

Rules of procedure

(Article 25 no. 1 from Order no. 1320/2008, from November 17)

Part I

General operating conditions

Article 1

Designation, classification and category

The campsite is called "Cepo Verde", it has the classification of a campsite and caravanning site, it is a three star park and it is intended to be a space for camping, caravanning, motor caravanning, lodgement in bungalows and nature tourism, therefore it is governed by these general rules and other applicable legislation.

Article 2

Period of operation of the campsite

The campsite is open to the general public all year round, except if disposed otherwise by the management, by legal or administrative imposition or by a force majeure event. In those cases, the information will be visibly affixed for the general public.

Article 3

Reception opening hours

From April 1 till October 30, the reception will be open from 8.30 am till 11 pm, and in the remaining period, the opening hours will be determined by the management. In either cases, the information will be visibly affixed for the general public.

Article 4

Rates

The rates, affixed in a highly visible place within the park and disclosed to the general public, are determined by the management each year, and may be subject to changes, also disclosed accordingly.

Article 5

Number of people accepted in the park

The park has a capacity to accommodate 140 people. From time to time, and in duly justified cases, the management may determine a lower capacity.

Article 6

Silence periods

The silence period goes from 11 pm till 7.00 am. During this time, the access to the respective tent and caravan areas is done only by foot, therefore it is forbidden the circulation of cars.

Article 7

Closing of the gates

The park's gates remain closed from 00.00 till 08.00 am, therefore it is forbidden the circulation of cars during this period.

Article 8

Park's plans

The park's plan, with all the references and mandatory information, is the one attached thereto and will be affixed in a highly visible place in the park and disclosed to the general public.

Part II User's admission

Article 9 User's registration

1. The admission of any user will depend on a previous registration, against the presentation of an official identification document and compliance with all the required procedures. The admission implies the acceptance of these general rules.
2. The stay of all the users is limited and will be established by the park's management in duly justified situations.
3. All of the vehicles will be registered in the reception and will only be allowed to move within the park with a document provided for that purpose and to be affixed inside such vehicles.

Article 10

Check in and check out

The admission time for campers and caravans (check in) is done from 08.30 am and the leaving time (check out) is done from 1 pm onwards. For the bungalows, the admission time is from 4 pm and the leaving time is till 12 am.

Article 11

Payment

1. The users must pay all outstanding amounts at the time of the registration or before leaving, as appropriate.
2. Non-payment implies immediate removal of the user's equipment or its storage in the park's facilities, subject to payment of the outstanding amounts.

Article 12

Restrictions and bans

1. Access and stay in the park is banned to people who:
 - a) according to the applicable laws, are carrying contagious diseases or who may, in any way, disrupt the sanitary conditions;
 - b) are visibly under the influence of alcohol;
 - c) carry firearms, pellet guns or other guns, with the exception of the authorities on duty;
 - d) are accompanied by food-producing animals that may cause repulse or that may disrupt the quietness and tranquillity, with the exception of small dogs and cats (always on a leash) and upon a decision from the park's manager;
 - e) may, in some way, have damaged the park in terms of its image or assets;
 - f) have pending payments;
 - g) may intend to be admitted for other purposes than the activities undertaken in the park.
2. The park's management may ban the entrance or stay of all the individuals who, after being advised, do not comply with the dispositions of this document or any other applicable laws.
3. The park's management may request the help of law enforcement authorities to enforce the dispositions under the preceding paragraph.
4. Children under 16 may only use the park's facilities when accompanied by their parents or by anyone

above the age of majority who hold themselves responsible for them.

Article 13

Visitors

1. The visitors are the users of the park who do not overnight in the park's space.
2. The visitors may only enter the park upon the payment of a fee dully affixed and upon being received at the reception by any user they wish to visit.
3. The visitors may only stay at the park from 8.30 am till 11 pm, except when there are cultural or recreational activities extending beyond that times.
4. The visitor's cars are not allowed to move within the park's premises.

Part III

Rights and obligations for users

Article 14

Rights

The park's users have the right to:

- a) Use the park's premises and facilities according these dispositions;
- b) Know in advance the prices charged by the park;
- c) Request the issue of a document attesting the fees paid;
- d) Demand for the complaints book.

Article 15

Obligations

1. The park's users are bound by the rules set out in this document and other laws applicable, therefore they must adhere to all good-neighbourly rules.
2. Among others, the park's users must comply with the following rules:
 - a) Follow the rules of the park regarding hygiene, especially the ones referring to garbage, soiled water and portable toilets, to laundry and drying clothes, to pets admission and to prevention of contagious diseases;
 - b) Install all equipment according to legal rules, to this document and to other guidelines from the park's management or staff;
 - c) Keep the camping space and its equipment in a good shape and cleanliness;
 - d) Install all equipment in the spaces provided for campers and caravans, keeping a minimum space of 2 metres (6.5 feet) between all other campers and caravans;
 - e) Refrain from doing anything that may upset the other campers, namely noise and using radio sets, televisions or power generators during the silence period dully mentioned in this document;
 - f) Do not light a fire, except when using any burning devices authorised by this document, and follow all applicable safety rules against fire.
 - g) Follow the park's signals and directions from the management or staff regarding the vehicle's movement or parking and regarding installation of camping equipment;
 - h) Do not block any inner or outer camping area beyond the area assigned for the stay;
 - i) Do not place any fixed structures or pave the ground;

- j) Follow all the directions from the park's management or staff which may be deemed necessary or adequate.

Part IV

Park's facilities and equipments

Article 16

Description

The park has a reception, one bar and restaurant, one swimming-pool, one changing-room, one traditional wood burning oven for baking bread, barbecues, bungalows and *campingboxes* (carts for camping).

Article 17

Reception

1. The park has a reception facility nearby the main entrance which provides the following services:
 - a) Record of entrances and exits of all the users;
 - b) Receiving, saving and delivering user's mail as well as other objects from users;
 - c) Acceptance and delivery of messages;
 - d) Providing telephone facilities for international calls;
 - e) Providing information about the park's services and rules;
 - f) Providing information about nature tourism activities, local fauna, flora and geology, information about the education of the staff regarding nature conservancy and biodiversity, regarding the origin and production methods of food products used;
2. In the reception there is a first aid set properly identified.
3. In the reception there is also the service of ordering bread and pastries, the sale of small articles found in a convenience store, like gas, coal, wood, electrical equipment and many other utilities for camping and caravanning, postcards, maps and tourist guides, small souvenirs and handicrafts.

Article 18

Bar and restaurant

The park has a bar and restaurant with a terrace, which is open from 8.30 am till 11.30 pm, and which offers meals within a period of time to be determined by the park's management. This information will be visibly affixed for the general public.

Article 19

Swimming-pool

The park has a swimming-pool (without surveillance) for the park's users, upon payment of the rate to be determined under Article 4.

Article 20

Changing rooms

The park has one single building which acts as changing-rooms and which follows all the provisions regarding the requirements for these facilities, namely the separation by gender.

Article 21

Traditional wood burning oven

The park has a traditional wood burning oven for activities involving environmental recreation for the

users, namely the demonstration of the baking of traditional bread.

Article 22

Barbecue facilities

The park has two barbecue facilities for the users according to the rules of protection against fire established in the relevant legislation.

Article 23

Playground

The park has a small playground for children till the age of 12.

Article 24

Bungalows

The park has five complementary facilities for lodging, called bungalows, composed by the following buildings: two one-bedroom units and three two-bedroom units.

Article 25

CampingBox

The park has a number of camping units for rental, called *CampingBox*[®], which consist of wooden structures that recreate the layout of a traditional shepherd's cart and which are equivalent to a two-person tent.

Part V

Camping, caravanning and bungalows

Article 26

Camping

1. The campers have individual spaces with a minimum standard area, with plenty of space and shadow and maximum privacy.
2. It is allowed to set up tents till 11 pm.
3. The camper's vehicles can be parked near the respective individual space.

Article 27

Caravanning

1. The caravanners have individual spaces with a minimum standard area, with plenty of space and shadow and maximum privacy.
2. It is allowed to set up caravans till 11 pm.

Article 28

Booking

It is possible to book a space for tents, caravans and motor homes, provided there is a request for a minimum of three nights.

Article 29

Bungalows

1. The bungalows are fully furnished (beds with mattresses) and equipped (cooking utensils: silverware, cookware, frying pan, kitchenware, toaster, microwave and fridge) and also have electric heaters and a wood-burning stove.
2. The bungalows do not include bed linen, pillows, blankets or towels, and the cleaning is provided by the users.

3. The rate includes the water and electricity consumed during the stay.

Article 30

Electrical connections

1. The electrical connections to the existing points in the park are protected, and only withstand an output of a maximum of 6 amps in each plug.
2. All of the connections must be requested to the park's staff.
3. It is not allowed to plug electricity in tents, kitchens and convertibles in spaces with vacant material.

Article 31

Vacant material

The vacant camping and caravanning material must be preferentially installed in the parking lot, outside the camping area and may be subject to special rates.

Article 32

Burning devices

It is possible to use burning devices, but only to cook food, in areas with nearby water points and fire extinguishing material, and provided that all safety rules against fire established in the relevant legislation are followed.

Article 33

Water points

Within the park's limits there are various water points and these must be used in an adequate manner and according to the normal needs of each user.

Part VI

Nature-based tourism

Article 34

Activities

The park regularly undertakes various recreational, sporting and cultural activities with an entertaining purpose, such as tourist entertainment and environmental recreation, namely organising visits to Montesinho Natural Park, sports, and environmental interpretation, providing all the information about these activities, about local fauna, flora and geology, about the education of the staff regarding nature conservancy and biodiversity, about the origin and production methods of food products used, making use of the local flora in the outer spaces of the park and adopting good environmental practices.

Part VII

Other provisions

Article 35

Circulation of vehicles

The drivers who circulate through the park must comply with the following rules:

- a) Maximum speed for vehicles in the park must not exceed 20 km per hour (12.5 miles per hour);
- b) Comply with all the existing signs;
- c) Do not honk;

d) Do not make any repairs of engine servicing within the park without previous consent from the park's manager.

Article 36 **Respect for nature**

It is expressly forbidden to cut, punch or damage grass, plants, bushes or trees, touch, harvest or catch wild animals living within the park's boundaries, to pollute the environment in any way, otherwise the park's staff will proceed to the immediate complaint to the ICNF – the Portuguese Institute for the Conservancy of Nature and Forests.

Article 37 **Chopping or collecting wood**

It is expressly forbidden to cut or collect any kind of wood within the park's boundaries.

Article 38 **Expelling users**

Non compliance of the applicable legislation and/or of these rules is a sufficient condition for refusal of admission, interdiction or expelling of users.

Article 39 **Accidents, damages or theft**

The company Cepo Verde Turismo Rural, Lda., which owns and explores the park, is not liable for any liabilities regarding abandoned material, accidents, damages or thefts incurred by the park's users.

Article 40 **Protocols**

The park has drawn up protocols with some entities whose members may benefit from special advantages upon proving they are effectively members of said entities.

Article 41 **Cases not covered herein**

The cases not covered herein will be analysed and solved by the park's manager having in mind the principles established in these rules and in the relevant legislation.

Annex – Park's plant.

