, fridge, microwave, stove, and crockery.
23. For stays longer than 7 nights, a 10% discount shall be applied to the total amount payable for the stay.

CHAPTER XIV - TRANSITIONAL AND FINAL PROVISIONS

Article 49

Material Items Stored

These Rules and Regulations apply to all material items stored on the Camp-site premises, at the time of its publication.

Article 50

Transitional Regime

These Rules and Regulations apply to all existing situations at the time of its entry into force.

Article 51

Omissions

Any omissions to this document shall be managed by the City Mayor, or by the respective City Councillor, following submission of the prior analysis of the utilities and based on the applicable legislation in force.

Article 52

Entry into force

These Rules and Regulations take effect on the day after their publication in the Official Gazette.



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Annex I

STANDARDS FOR THE INSTALLATION AND PERMANENCE OF REMOVABLE STRUCTURES AND COVERS

Use of covers and/or awnings on camping equipment is not permitted, with exception to the provisions of sub-sections a) to e), paragraph 3 of Article 70 of Regulatory Decree No. 14, of 12th March 2002, whereby units in need of a protective cover may not be exceeded in more than 10 centimetres on either side or upper ends. To this effect, a project must be submitted for consideration and approval by the City Hall, in accordance with the following illustration:

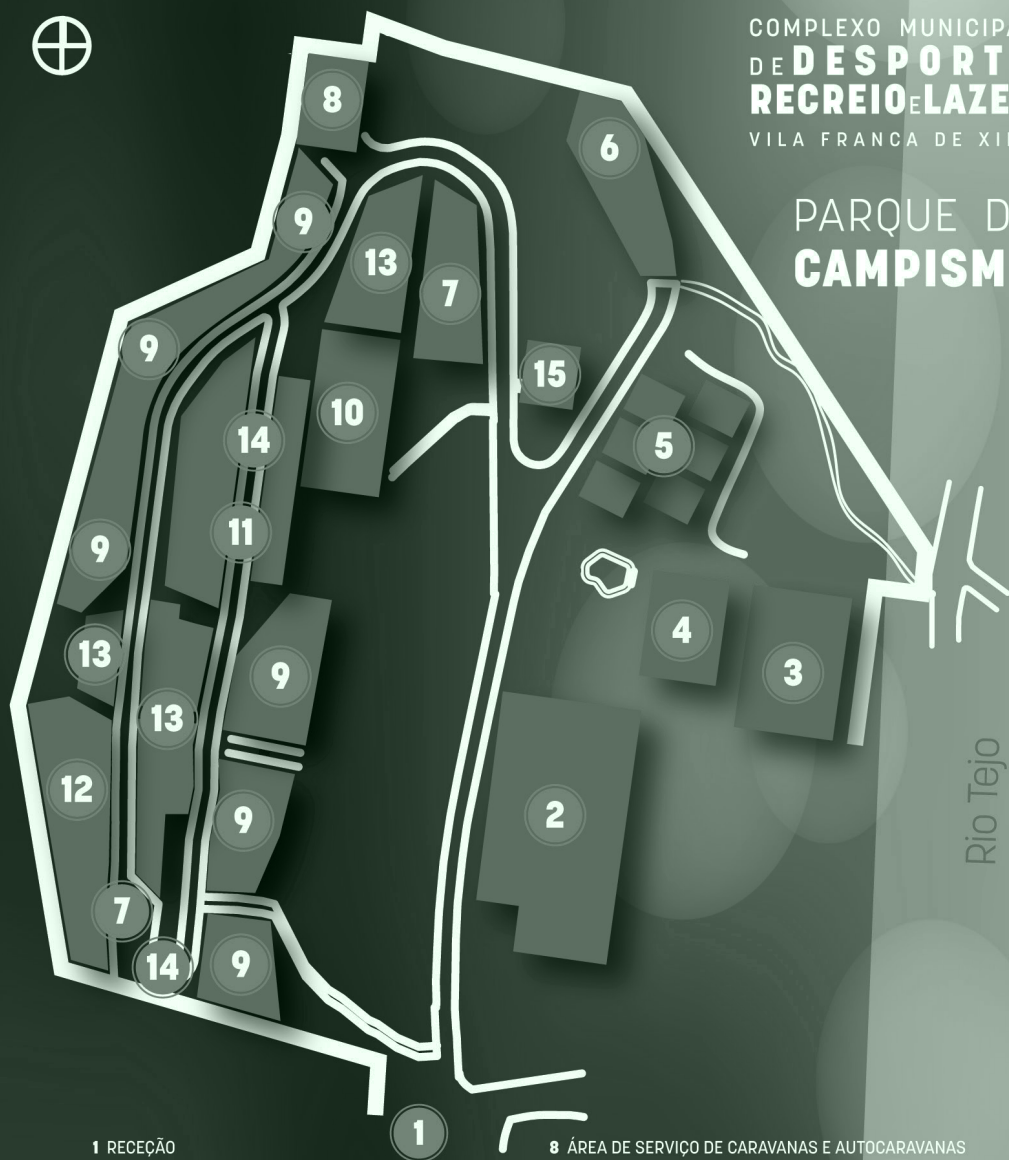


The metallic structure must be fitted with an M2 class cover, and it must be in either green or grey colour. Its positioning, as regards the caravan and kitchen, must be of 40 cm distance, and 2 metres from the surrounding structures, whether to the front or the sides



COMPLEXO MUNICIPAL
DE **DESPORTO**
RECREIO E LAZER
VILA FRANCA DE XIRA

PARQUE DE CAMPISMO



Rio Tejo

1 RECEÇÃO

Reception

2 PISCINAS MUNICIPAIS E GINÁSIO

Swimming-pool and gymnasium

3 POLIDESPORTIVO

Multisport

4 CAMPOS DE PADEL

Padel courts

5 BUNGALOWS

Bungalows

6 PARQUE DE ESTACIONAMENTO /BUNGALOWS

Parking / bungalows

7 PARQUE DE ESTACIONAMENTO

Parking

8 ÁREA DE SERVIÇO DE CARAVANAS E AUTOCARAVANAS

Service area for caravans and motorhomes

9 ZONA PARA TENDAS

10 CAMPOS DE TÊNIS

Tennis courts

11 ZONA PARA AUTOCARAVANAS

Motorhomes

12 ÁREA DE APOIO /BALNEÁRIOS/LAVAGEM DE LOIÇA

Storage / Shower / Sinks

13 ZONA PARA CARAVANAS

Caravans

14 CARRO TENDA

Tent Car

15 EDIFÍCIO ADMINISTRATIVO

Administrative Centre