

CASTELO DE SÃO JORGE

I – GENERAL CONDITIONS

1. These conditions apply to all situations involving the rental of space for sociocultural and/or commercial ends, as well as filming and obtaining images at the Castle de São Jorge;
2. All rental requests must be formally submitted through the completion of the form/technical sheet provided by the Castelo de São Jorge;
3. In situations involving the rental of spaces, filming or capturing of images, the consideration price will be set by the Castelo de São Jorge only once the technical sheet, duly completed by the promoter/organiser, has been received and analysed;
4. Consultation and the preparation of a quote for an event does not imply the acceptance of any commitment and/or reservation on the part of EGEAC;
5. Before the reservation can be formally confirmed, a compulsory technical visit is required to assess technical needs, regardless of their nature/size;
6. Confirming a reservation implies the acceptance of the quote, the payment of 50% of the total quote, the scheduling of a pre-production meeting, the presentation of a descriptive document (with an indication of necessary technical resources and any other technical requirements) and an implementation floor plan for structures and equipment at the venue;
7. The holding of the event requires the payment of the amount outstanding on the quote;
8. Requests made during the event for any equipment, services or spaces not included in the quote require a formal requisition, which will be invoiced later;
9. Failure to comply with the conditions mentioned above, and agreed to in the quote, will result in the revision of the quote and the charging of the amounts due.

II – GENERAL REGULATIONS

Castelo de São Jorge has been classified as a National Monument since June 16, 1910, and published in the government gazette No. 136, on June 8, 1910. As such, it is subject to the compliance of procedures stipulated in Law No. 107/2001 of September 8 (Basic Law of Cultural Heritage), establishing the bases of the policy and regime for the protection and promotion of cultural heritage, and in the Decree-Law 140/2009, of June 15, which introduces a mechanism of prior control and accountability in all works or interventions done on cultural heritage that is classified as such or in the process of being so.

The document also considers the legislation that regulates archaeological activity in Portugal, namely the articles 74th and 79th of the Basic Law of Cultural Heritage, and articles 3rd and 7th of the Decree-Law No. 164/2014, of November 4 (Regulation of Archaeological Works).



Castelo de São Jorge

Lastly, it is also framed in the Organic Law of DGPC, Decree-Law No. 115/2012 of May 25, and the Decree-Law 287/2000, Law No. 107/2001 of September 20, and the PDM of Lisbon (Archaeological Intervention Sector).

In this sense, at Castelo de São Jorge, any action on the monument done without prior knowledge and written consent from management is strictly forbidden. The following are also forbidden:

1. Digging trenches, any works or interventions on walls, floors, or other places, even if minor, without complying with the conditions in the above-identified diplomas and without the written authorization of the Castelo de São Jorge management for this purpose.
2. Drilling into walls, floors or any other architectural and archaeological features found within the area classified as a National Monument.
3. Setting up stages, decks or other structures on architectural or archaeological features within the area classified as a National Monument.
4. Moving architectural or archaeological features.
5. Leaving architectural or archaeological features which are close to assembled structures unprotected and likely to be used inadvertently.
6. Digging into the ground.
7. The assembly of any type of non-removable structure or equipment.
8. Closing or hindering access to any areas of the Castelo de São Jorge, both interior and exterior, without prior consent of the Castelo de São Jorge management.
9. The handling, tampering, modification or removal of any existing equipment, such as light projectors and sound and image equipment, as well as any other equipment installed outside.
10. The use of any forms of publicity without the prior consent of the Castelo de São Jorge management.

The following should also be taken into consideration:

11. A safe distance should be kept between the assembled structures and the walls of the monument in places such as the Fortress, the Main Square, the Ruins of the Royal Palace, the Museum and the Archaeological site.
12. The event must not interfere with the normal running of the Castle unless duly authorized in writing by the management.
13. All events must adhere strictly to all legal requirements and any other specific legislation applicable.

III – OTHER NORMS

The promoter must also ensure the following:

1. The inclusion of the institutional logo of the Castelo de São Jorge on all promotional materials in accordance with the current regulations manual;
2. Premises, infrastructures and existing equipment and materials are used and treated in compliance with all the conditions set previously, as well as with the cultural heritage legislation.
3. Responsibility for all tasks related to the production of the event, without jeopardising the normal running of the Castelo de São Jorge.
4. All necessary technical and logistical resources, appropriate to the characteristics of the space provided.
5. Proper control of entry points in conjunction with Castelo de São Jorge staff.
6. Movement of people takes place strictly within the areas defined for that purpose within the space provided.
7. Obtaining all the necessary licenses for the execution of the event from the competent authorities, namely: Improvised Venue Permit or Public Space Occupation Permit, as applicable, Special Noise Permit, Copyright or Related Rights, DGE (Direcção Geral de Energia) Permit, among others, as applicable. To obtain valid policies for Indemnity Insurance, Property Damage Insurance and Material Damage Insurance, suitable for the type of event and the venue. Proof of the acquisition of the applicable permits and insurance policies must be submitted at least 24 hours before the setting up of the event begins, under penalty of cancellation.
8. The presence of an ambulance/medical assistance, members of the Fire Brigade and the Lisbon Municipal Police whenever the nature/size of the event might require it.
9. Liability for any extra cleaning services and private security deemed necessary, which will be provided by the Castelo de São Jorge's permanent service providers. The necessity of these extra services must be communicated to the Castelo de São Jorge previously and before they have been contracted.
10. Liability for the payment of any overtime worked by Castelo de São Jorge staff, necessary for the supervision of the event, whenever the set-up, the event itself or disassembly take place outside of normal business hours. The associated costs will be calculated and presented to the promoter prior to the event.

IV – SPECIAL OBLIGATIONS

1. Electrical Facilities:

- a) A Statement of Responsibility must be provided and signed by a qualified technician registered with the Direcção Geral de Energia, relating to the temporary use of the

electrical facilities of the Castelo de São Jorge and accompanied by a photocopy of his/her Identification Card or Citizen Card and DGE membership card;

- b) Strict compliance with current regulations related to electrical facilities: distribution board with a differential protection of 30 mA, electrical cables suitable for the intended power, within the power limits of the venue, protected by cable covers in public areas;
- c) Connections to the electrical boards must be carried out in the company of an EGEAC/Castelo de S. Jorge technician;
- d) Ongoing supervision (during assembly, rehearsals and events) is the responsibility of the event promoter.

2. The assembly and use of specific equipment for lighting, sound, images and other needs is subject to prior approval and must meet the following requirements:

- a) The submission of an Implementation Plan, with a description of the type of equipment to be used and where it will be positioned;
- b) Be carried out under the supervision of an EGEAC/Castelo de São Jorge technician;
- c) Be compatible with existing infrastructures;
- d) Does not result in permanent changes to the existing infrastructures;
- e) Be Compliant with safety regulations in force.

3. The electricity supply must be provided by generators whenever the electrical power necessary for the event exceeds the existing supply. The generator must have a permit from the DGE. For generators with over 100kVA, a design plan must be submitted to acquire a permit from the DGE.

4. For events held within the castle itself, effective measures must be taken to prevent access to the castle walls.

V – ASSEMBLY AND DISASSEMBLY

1. The entry, circulation and parking of vehicles for supply, assembly and disassembly purposes is strictly forbidden during public opening hours. As such, vehicles needed for such purposes must carry out their tasks during the following periods:

- Winter Timetable (November to February) – 7:00 to 9:00 and 19:00 to 24:00 (schedule subject to changes)
- Summer Timetable (March to October) – 7:00 to 9:00 and 21:00 to 24:00 (schedule subject to changes)



Castelo de São Jorge

2. Assembly and disassembly may take place during public visiting hours, provided that it does not interfere with the movement of visitors around the different areas of the castle or pose a risk to visitor safety.

3. Vehicles will enter through Portão do Menino de Deus and Portão de São Lourenço to access the Fortress or the Ogival Room, and through the main gate of the Castelo de São Jorge to access the Main Square.

4. Vehicles must not exceed 2.8 (two point eight) meters in height or 2.5 (two point five) meters in width.

5. Any damage caused to classified movable and immovable property during assembly and disassembly, at any point in the event, must be restored by qualified technicians and all expenses charged to the event promoter.