

**We hope you have a wonderful holiday in Albufeira. To help ensure it's as stress free as possible here are your arrival instructions and some tips.**

*Please read this in full and print a copy to take with you on your holiday for reference. I can post you a copy if you don't have printing facilities.*

## **BEFORE YOU GO to your holiday apartment at Parque da Corcovada, Albufeira**

### **Emergencies**

Make sure you have any emergency numbers you might need with you. Family, neighbours, Doctor, close friends, etc. In particular your credit card provider and bank details in case you lose your cards, wallet or purse. If you can you should let a trusted neighbour and/or family member know where you're going, and when you are leaving and returning.

This is a little known facility but did you know that there is an international emergency number you can dial anywhere in the European Union? The number is 112. This number works across the European Union and is answered by a multi-lingual operator. It works from any landline or mobile and will even work on a mobile with no SIM card installed. What's more, if you're unable to tell the 112 operator where you are the emergency services will be able to locate you. It will take between 3 to 150 minutes depending on the type of call (fixed or mobile).

### **Supplies you might want to take with you**

We always take a few items with us; tea bags, our favourite coffee, sugar/sweeteners, marmalade, a small washing up liquid, washing up sponge and/or cloth, a tea towel, toilet rolls, a couple of bin liners for rubbish, a couple of dishwasher tablets, washing machine supplies if we think we'll need them, and salt and pepper. If we plan to do a lot of cooking, which isn't often, I take a couple of my favourite implements with me such as a sharp knife, basting brush, etc. (in hold luggage obviously).

### **Purchasing your Euros (if applicable)**

We use a service called Travelex as their rates are always much better than local banks and the Post Office. You can collect at the airport (if they have a shop there) or get it delivered to your home. Get a quote at [www.travelex.co.uk](http://www.travelex.co.uk) Select "For you" then "Money order". We collect our money at the shop at Gatwick. Fast and simple, and you can order it up to the day before if you're collecting. There are many services that want your currency business so do shop around, but beware of the "no commission" claims as the exchange rate is usually poor.

### **Security deposit**

A security deposit of €200 (in cash) is required on arrival and will be returned on departure assuming the apartment is in the same condition in which you received it.

**If you are UK based** to make this easier and not leave you with €200 at the end of your holiday you can send us a cheque made out to Alan Tomkins for £180. If you send a stamped addressed envelope with the cheque I'll return to you, alternatively it will be destroyed if there are no problems with your apartment upon leaving. If you don't have a cheque book you can transfer the money to me and I'll return it after your holiday. For our address see owner's information further down this document.

### **Airport transfers**

We can arrange an airport transfer for you through our agents in Albufeira. The costs one way from Faro Airport to Albufeira or Albufeira to Faro Airport for 1 to 4 persons is 30.00€ and 5 to 8 persons is 50.00€. There's a 20% surcharge for unsociable hours. Alternatively there are plenty of companies offering this service if you search for airport transfers at Faro on Google.

### **Finding out a bit more about your holiday destination**

Firstly we've created a Frequently Asked Questions area on our web site. You can see it here [http://www.albufeira-luxury-apartments.com/frequently\\_asked\\_questions.html](http://www.albufeira-luxury-apartments.com/frequently_asked_questions.html)

You can download a map of Albufeira and locations of the apartments and local amenities in PDF or GIF format and print it off on a colour printer for best effect. The GIF is better quality but both are fine. You can download them here [http://www.albufeira-luxury-apartments.com/useful\\_links.html](http://www.albufeira-luxury-apartments.com/useful_links.html)

If you're like me I want to see a map of where we are so have a look at the location on Google Maps. You can switch between map and satellite view and scroll down to see where the beaches are. Find the map here [http://maps.google.com/maps?f=q&source=s\\_q&hl=en&geocode=&q=r.+jornal+a+avezinha,+albufeira&sll=37.096864,-8.226249&sspn=0.011142,0.019226&ie=UTF8&hq=r.+jornal+a+avezinha,&hnear=Albufeira,+Portugal&ll=37.0976,-8.222537&spn=0.011193,0.018389&t=h&z=16](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=r.+jornal+a+avezinha,+albufeira&sll=37.096864,-8.226249&sspn=0.011142,0.019226&ie=UTF8&hq=r.+jornal+a+avezinha,&hnear=Albufeira,+Portugal&ll=37.0976,-8.222537&spn=0.011193,0.018389&t=h&z=16)

## ON ARRIVAL

### Arriving by plane at Faro

When you are leaving the airport please send a TEXT to Alex Almeida on 00351 962 313 968. Please mention your name and the fact you are about 30 minutes away. If you're hiring a car you can get directions to Parque da Corcovada here <http://www.albufeira-luxury-apartments.com> If you've booked an Airport Transfer they will be waiting in the airport with your name on a clip board.

### Arriving by car

When you are about 30 minutes away from Albufeira please send a TEXT to Alex Almeida on 00351 962 313 968. Please mention your name and the fact you are about 30 minutes away. You can get SatNav coordinates and directions to the apartment here [http://www.albufeira-luxury-apartments.com/how\\_to\\_find\\_parque\\_da\\_corcovada.html](http://www.albufeira-luxury-apartments.com/how_to_find_parque_da_corcovada.html)

### Check in and Check out

Check in is at 16:00 on your day of arrival and check out is at 10:30 on your day of departure. These times are to allow the cleaners and laundry to get your apartment ready for your holiday. If you are arriving before your check in time we can provide secure storage for your luggage so you can explore Albufeira or relax by the pool. If you are leaving later than check out again we can provide secure storage for your luggage so you can relax before you depart Albufeira.

### When you arrive at your apartment

Alex will meet you outside the apartment. You cannot enter the apartment block or underground garage without your key. As you come into Parque da Corcovada turn left down the hill, the road bears right and your apartment block is the first on the left. The entrance to your apartment (Porte 2) is the right hand entry door.

Alex's mobile is 00351 962 313 968. The Funseeker office (open to midnight July to Sept) number is 00351 289 119 511. Please call the owner Alan Tomkins in case of emergency on 0044 7860 659076.

### NOT TAKING A MOBILE?

Please let me know and I'll ensure Alex is aware of this and he'll meet you at the apartment. If you have a mobile it's worth taking for emergencies. Texting UK mobiles from Portugal is often free depending on your provider. My contract (O2 monthly) takes 4 text credits for 1 text when I text the UK. Texting Alex is 14p from my O2 phone.

### Security Deposit

Alex will ask you for your €200 security deposit when you arrive if you've not paid this in the UK prior to your departure. This will be returned to you when you leave assuming there are no problems with the apartment.

### Apartment details

More information and Frequently Asked Questions are at <http://www.albufeira-luxury-apartments.com>

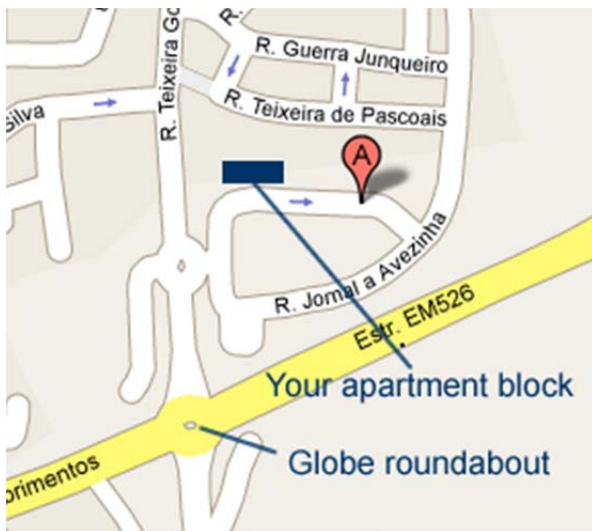
**1 BED** - Parque da Corcovada, Lote 41 (building 41), Porte 2 (entrance 2), Piso 2 (2<sup>nd</sup> floor), Apartment 2E, Areias de Sao Joao, 8200-664 Albufeira, Portugal.

**2 BED** - Parque da Corcovada, Lote 41 (building 41), Porte 2 (entrance 2), Piso 1 (1<sup>st</sup> floor), Apartment 1F, Areias de Sao Joao, 8200-664 Albufeira, Portugal.

### How to find Parque da Corcovada

All the roundabouts on the main road through Albufeira, Avendia dos Descobrimentos, have a theme, Dolphins, Watches, Worms, etc. Parque da Corcovada is on the "Globe" roundabout at the east end of Avendia dos Descobrimentos. I can provide you with directions from the airport and a copy of a local map. You can use Google Maps to see the location and have a look around at Albufeira and the Algarve. See Finding Parque da Corcovada on our site here <http://www.albufeira-luxury-apartments.com> You can also enter the Latitude and Longitude coordinates into your SatNav. You will find them on our web site.

Your apartment is in Block 41 and you use the second entrance (Piso 2) to access your apartments. There are 22 apartments in each block. More here [http://www.albufeira-luxury-apartments.com/parque\\_da\\_corcovada.html](http://www.albufeira-luxury-apartments.com/parque_da_corcovada.html)



## ONCE YOU'VE ARRIVED and ON DEPARTURE

### General behaviour in Parque da Corcovada and Portugal

Please be respectful for other holiday makers on the complex as well as local folk. In Portugal it's an offence to cause a disturbance after 10pm and the Police have a zero tolerance policy to people who abuse this law. You will receive a significant on the spot fine if someone reports you and the Police turn up to find you disturbing the peace. You are staying in an apartment so please keep noise to a minimum where possible. Noise in the hallway and stair well travels a long way as they are stone floors and walls, so when entering and leaving your apartment please bear this in mind.

### Air conditioning and heating

Please don't leave the aircon or the heating on when you aren't in the apartment. Domestic electricity production in Portugal is limited to renewable sources and cannot fulfil the countries requirements. Most electricity is imported and created using oil based power generation making it very poor for the environment. As Portugal imports so much of its power electricity is also very expensive. Thank you.

Instructions for using the aircon are included in the apartment folder or you can download a copy here [http://www.albufeira-luxury-apartments.com/downloads/Apartment\\_guide\\_for\\_visitors\\_onsite.pdf](http://www.albufeira-luxury-apartments.com/downloads/Apartment_guide_for_visitors_onsite.pdf)

### The Pools

Please do not take any glass objects to the pool area. If they get broken and get into the water they will cause people to get badly hurt as well as the pool being closed to be drained and the glass removed. There are security patrols around the pool areas and they will take action if they see any glasses or bottles in the area. Also the practice of leaving towels on the chairs to reserve them is not acceptable and the security patrols will remove towels and take them to the reception area if they see this being done. If you are a victim of this please report it to the front desk.

### Security

The apartment is extremely secure and the complex has its own security guards patrolling from 8am to 8pm during the summer months. There are also CCTV cameras to record any incidents; these are not monitored to ensure your privacy. The apartment front door has a deadlock system which you should lock whenever you leave the apartment. All the windows have steel shutters which you should **ALWAYS** close if you are not in the apartment. Like all places in the world there are opportunist thieves about. Patio doors and front doors that aren't deadlocked are relatively easy to break into so please ensure the front door is deadlocked (2 turns on the key) and the shutters are down whenever you are not in the apartment.

### Hiring a car

Car hire in Portugal is very reasonable. You will need both parts of your driving license and your passport to hire a car. Please be aware speeding and drink driving are subject to a zero tolerance policy. If you are speeding by up to 30Km/hr over the limit you will get a 120 Euro on the spot fine. For speeds over this you will be prosecuted. Local driving standards aren't bad but give them plenty of space. There is little congestion on the roads and parking is generally free. Shop around for car hire, we generally use Europcar at the airport but there are many options.

## The stone floors in the apartment and hallways

For some unknown reason the floors in the apartments kitchen and bathrooms, and the communal halls and stairs, are porous stone. This means if you drop red wine, tea, coffee, or anything that stains it will leave a bad mark. I know this is mad but please just be aware it's a problem and try to take care. There are stains on the floor, this is not a lack of cleanliness we just can't remove them. Unfortunately there's nothing we can do about it, the developer has replaced some apartment's floors after legal action but with the same stone!

## Operating instructions for appliances

In one of your kitchen cupboards you will find a cardboard file holder with all the instructions in this box. It's unlikely you will need these but they are there just in case.

## When you are leaving

In some instances it might not be possible to get hold of Alex when you are leaving, particularly in the peak season. In this instance please leave the keys in the key safe on the door frame outside your apartment front door and drop Alex a text on 00351 962 313 968 to let him know you've done this. The combination will be either 2434 (1 bed apartment) or 4580 (2 bed apartment). If you have the garage door opener remote just leave this in the kitchen on a work surface where it's easily seen.

## Owners information (in case of emergency)

Alan and Lorraine Tomkins

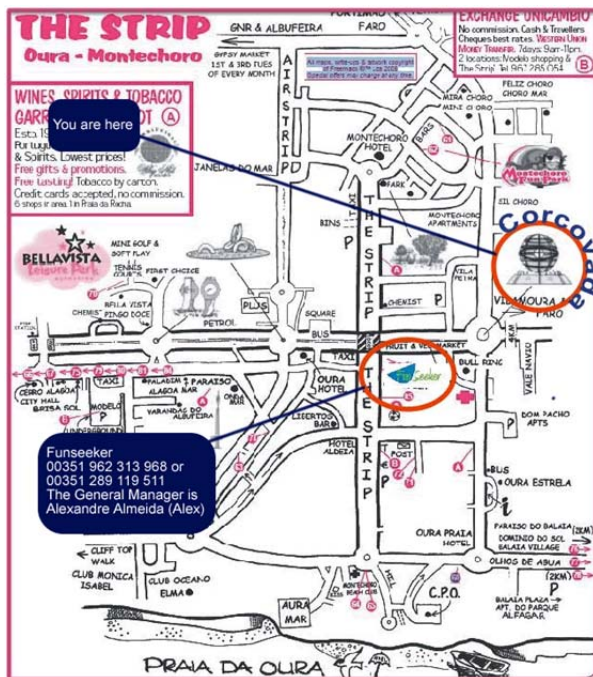
69 Leven Road, Lundin Links, Fife, KY8 6AL, United Kingdom

+44 (0) 7860 659076 anytime or +44 (0)1333 329882 evenings only

[mail@alantomkins.co.uk](mailto:mail@alantomkins.co.uk)

## Supermarkets

There are many supermarkets in Albufeira. The closest one to the apartment is about 800 metres. Go down to the Globe roundabout and continue straight over and the supermarket is down on your right.



## Our local agent

While in Albufeira your host will be Alexandre Almeida (Alex) at FunSeeker (nice people and speak very good English). Some guests have struggled to find Alex's office as the Strip has many small business frontages. As you walk down the strip Funseeker are about 400 metres down on the left 100 yards past the



tourist bus stop (picture left, sign is now white). Alex is a local and will be able to offer help and advice on all things

Algarve. Funseeker also offer tours and trips, please ask Alex for details of visit their office.

Their offices are on the Strip about 800 yards from your apartment and they are on call for any problems during your stay. One of their team will meet you at the apartment. They are on 00351 962 313 968 or 00351 289 119 511.

## Internet access

You can go to the Funseeker offices they will give you 3 hours free internet access during your stay on their computers. Alternatively Club Corcovada provides internet access for about €5 per hour on their computers. If you have a laptop and dongle from experience T-Mobile does not work in the apartment, Vodafone does. There are also many local bars and coffee shops that have free internet access if you have your own computer.

## Using your Washer Dryer

### DRYER

- Open the door by pressing the PORTA button on the right. It's not electronic so you'll need to push it in.
- Place your items in the dryer and shut the door.
- Turn the function rotating knob to SECAR (in blue), after a few seconds the readout will show 0000.
- Press the SECUR BUTTON (4th from the left in blue) twice for 20 minutes and once more for each extra 10 minutes. The machine will add 4 minutes for standing time.
- Then press the INICIO (start) button and you're off.
- When finished turn the main dial back to OFF (O at the top) and open the door.

### WASHING MACHINE

- Open the door by pressing the PORTA button on the right. It's not electronic so you'll need to push it in.
- Turn the main function rotating knob LEFT (anticlockwise) to 40 for a 40 degree wash, or 30 if you prefer 30 degrees.
- The time will show just under 2 hours. If you press the RAPIDO button this will reduce the wash cycle to under an hour. We always use this option as there seems to be no difference in the wash quality.
- Then press the INICIO (start) button and you're off.
- When finished turn the main dial back to OFF (O at the top) and open the door.

## Useful links

**Recommended** - Albufeira information - <http://albufeira.com>

Algarve information - <http://www.algarvet.com>

Algarve information - <http://www.thealgarveinfo.com>

Algarve information - <http://www.visitalgarve.pt/visitatarve/vEN/>

Beach guide - <http://albufeira.com/beach/guide/default.asp>

Golf guide - <http://www.algarve-golf.com>

Algarve Observer - [http://www.algarveobserver.com/cna/default.asp?site\\_lang=en](http://www.algarveobserver.com/cna/default.asp?site_lang=en)

Algarve Resident - <http://www.algarveresident.com>

The Portugal News - <http://www.the-news.net>

Faro Airport Information - <http://www.ana.pt/portal/page/portal/ANA/>

The new Formula One circuit at Portimao is only a 30 minute drive. <http://www.autodromodoalgarve.com>

There are hundreds of sites about the Algarve but these give you most of the information you would require.