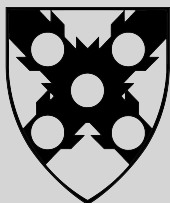


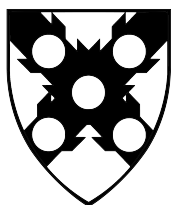
**GUEST BOOK**

**CASA  
MORGADO  
ESPORÃO**



**GUEST BOOK**

**CASA  
MORGADO  
ESPORÃO**



**Casa Morgado Esporão** is located in the historical center of Évora, a UNESCO World Heritage site since 1986. It is just 80 meters away from the Roman Temple and 200 meters away from the iconic Giraldo Square.

This boutique Aparthotel is located in a mansion whose original construction dates back to the 15th century. Formerly, it was owned by Alvaro do Mendes de Vasconcelos, 4th Lord of Esporão and ambassador of King Dom João III at the court of Carlos V in Madrid.

**Casa Morgado Esporão**

Rua Dona Isabel, Travessa das Casas Pintadas, 6,  
7000-880 Évora, Portugal

<https://www.casamorgadoesporao.com/>

Email: [casamorgadoesporao.reservas@gmail.com](mailto:casamorgadoesporao.reservas@gmail.com)

Tel: (+351) 960 267 700

Internal Tel: 3000

Reception is open between 11h-13:30h & 14:30h-20h

# WELCOME

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Dear Guest,

Casa Morgado do Esporão is delighted to welcome you and wishes you an excellent stay at our boutique Aparthotel.

This guestbook aims to make your stay easier and more comfortable. Here, you will find useful information and available services at Casa Morgado do Esporão, Évora, as well as in the surrounding area.

If this is your first visit to Évora, we are certain you will be enchanted as you discover its corners and secrets. You will certainly enjoy days filled with blue skies and its fantastic cuisine that will allow you to make the most of the abundant tangible and intangible heritage that Évora and Alentejo hold.

We have compiled the relevant information into a single document, but if you need additional information, please do not hesitate to contact the Reception.

Sincere wishes for an unforgettable stay at Casa Morgado do Esporão. We hope to welcome you back again soon!

Best regards,

The Management



**“ TIME TRAVEL WITHOUT GIVING UP THE COMFORTS OF THE 21ST CENTURY.”**



# ÉVORA

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The museum-city, whose roots date back to the times of Roman occupation of the Iberian Peninsula, reached its golden era in the 15th century when it became the residence of Portuguese kings. Its uniqueness stems from the whitewashed houses adorned with tiles and wrought-iron balconies dating from the 16th to the 18th century.

Évora is the prime example of a city from Portugal's golden era following the destruction of Lisbon by the 1755 earthquake. The urban landscape showcases the influence exerted by Portuguese architecture in places like Salvador da Bahia in Brazil.

It is the capital of Central Alentejo and one of the tourist attractions in the southern Iberian Peninsula. Despite rapid population growth, which led to the construction of new neighbourhoods to the west, south, and east, the museum city has retained all its traditional charm within the Vauban-style walls, built in the 17th century according to the plans of Nicolas de Langres, a French engineer.

The rural landscape to the north has remained largely unchanged with its wheat fields, cork and holm oak montados, and vineyards.

# CASA MORGADO ESPORÃO

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The house, known in the archaeological record as the "Ancient House of the Lords of Morgado do Esporão," was acquired in April 2015 from the Fernandes Family, pioneers in cork production in Portugal. Locally, the building was known as the "Casa do Menino de Ouro" (House of the Golden Boy), a nickname of the former owner João Lopes Fernandes (1905-1973). Without children, his parents promised to offer the weight of the child in gold if they were blessed with an heir. The promise was later fulfilled in honor of Our Lady of Ó, a pregnant female figure still venerated in Évora Cathedral.

However, the origins of the house are even earlier. Records point to the ownership of parts of the ground floor of the building by the knight of the House of Braganza, Álvaro Mendes de Vasconcelos (15th or 16th century), known as the 4th "Lord of Esporão." Mendes de Vasconcelos served King Dom João III and was a Portuguese ambassador in Madrid for 12 years, often seen in the court of Emperor Charles V. His second wife, D. Guiomar de Melo, acted as a lady-in-waiting to Empress Isabel of Portugal, wife of Charles V, and Regent Queen of Spain.



As an ambassador of King João III, Mendes de Vasconcelos was also tasked with negotiating with Pope Paul III for the establishment of the Inquisition in Portugal.

Álvaro Mendes de Vasconcelos was the owner of Herdade do Esporão, a military outpost near Reguengos de Monsaraz. The famous tower at Herdade do Esporão was built by his order in the late 15th century. Since 1973, the estate has been owned by another family and is renowned for its wine and olive oil production.

However, there are architectural remnants from the 14th century on the ground floor and in one of the kitchens of the house. Local sources suggest that the original site housed a palace owned by nobles who served at the Court of King João I and Queen Filipa de Lencastre (a British noble known as Philippa of Lancaster). In the late 14th century, it is said that Princess Isabel, daughter of King João and Queen Filipa, sought refuge in this palace to escape the Black Plague that devastated Lisbon and claimed her mother's life.

The street where the building is located was named Rua Dona Isabel, in honor of Princess Isabel. It was built over a Roman road aligned with one of the city's Roman gates. This entrance is now known as the Arch of Dona Isabel, and its construction dates back to the late 2nd century BC.

When it was acquired in 2015, the House had been vacant for almost 40 years. Parts of the house were at risk of degradation and collapse. The conservation and restoration project was undertaken under the close guidance of the owner, who chose a conservative approach. In their words, "the use of the house should be conditioned by its previous existence and its historical memory, and not the other way around." This approach resulted in an accommodation aligned with the medieval and Renaissance memory of a property built over time.

**“ EXPLORE THE ANCIENT CITY OF  
ÉVORA FROM ONE OF ITS MOST  
UNIQUE PROPERTIES”.**



# WHAT YOU CAN FIND AT CASA MORGADO ESPORÃO

- \* Personality, history, refinement, comfort, and tranquility in the heart of the ancient city of Évora.
- \* 12 apartments ranging from 30 to 80 square meters, with one or two bedrooms, all featuring a kitchenette and elegantly decorated bathrooms.
- \* Common areas include a courtyard, Mediterranean garden, outdoor pool, lounge with a library, and a wine bar.
- \* The noble floor of the mansion, built in the 17th century, is available for social and corporate events and includes meeting rooms adorned with 18th-century frescoes and a living room decorated with 19th-century wall paintings.
- \* A friendly and professional team will be at your service throughout your stay.

**For long-term stays or group accommodations, please get in touch with us, and we will create a customised budget that suits your needs.**

# SUSTAINABILITY

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Casa Morgado Esporão is eager to collaborate with you to make your stay with us more sustainable.

## **What do we do?**

- \* We have installed solar panels and storage batteries, with a combined total of 3000 KWp, which provide around 50% of the annual electricity consumption.
- \* Our accommodations are air-conditioned with noiseless VRV air conditioning systems.
- \* Certified wooden windows with thermal and acoustic insulation not only save energy but also reduce carbon emissions and ensure better acoustic comfort.
- \* We collect up to 43 m<sup>3</sup> of rainwater from the roofs in an ancient cistern that we restored beneath the house. This water is used to fill the pool and water the garden.
- \* To optimize water consumption, we have fitted flow restrictors in the showers.

- \* We have established a Mediterranean garden primarily featuring native or naturalised plant species in Portugal. This approach aims to minimize water consumption for irrigation and attract biodiversity.

### **What can you do?**

- \* Turn off electrical devices when leaving the apartment. Avoid leaving the TV on standby mode as it continues to consume energy.
- \* The comfortable room temperature typically ranges between 19°C (66°F) in winter and 22°C (72°F) in summer. Try to maintain temperatures within this range to avoid energy waste.
- \* When possible, utilize energy during daylight hours, as these are periods when we have autonomous solar electricity production.
- \* Every day, thousands of litres of water are wasted in unnecessary hotel laundry. Opt for reusing bed linens and towels.



# EMERGENCY

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In case of emergency (ambulance, police, fire), dial:

**112**

And please provide your location:

Rua dona Isabel, 6, esquina com travessa das casas pintadas, 7000-880 Évora

## **In case of fire, what shall I do?**

If a fire occurs in your apartment and it is safe, you can attempt to extinguish it using a fire extinguisher. If the fire is related to the kitchen, use the fire blanket to cover the object in flames, cutting off the oxygen supply.

If in doubt, leave the apartment and close the door to prevent smoke and fire from spreading.

Immediately activate the nearest manual fire alarm button, and if the fire occurs outside of reception hours, call 112.

If the fire occurs in other parts of the facility, remain calm and follow these steps:

Exit calmly without shouting or running.

Proceed to the Casa gate (Assembly Point).

**If it has not been done already, call 112 and (+351) 960267700.**

# USEFUL CONTACTS

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## INTERNAL

- \* Reception during opening hours: 3000 (using the telephone provided in room)
- \* Reception in case of emergency: (+351) 960 267 700

## EXTERNAL (+351)

- \* Taxi: 266 735 735 / 967 767 700 / 960 438 890
- \* Bombeiros Voluntários de Évora: 266 702 122
- \* Local police: 266109800
- \* Hospital of Espírito Santo (public): 266 740 100
- \* Hospital of Misericórdia (private): 217 104 424.
- \* Tourism office: 266 777 071



# A FEW SUGGESTIONS

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## GASTRONOMY

The Alentejo, referred to as the "new Tuscany" in a Condé Nast Traveller edition, is undoubtedly one of Europe's best-kept secrets. Alentejo cuisine ranks among the finest in Europe, known for its honest cooking, fresh products, traditional recipes, and influences from ancient times.

With a culture that involves socialising at restaurants, the Portuguese are well-acquainted with their gastronomy. Grilled sardines, stewed lamb, and roasted chicken are local favourites, but make sure to savour something unique like "carne de porco à alentejana" (pork with clams), pork cheeks in red wine, "sopa de cação" (dogfish soup) with coriander sauce, or the famous tomato soup.

To delve into the famous wines of Alentejo, there are numerous wineries to visit. In Évora, why not start with a wine tasting at CVRA - Comissão Vitivinícola Regional Alentejana - near Évora's Cathedral, while planning a visit to one of the region's wine estates.

Visiting Évora means embarking on a journey of new flavours.

While not exhaustive, here are some suggestions:

### **Enoteca da Cartuxa**

Author's cuisine, contemporary, paired with wines produced by the Eugénio de Almeida Foundation.

## **Momentos**

Author's cuisine, local products, lots of greens, mushrooms, and a contemporary touch.

## **Origens**

Author's cuisine, with strong regional inspiration and local products.

## **Cavalariça**

Author's cuisine, contemporary, in the pleasant Courtyard of the Dukes of Cadaval Palace.

## **A Bruxa**

Author's cuisine, inspired by regional gastronomy with a contemporary twist, in a very pleasant interior space.

## **Tua Madre**

Author's cuisine, to be surprised by the fusion of Alentejo and Italian gastronomy.

## **Fialho**

The most famous and oldest restaurant in Évora, where you can taste the best of traditional Alentejo cuisine.

## **Taberna Típica Quarta-feira**

A classic in Évora, offering a wide range of regional dishes.

## **1/4 pras 9**

Another Évora classic, with an extensive range of regional dishes.

## **Café Alentejo**

Another classic, offering a wide range of regional dishes.

### **Luar de Janeiro**

A wide range of snacks and main dishes in a regional gastronomy style.

### **Dom Joaquim**

Another classic, offering a wide range of regional dishes.

### **Dona Laura**

Continuing in the tapas style, a diverse offering of Portuguese and European-inspired tapas.

### **Alegrias e Vinho Tinto**

An option to taste traditional tapas with matching wines. During summer evenings, you can enjoy the cozy terrace.

### **Híbrido**

Small restaurant, ideal for couples or small groups of friends, with a range of sophisticated and fusion options between gastronomic styles.

### **D'Iberica**

Restaurant with Portuguese and Spanish fusion cuisine. In the summer, it has a very pleasant terrace.

### **Salsa Verde**

In a budget-friendly style, this restaurant offers a buffet with a range of exclusively vegetarian and vegan dishes.

## **OTHER ATTRACTIONS**

Évora and the surrounding region offer a vast array of tourist attractions, with a significant focus on its historical heritage. Notably, you should not miss the Almendres Cromlech, a megalithic complex with over 6000 years of history, the Roman Temple, dating back about 2000 years, the Bones Chapel, Évora's Cathedral, the Cloister of the Espírito Santo at the University of Évora, among others.

Equally important is exploring towns such as Arraiolos, known for its tapestries, Vila Viçosa, with its royal palace, or Monsaraz, with its picturesque charm and stunning vistas.

And what can be said about the rural landscapes, featuring vineyards and cork and holm oak "montados," reminiscent of Alentejo savanas? Here, forestry, livestock, and agriculture harmoniously blend to produce fibre and food within a biodiverse-rich environment.

**“ CONTACT US FOR MORE  
INFORMATION ABOUT  
HISTORICAL & NATURE TOURS”.**

# CHECK-IN AND CHECK-OUT

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## CHECK-IN

- \* Check-in takes place between 3h00 PM and 8h00 PM.
- \* Payment for the reservation should be made prior to the check-in.
- \* During check-in, guests must provide legal identification, such as a national ID card from a European Union country or a passport.
- \* During check-in, you will be provided with a PIN number that allows you to access your apartment and intermediate access points (patio gate, building entrance door), as needed to reach your apartment.
- \* In case of emergencies, you can contact the provided reception contacts.

## CHECK-OUT

- \* Check-out should be completed between 9h00 AM and 11h00 AM. In exceptional cases and subject to service availability, check-out can be extended until 12h00 PM. Please consult the reception about this possibility by 7h00 PM of the previous day.
- \* Late check-out until 2h00 PM incurs an additional cost (see extras). Occupying the apartment after 2h00 PM will require payment equivalent to a new accommodation reservation. In either case, please confirm availability on the day before departure.



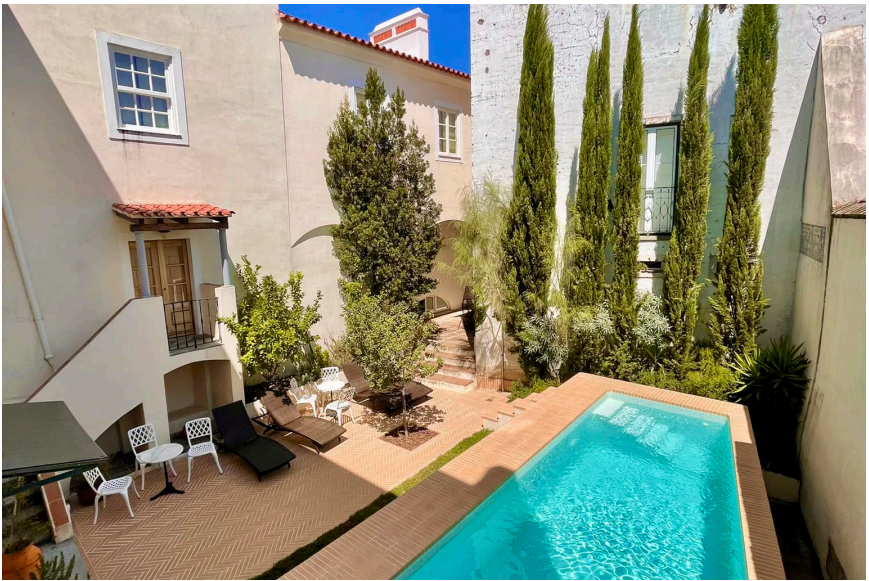
# COMMON SPACES

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## GARDEN AND SWIMMING POOL

- \* The pool is open exclusively for Casa Morgado Esporão guests from 10h00 AM to 7h00 PM. No external guests are allowed.
- \* Reception will provide blue towels for a better enjoyment of this area.
- \* Due to high demand for pool usage, in August pool usage is by prior reservation for 1-hour time slots with limited capacity of 5 people. Reservations can be made at the reception or through the website: <https://casa-morgado-esporao.buk.pt>
- \* Minors must be accompanied by an adult.
- \* Guests should take a shower before entering the pool for proper hygiene.
- \* Smoking is not allowed at the pool and garden area.
- \* Food and drinks are not allowed at the pool.
- \* For safety reasons, the use of glass in the pool area is strictly prohibited.

- \* Inappropriate behaviour, including loud noises, use of offensive language, or any form of disruptive conduct, will not be tolerated.
- \* For safety reasons, running or jumping in the pool and its surrounding areas is not allowed.
- \* Respect for the personal space of other guests is essential. It's not allowed to disturb or disrupt other pool users.





# BEHAVIOUR, NOISE E SECURITY

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## BEHAVIOUR

Beyond what might be considered a normal conduct in tourist accommodations, the following rules should be observed at Casa Morgado Esporão:

- \* No smoking, except in the entrance courtyard (“pátio”) where ashtrays are provided for cigarette butts and ashes.
- \* Please do not change or alter the arrangement of the rooms.
- \* Please do not leave trash scattered in common and private areas.
- \* Please do not bring or entertain pets in the property, with the sole exception of guide dogs.

## **NOISE**

- \* For the comfort of our guests and neighbours, we kindly request that noise be minimised during quiet hours (between 10h00 PM and 7h00 AM), both in the common outdoor areas and inside the accommodations.
- \* As a guest, if you are disturbed by any noise, please contact us so that we can take appropriate measures to ensure your rest.
- \* Please be aware that non-compliance may result in fines as defined by law (Decree-Law no. 292/2000 of 14/12).

**“ PRACTICE THE GOOD IN SILENCE ”**

## **SECURITY**

- \* For your safety and peace of mind, Casa Morgado Esporão is equipped with a 24-hour video surveillance system that covers a significant portion of the common areas.
- \* The apartments are equipped with a safe for storing small valuable items. If you wish to use this service, please request a key at the reception (a deposit will be required and will be refunded at check-out upon key return).
- \* Casa Morgado Esporão is not liable for alleged losses of money, jewellery, or other valuables within its premises (Decree-Law no. 228/2009 of 14/07).
- \* Luggage storage is available and must be requested at the reception, operating within its opening hours.
- \* Always remember to close the main gate of Casa Morgado Esporão, as well as the doors and windows of your accommodation when you are not present.
- \* Persons not listed as guests of Casa Morgado Esporão are not allowed to remain or stay on the premises.

# HYGIENE AND CLEANLINESS

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## HYGIENE AND CLEANLINESS

- \* Cleaning and tidying of the apartments, as well as changing of bed and bath linen, are performed daily, except for long-term stays where the frequency may be less frequent.
- \* Housekeeping service is provided until 1h00 PM. If, for any reason, you have indicated that the room is unavailable for cleaning until that time, the service will be provided the following day.
- \* If an extraordinary change of bed and bath linen is required for any reason, please request it at the reception during its opening hours and with as much advance notice as possible.
- \* Casa Morgado Esporão offers a personal laundry service. For this purpose, a bag is provided which should be handed over to the housekeeping service for cleaning and ironing (see cost of this service in "extras").



# EXTRAS

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## **Late check out - 20€**

(Until 2h00 PM, subject to availability)

## **Breakfast in the apartment - 14€ per person**

(Between 9h30 e 10h30 AM, requested by 7h00 PM of the previous day)

## **Crib - 15€ per night**

(Requested at the time of booking)

## **Laundry & Ironing - 30€ per bag**

(Requested by 11h00 AM of the previous day)

## **Babysitting - 30€ per hour**

(Book in advance, subject to availability)

## **Relaxing massage - 80€ per person (55 min)**

(Requested on the previous day, subject to availability)

## **Bicycle rental service**

(Price upon request, subject to availability)

## **Motorised vehicle rental service**

(Price upon request, subject to availability)

## **Historical and nature tours**

(Prices upon request, subject to availability)

## **Transfer service**

(Price upon request)

# DIRECTORY A-Z

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## **Amenities**

In the apartments, you have the following amenities available for free: shower gel, shampoo, shower cap, cotton swabs, makeup remover pads. Upon request, the following amenities are available: toothbrush and toothpaste, shaving kit. If you need any of these amenities, please contact the Reception.

## **Air Conditioning**

The appliance(s) in your apartment have a control that allows you to adjust the temperature according to your needs. It's more effective to regulate the temperature by keeping doors and windows closed. If you notice any issues, please inform the Reception.

## **Animals**

Pets are not allowed at Casa Morgado do Esporão, except for guide dogs.

## **Baggage**

If you wish to store your luggage, please contact the Reception.

## **Banks**

Several bank branches are available in Évora from Monday to Friday between 9h00 AM and 3h00 PM, except on holidays. ATMs are available 24/7.

## **Breakages**

Please inform the Reception of any damages or breakages as soon as possible so that the relevant items can be replaced.

## **Cinema**

Évora has commercial cinemas (Évora Plaza) and a Cine Club (Auditório Soror Mariana). You can obtain information about their locations and the movies being played at the Reception.

## **Credit Cards**

Casa Morgado Esporão accepts the following cards for payment: American Express, Visa, Mastercard, and Multibanco.

## **Cribs / Sofa Beds**

Should you need a crib or a baby chair, please request them at the Reception. This service is subject to availability.

## **Currency Exchange**

Casa Morgado Esporão does not offer currency exchange services. Cash exchange is available at the existing bank branches in Évora.

## **Dentist**

For emergency dental care, please contact the Reception, so that they can provide you with information about the nearest clinic.

## **Doctor**

Please contact the Reception for further information.

## **Do Not Disturb**

Place the "Do Not Disturb" sign outside your apartment door whenever you don't want to be disturbed. Notice that if the sign is placed up until 1h00 pm, your room service will be postponed for the next day.

## **Electricity**

The apartment's voltage is 220V. Should you need an adapter or voltage converter, please contact the Reception.



**Flowers**

Should you need to order or send flowers, please contact the Reception.

**Games**

There is a variety of games available, such as checkers, backgammon, chess, and cards. For more information, please contact the Reception.

**Hairdresser**

There are several hairdressers open from Monday to Saturday. The Reception has a list of contacts.

**Internet**

All guests have free access to Wi-Fi using the password provided with the entry code.

**Key**

The main gate and apartment door can be opened with a code provided during check-in. If you encounter any issues, please approach the Reception or contact them using the provided phone number.

**Laundry**

The facility offers laundry services. Please contact the Reception for more details (see extras).

**Lost & Found**

All found items are brought to the Reception. If you wish to retrieve an item, please contact us.

**Maintenance**

If you encounter any maintenance issues, please contact the Reception immediately for prompt resolution.

## **Markets**

Évora has a municipal market near the Public Garden. A local producers' market takes place every Saturday morning in the street around the Market. A monthly fair is held at the (outside the walls) Rossio.

## **Masses**

There are various schedules available throughout the week at different local churches. The Reception can provide you with maps and schedules for Évora.

## **Message Service**

All messages for our guests will be communicated as promptly as possible.

## **Mini Market**

There are grocery stores within a short distance from the facility, open from Monday to Friday, 9h00 AM to 7h00 PM. You can obtain their locations at the Reception.

## **Parking**

The facility does not have parking spaces. All parking spaces within the historic center are paid (except on Saturdays after 2h00 PM and all day on Sundays), with some reserved for residents. There are also paid underground parking facilities and free surface parking lots at the entrances to the walled city of Évora. Contact the Reception for parking recommendations.

## **Pharmacy**

Several pharmacies in Évora are open on weekdays from 9h00 AM to 7h00 PM. Outside of these hours, there is always a pharmacy on duty. For more information, please visit the Reception.

## **Pool**

For your safety, please review and follow the pool usage rules. Only use the pool during designated hours and be mindful of noise that might disturb other guests. If you need a pool towel and robe, please contact the Reception.

## **Post Office**

There is a post office located on Rua de Olivença, under the arches near the Roman gate at the beginning of Rua Dona Isabel. Opening hours are from Monday to Friday, 9h00 AM to 6h00 PM with a break for lunch between 12h30 PM and 2h00 PM.

## **Public Transportation**

Please contact the Reception for more information regarding bus and train schedules and reservations.

## **Tailor**

For minor alterations, please contact the Reception.

## **Photocopies**

Casa Morgado Esporão provides black and white photocopying services for €0.30 each and color photocopying for €0.50 each.

## **Restaurants**

There are numerous restaurants in Évora, and we provide some recommendations in this document. You can obtain additional information and assistance with table reservations at the Reception.

## **Rooms**

All items and materials in the room and bathroom are for personal use and belong to Casa Morgado Esporão, including the towels and robes. The white towels are exclusively for room use and should not be used at the pool.

**Satisfaction Questionnaire**

Let us know of any suggestions or improvements you believe should be made at the facility by filling out the satisfaction questionnaire available in your apartment.

**Smoking**

Smoking is strictly prohibited in accommodations and common areas, except in the entrance courtyard.

**Taxi**

We provide contact information for various taxi services in this document. However, the Reception can also arrange a taxi for your convenience. Please book in advance.

# SUGGESTIONS AND COMPLAINTS

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We have a Complaints Book at the reception of Casa Morgado Esporão.

In the case of a complaint, we kindly ask that you identify the staff member, the time of the occurrence, and provide a detailed description of the incident.

There is also an electronic format of the complaints book on the website:

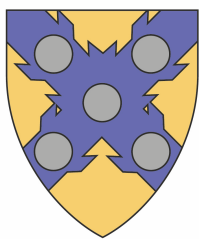
<https://www.livroreclamacoes.pt/>



**THANK YOU**

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**“ WE LOOK FORWARD TO  
WELCOMING YOU AGAIN ON A  
FUTURE OCCASION.”**



CASA  
MORGADO  
ESPORÃO