



Porto de Lisboa

REGULATION FOR THE USE OF SPACES FOR EVENTS AND ADVERTISING

APL – ADMINISTRATION OF THE PORT OF LISBON, S.A.

2024

CHAPTER I
GENERAL PROVISIONS

Article 1

Purpose and Scope of Application

1. For the use of portions of the State's public domain allocated to APL – Administration of the Port of Lisbon, S.A. (hereinafter referred to as APL), in land, covered and/or uncovered areas, as well as liquid areas, intended for short-term or temporary activities of less than one year, including events, promotional activities, or advertising not covered by other tariff regulations, namely in APL's Tariffs Regulation and APL's Dominial Activities Tariffs Regulation, fees must be paid, and the provisions set out in this regulation must be complied with.
2. For any omissions in this regulation, APL may establish special fees.

Article 2

Usage Regime

1. The use of land portions, including the provision of buildings, infrastructure, and other fixed constructions or facilities therein, hereinafter referred to as "spaces," depends on the prior approval from APL. For this purpose, the following conditions must be met:
 - 1.1. Submission of the usage request to the competent services for the APL events area, with a minimum advance notice of 5 working days before the event date, under penalty of applying the surcharge provided in Article 18, number 3.
 - 1.2. The request mentioned in the previous number shall be accompanied, among others, by the following:
 - a) Identification of the applicant with their name, telephone, address, email, and tax identification number;
 - b) Detailed identification of the intended use with a brief descriptive document;
 - c) Location plan with the intended location marked, using geographical coordinates;
 - d) Copy of the document proving the existence of civil liability insurance, in accordance with current legislation;
 - e) Copy of the proof of prior payment of the non-refundable evaluation fee, in the amount of €50.00.

1.3. In the case of events provided for in Article 9 of this Regulation, the following documents must also be attached, although others may be requested if needed:

a) Date, time, and location of the event, as well as the indication of the expected number of participants;

b) Course layout of the event, on a map or sketch of the road network, in a suitable scale for a correct analysis of the route, with clear indications of the roads covered, cuts, and restricted accesses, the locations, and probable times of passage on them, as well as the direction of vehicle motion;

c) Event regulations;

d) Opinions and/or licenses from competent security forces and from entities with competence related to the matter and territory, namely the Captaincy of the Port of Lisbon and the respective City Council;

e) Document proving the approval of the event by entities with legal competence in this matter, which may be in the form of a visa in the event regulations;

f) Document proving the existence of sports or temporary personal accident insurance concluded by entities promoting or organizing sports events, in accordance with current legislation.

2. After fulfilling the conditions mentioned in number 1, the applicant must pay the fees provided in this regulation, as well as any others due, up to 16 hours before the space occupation start.

3. In case the applicant wishes to ensure the space availability for the requested period in advance, reservation may be made by the immediate non-refundable payment of 20% of the fee amount and other amounts that may be due.

4. In case of withdrawal, for reasons directly attributable to the client, withdrawal requests will only be accepted up to 48 hours before the event starts. Beyond this time, the amounts referred to in the previous numbers are not refunded.

5. Requests from clients with debts to APL are not authorized.

Article 3

Service Rendering

1. At the request of the interested party, APL can provide certain services in specific areas, if available, including water and electricity supply, as well as allocating technical and support personnel for services not specified in this regulation, upon payment of fees provided in specific regulations in force at APL.

2. For safety, operational, or technical reasons, APL may assign an employee of this Port Administration to the event, with a mandatory character if deemed necessary and justified, with the interested party being informed in advance of the fees' cost provided in specific regulations in force.

Article 4

Construction Works

If the applicant intends to carry out construction works on the authorized plot, such works are subject to prior approval from APL, to be granted in accordance with the Regulation for Licensing Works in the Port of Lisbon. Fees, based on the duration and nature of the works, are due as stipulated in the respective regulation.

Article 5

General Conditions for Space Use

1. Approval for the use of spaces may cover the entirety or part of buildings, infrastructures, and other fixed constructions or installations located therein.
2. In case the space is occupied beyond the authorized period, payment is due corresponding to the actual occupied period and area.
3. The spaces used must be handed over by the client completely free of any goods and materials and in a clean condition.
4. If the location is not in the same conditions in which it was provided, it shall be restored, and the work will be carried out by APL, with the costs invoiced subsequently to the respective client.
5. Without prejudice to any proven joint liability of third parties, the client is accountable for any damages that occur in the spaces during or as a result of their use, with APL being compensated for the amount due.

Article 6

Restrictions on the Use of Spaces

1. Within covered spaces, the following actions are expressly prohibited to:
 - a) Apply paints, adhesives, nails, or similar items to walls or floors;

- b) Use mobile equipment for lifting and transporting materials, including cranes or forklifts;
 - c) Light fire;
 - d) Lay carpets in areas with stone or wooden flooring;
 - e) Use the elevator as a freight elevator.
2. In the Almada Negreiros halls of the Alcântara and Rocha Conde d'Óbidos Maritime Terminals, it is not allowed to produce fumes or smokes, humidity, and pollution.
 3. In the Almada Negreiros auditorium at the Alcântara Terminal, eating or drinking is expressly prohibited.
 4. The placement of advertising for events outside the allocated spaces must be submitted for prior approval by APL.
 5. Whenever the hosting of events requires changes to existing electrical installations, the client must comply with the provisions of Decree-Law No. 96/2017 of August 10, and other applicable legislation, including submitting a Declaration of Responsibility to ensure its execution, whether involving expansion or modification.
 6. If the client uses generators, they must be accompanied by the respective declaration of compliance with the execution of private service electrical installations, and the client is responsible for any damages caused by the operation of this equipment.
 7. Due to the application of the ISPS Code (International Ship and Port Facility Security), access to the balconies and terraces of the Alcântara and Rocha do Conde de Óbidos Maritime Terminals is expressly prohibited during the presence of ships at the quay.

Article 7

Security and Conservation

Without prejudice to the provisions of Article 14, number 4, and number 5, letter b), the client is responsible for the security of the event, its participants, and the property or equipment placed in the space. Additionally, and without prejudice to the joint liability of third parties it is responsible for repairing any damages that may result from it. . APL is not liable for the disappearance or damages caused to materials and equipment left on the premises before, during, and after the events.

CHAPTER II

TARIFFS

Section I

OUTDOOR EVENTS

Article 8

General Events

1. Without prejudice to the provisions of the following numbers, the following fees are due for promotional actions and various events:

a) For events lasting up to 5 hours, with the possibility of using light, non-fixed, portable, and manually transportable equipment, a fee of €546.00 is applicable.

b) For events lasting more than 5 hours and up to 12 hours, with the possibility of using light, non-fixed, portable, and manually transportable equipment, a fee of €1,287.00 is applicable.

c) For events that include the installation of stages, video walls, stands, and sports tracks, a fee of €1,738.00 per day is applicable.

2. The fees mentioned in the preceding numbers are subject to a 50% discount on assembly and dismantling days.

Article 9

Sports and Public Entertainment Events

1. For the licensing of sports shows and events in streets, gardens, and other outdoor public places, including pedestrian sports events such as races, walks, or tours, a daily fee of €220.00 is applicable.

2. If the events mentioned in the preceding number involves restrictions on public roads that may affect regular traffic, an additional daily surcharge of €55.00 applies.

Article 10

Special Events

1. For the organization of fireworks shows in areas under the jurisdiction of APL, it is due a fee of €350.00 for each show location.

2. For the use of balloons or dirigibles in areas under the jurisdiction of APL, per day and per object, fees ranging from €1,890.00 to €6,297.50 are applicable, to be determined according to the location and the complexity of the operation.

Article 11

Filming and Photographic Sessions

1. For the realization of filmings and photographic sessions in areas under APL jurisdiction, the following daily fees are applicable:

a) Up to 5 hours and without the use of sets or props: €462.00

b) Over 5 hours and up to 12 hours: €924.00

2. For the parking of vehicles supporting the realization of filmings and photographic sessions in areas under APL jurisdiction, excluding paid parking lots, an additional fee of €22.00 per vehicle per day is applicable.

Article 12

Installation of Tents/Structures in Uncovered Areas

1. For the installation of tents in areas under APL jurisdiction, the following daily fees apply:

a) Up to 100 m²: €392.00

b) From 101 m² to 500 m²: €902.00

c) From 501 m² to 1,000 m²: €1,980.00

d) Over 1,000 m²: €2,999.00

2. On assembly and dismantling days, the fees mentioned in the previous clause are discounted by 50%.

Article 13

Applicable Fees

1. For the use of the spaces mentioned below, the following daily fees are applicable:

Alcântara Maritime Terminal:

- a) Almada Negreiros Hall: €2,781.00
- b) Auditorium: €2,266.00
- c) Almada Negreiros Hall and Auditorium: €3,217.50
- d) Sala das Colunas: €3,500.00

Rocha Conde d'Óbidos Maritime Terminal:

- a) Almada Negreiros Hall: €2,324.00
- b) Auditorium: €1,418.00
- c) Almada Negreiros Hall and Auditorium: €2,806.00

2. On assembly and dismantling days, the fees mentioned in the previous number are discounted by 50%.

3. The fees mentioned in the first number of this article include water and electricity consumption, with the existing power of 16A.

4. Additional charges will be incurred, according to the current rates, for:

- a) Electricity supply and consumption if an increase in available electrical power is required;
- b) Space surveillance;
- c) The use of APL personnel or contracted by APL for technical assistance to the event.

5. If the client does not have their own means to clean the space after the event, APL can, at the client's request, provide this service upon prepayment of the €310.00 fee per room in the spaces referred to in number 1.

6. Any damage to the marble floor, wooden flooring, or carpet, including intensive wear, scratches, or stains, will require appropriate treatment to restore the previous condition, and the related costs are the sole responsibility of the client. For this purpose, the condition of the facilities will be assessed upon delivery.

Section III

ADVERTISING MEDIA AND MESSAGES

Article 14

Outdoor Advertising Supports

For the placement of supports for the display of outdoor advertising for a period of less than one year, a monthly fee of €38.50 per square meter of advertising exposure area is due.

Article 15

Posting of Advertising Messages

For the posting of advertising messages for a period of less than one year, excluding flags and banners, the following fees apply:

- a) €5.00 per square meter of advertising exposure area per day;
- b) €66.00 per square meter of advertising exposure area per month.

Article 16

Flags and Banners

For the placement of flags and banners for a period of less than one year, a fee of €50.00 per unit per month is due.

Section IV

REDUCTIONS, BONUSSES, AND SURCHARGES

Article 17

Reductions, Bonuses, and Surcharges

1. Clients who hold licenses or concession contracts and wish to hold events in their respective areas are entitled to a 30% reduction in the fees outlined in this regulation, excluding fees related to complementary services such as cleaning, security, water, and electricity supply.

2. Clients mentioned in the previous paragraph who wish to hold events inside covered spaces within their respective areas, whose purpose does not fall within the main object of the license, require prior authorization from APL. However, they enjoy exemption, without prejudice to the payment of other applicable fees under the law and obtaining other legally required authorizations.

3. Fees for the use of spaces for events, with requests submitted to APL less than 5 working days before the event, are subject to a 25% surcharge.

4. Events held without proper authorization will incur a 50% surcharge on the fee that would apply if the event had been authorized in accordance with this regulation. This serves as compensation for using areas of the Public Domain

without prejudice to the payment of the corresponding fine within the scope of the infringement proceedings that may be initiated.

CHAPTER III

PAYMENTS

Article 18

Payment of Fees

1. Without prejudice to the amount of the security deposit stipulated in the following article of this regulation, the total amount of the due fees shall be paid by the applicant through a bank transfer by 4:00 PM on the working day preceding the start of the space use period. Failure to comply will result in the immediate withdrawal of the granted authorization.

2. Upon request of the applicant, submitted with a minimum notice of one week, an invoice can be issued, and it must be promptly settled via bank transfer, without exception, under the conditions mentioned in the preceding paragraph.

Article 19

Security Deposit

With a view to safeguarding the interests of the APL's assets, whenever deemed appropriate, APL may require the client, simultaneously with the payment of the due fee, to provide a cash security deposit through a bank transfer to the specified current account for this purpose, in an amount to be determined, with a minimum value of €5,000.00, which must be available at least 24 hours before the day of the event.

Chapter IV

Final Provisions

Article 20

Automatic Update of Fees

1.The amounts of the fees stipulated in this Regulation are annually updated according to the annual rent adjustment coefficient for various types of urban and rural leases, determined by the National Institute of Statistics, I.P., and published in the Portuguese Official Gazette.

2.The fee updates are carried out automatically, following the criterion established in the preceding paragraph, and come into force on January 1 of the calendar year to which the adjustment coefficient refers.

Article 21

Value Added Tax (VAT)

The fees stipulated in this regulation are subject to the application of VAT at the prevailing legal rate.

Article 22

Omitted or Special Cases

1. Without prejudice to situations covered by special legislation, APL's Board of Directors has the authority to decide on omitted cases.

2. Whenever APL is a partner/promoter/co-organizer of the event, exemptions or fee reductions may be granted.

3. The exemption or reduction mentioned in the preceding paragraph requires the display/mention/disclosure of the Port of Lisbon in a location or support to be agreed with APL.

4. Exemption from fee payments may be granted for events of an academic or scientific nature without any commercial aspect (photography, films, or video), provided that the application is submitted by the educational or research institution, or the resulting works are made available (in copy or raw format) for use by APL.

5. Exemption or reduction of fee payments may be granted for social or public interest events or those organized/promoted by official entities, as well as events aligned with the strategic objectives of APL when duly justified.

6. Payment for events canceled by the client but previously scheduled and authorized by APL is due in full, except in exceptional situations, to be assessed on a case-by-case basis by the Board of Directors of APL.

Article 23

Other Authorizations

Approvals granted by APL do not exempt the client from complying with other legal or regulatory norms applicable to the intended use or activity, including obtaining other necessary authorizations, approvals, opinions, and licenses.

Article 24

Offenses

Violations of the provisions of this Regulation constitute offenses, and the provisions of Decree-Law No. 49/2002 of March 2 and other applicable legislation shall apply.

Article 25

Effective Date

This regulation shall enter into force on the date of its publication in Service Order.