

NATIONAL PALACE OF AJUDA

Venue Hire

The National Palace of Ajuda is a neoclassical building from the first half of the nineteenth century classified as a National Monument.

Used as a family home by the Portuguese royal family from 1861, the Palace was closed in 1910 after the proclamation of the republic, reopening as a museum in 1968.

Especially expressive as a royal residence of the eighteenth century, the Palace brings together important collections of decorative arts.

General Terms and Conditions:

1. The realization of any event in the National Palace of Ajuda depends on a joint authorization from the Directorate - General for Cultural Heritage/ DGPC, and the Presidency of the Portuguese Republic.
2. The request should be made in writing, not less than thirty days in advance of the date required, and must contain a detailed description of the activities involved.
3. No authorization will be given to activities of personal nature or those that in some way collide or do not fit in with the cultural or architectural atmosphere or dignity of the monument.
4. Commercial activities will not be allowed. Institutional, social, cultural or promotional events can take place in authorized spaces.
5. During the events it is compulsory that Palace security staff is present. If needed, a fire picket can be requested.
6. It is compulsory that the users take out a public liability insurance to cover all risks arising in the use of the spaces. A copy of the insurance policy must be presented 48 hours in advance.

7. The amount fixed for the use of spaces is to be paid in two instalments, as follows: 30% with the signing of a written agreement (Appendix I), and the remaining 70% within 30 days of the closing date of the event. Payments can be done by bank transfer to the account IBAN: PT50078101120112001402084.
8. The above mentioned fee does not include the charges for PNA security staff, to determine for each event.
9. Transport, mounting and dismounting of the necessary material and equipments are the user's responsibility, under the supervision of the Palace staff.
10. The identification of the different provider's employees should be delivered in advance to the Palace Events Coordinator.
11. In what concerns the floral decoration, the user should respect the indications supplied by the Palace as to, both the type of decoration to be carried out, and the appropriate locations to be used.
12. The bringing in of decoration or publicity elements must be approved by the Monument's Direction.
13. The logotype of the Palace should be included on all graphic material produced for events organized in partnership or cooperation with the Palace.
14. Catering should be carried out by approved suppliers, indicated in Appendix II. In cases when this is not possible, the choice of the caterer and menu should be previously submitted in writing, for approval by the Direction of the Palace.
15. The realization of the events, including dismounting of equipment, cannot continue later than 02.00 a.m.
16. The palace is not air- conditioned. For safety reasons gas heating is not permitted.
17. For legal reasons and for safety and conservation of the collections, smoking is forbidden in the Monument.
18. We forewarn about the impossibility of using the spaces in the event of the Palace being requisitioned for the use of His Excellency the President of the Portuguese Republic, or other State functions.

José Alberto Ribeiro
Director

APPENDIX I

AJUDA NATIONAL PALACE

VENUE HIRE AGREEMENT

This AGREEMENT is made

Between

The Ajuda National Palace («PNA»)/DGPC located at Largo da Ajuda, in Lisbon, Tax Id Number 600 084 914, herein represented by the director, José Alberto Ribeiro.

And.....(«The Hirer»), herein represented by.....

By which PNA and the Hirer agree as follows:

1. The Hirer acknowledges and agrees to the terms and conditions set out in the Standard Terms and Conditions of Booking in force at PNA.

2. Term and Purpose of Hire

PNA will hire (facilities made available) («The Site») from(Start Day and Time) to..... (Finish Day and Time) for the purpose of.....(«The Event»).

3. Hire Fee and Payment

The Hirer will pay PNA a hire fee of (Amount), VAT excluded, at rate according to applicable legislation. The said fee covers the access and use of the aforementioned Site. This fee does not include the charges for PNA security staff, on the amount of.....

The said amounts are to be paid in two instalments as follows:

- a. A deposit of 30% of the hire fee, being..... (Amount), plus VAT rate according to applicable legislation, on signing of this Agreement.
- b. The remaining 70% of the hire fee, being (Amount) and the charges for PNA security staff are to be paid within 30 days of the closing date of The Event (Date)

4. Hirer Insurance Responsibilities

The Hirer must maintain a policy of public liability insurance covering its activities for The Event at the Site for at least..... (Amount).

Executed as an Agreement

On the.....(Date), in Lisbon

On behalf of PNA

On behalf of The Hirer

(Signature)

(Signature)

.....
(José Alberto Ribeiro)

.....

Appendix II

Approved Catering Suppliers:

Silva Carvalho Catering

Edifício GSC
Complexo Industrial Capa Rota
Albarraque
2710 – 404 Sintra
Tel. (+351) 219 255 510; Fax: (+351) 219 255 519
comercial@grupossilvacarvalho.pt
www.Grupossilvacarvalho.pt

CASA DA COMIDA

Rua Coronel Ferreira do Amaral, n.º 3 D/E
1900-165 Lisboa
Tel. (+351) 218 115 021/ 213 885 376
Fax.: (+351) 213 875 132
geral@casadacomida.pt
www.casadacomida.pt

CASA DO MARQUÊS

Av. Severiano Falcão, n.º17
2585 – 380 Prior Velho
Tel. (+351) 217 512 393/ 217 512 380
Fax.: (+351) 217 512 399
casadomarques@casadomarques.pt
florbela@casadomarques.pt
www.casadomarques.pt

BHOLDING, Catering

Av. Salgueiro Maia, 1024 a 1025
Parque Cotai, Edifício 15
2785 – 501 Abóbada
Tel. (+351) 214 658 420
Fax.: (+351) 214 675 464
mafaldaferreira@bholding.com.pt
www.bholding.com.pt

JOSÉ AVILLEZ, Catering

Av. Pedro Álvares Cabral, 631
Bairro do Rosário
2750-184 Cascais
Tel. (+351) 214 812 243/ 938 390 899
Fax.: (+351) 214 812 240
www.joseavillezcatering.com