

HOTEL DUQUE DE NAJERA
Nº Registro de Turismo Andalucía: A/CA/01004
Categoría: 4 Estrellas
Modalidad: Playa



REGULATIONS OF INTERNAL REGIME

NAME OF THE ESTABLISHMENT
Hotel Duque de Najera ****
Register number (Andalusian Department of Tourism)
H/CA/1004

REGULATIONS OF INTERNAL REGIME

In accordance with Article 25 of Decree 13/2020, of May 18, the establishment has the following Internal Regulations that will be mandatory for customers of the establishment.

Article 25 of Decree 13/2020 provides:

1. The hotel establishments must have an internal regulation in which mandatory rules will be established for users during their stay, without being able to contravene the provisions of Law 13/2011, of December 23, or in this Chapter.
2. The internal regulations will always be available to users and will be displayed, at least, in Spanish and English, in a visible and easily accessible place in the establishment. These regulations must be published on the establishment's own website, if there is one.
3. The operating companies of the hotel establishments may seek the assistance of the Security Forces and Bodies to evict from them those who fail to comply with the internal regulations, fail to comply with the usual rules of social coexistence or intend to access or remain in them for a purpose different from the normal use of the service, in accordance with the provisions of article 36.4 of Law 13/2011, of December 23.

REGULATIONS OF INTERNAL REGIME

1. It is compulsory for all the guests to present their identity card at the moment of being admitted in the establishment.
2. Before the admission, guests have to sign a registration card. In this paper, it is stated the name of the establishment, its category, and its registration number. It is also stated the number or identification of the accommodation unit, number of people who are going to occupy it, services contracted (breakfast, half-board or full-board), arrival and departure dates and the daily rate. The registration card will be kept by the establishment.
3. In accordance with the provisions of article 25 of Organic Law 4/2015 of March 30, on the protection of citizen security, this establishment keeps a documentary record of hosted users and control of access to the site and its facilities. The registration card is

exclusive to the client and therefore excludes the stay and permanence in the rooms of people other than those registered in the Hotel. For your own safety and that of other people, please refrain from violating these rules. For the appropriate purposes, the unauthorized access of unregistered third parties at the request of a client and the actions of the client, will be their sole responsibility, exempting the hotel establishment from the consequences that proceed according to current legislation.

4. After signing the registration card, guests will be given a key card. In some establishments, the key card is used as identification for the provision of the services that have been contracted, and it is indispensable to present it in order to make use of them.
5. Obligations of tourist services users: The owners of the hotel establishment will be able to prevent users who break or have broken with anteriority any of the following duties from staying at hotel establishment (Art. 36.3 and 22 of the Tourism Law 13/2011)
 - Observing rules of conduct and hygiene in order to get an appropriate use of tourist facilities.
 - Observing Internal Regime Regulation of the hotel establishment which is not contrary to law.
 - Respecting the agreed departure date of the establishment leaving taken room.
 - Paying for the contracted services at the time of the submission of the invoice or in a timely fashion, without filing a claim involves an exemption.
 - Respecting establishments, facilities and equipment of tourism enterprises.
 - Respecting the environment and cultural heritage of tourism resources in Andalucía.
6. The establishment will be able to ask for a previous guarantee of payment by any of these means: credit card, transference, etc. This guarantee will cover both all the services contracted by the reservation and the extra charges.

7. Any damage to the room or furniture that may occur during the stay will be charged to the customer's credit/debit card.
8. The stay begins at 14:00 on arrival day and finishes at 12:00h. on departure day. In high season, the availability of the units of accommodation can be delayed for 3 hours at the most.

Without previous agreement, no extension for the check out time will be admitted. If there is an agreement, the guest will pay for the whole day.

9. It is not allowed the stay of two people in those double rooms that have been contracted as single rooms. In that case, guests will have to pay the normal rate for double rooms. The use of the rooms is exclusive for the guests who are registered at Reception-Desk. Therefore, it is not allowed people without authorization access to these rooms.
10. Minors (under 18 years of age) are the responsibility of their parents / guardians during the stay in the establishment. In no case will the hotel assume any responsibility for incidents not attributable to defects in the facilities.
11. It is not allowed the use of rooms for meetings, exhibitions and commercial expositions. In these cases, clients should hire a meeting room.
12. The establishment has a safe deposit box in the rooms. The establishment is not responsible for the loss or theft of money or valuables that are deposited either inside or outside the safe deposit box.
13. Regarding items left in the room, the hotel's obligation is limited to safeguarding them if found and facilitating their return to the owner if requested within a reasonable time (See Lost Property Items Protocol). If items are not found, there is no legal liability, unless proven negligence on the part of the hotel.
14. Protocol for action in case a safe is opened in a room or accommodation unit not provided by the guest.
 1. Contact the guest so they can collect the items personally or authorize their collection or delivery.

2. If we do not receive a response within 2 hours, starting at 12:00 p.m. on the day of departure, the safe will be opened.
3. Opening protocol:
 - a. The opening will be carried out in the presence of 2 witnesses (hotel staff).
 - b. A record will be kept including: • Date • Time • Reason for the action • Identification of those present • Detailed description of the contents found • Signature of those present
4. The belongings will be kept in a secure location, following the lost property protocol of each accommodation.
15. Rooms will be cleaned from 10:00 h. to 14:00h. Please, use the towels of the room only for personal hygiene.
- 16. Waiver of Room Cleaning and Access Service**

The guest may request that the room cleaning service be not performed during their stay. However, for reasons of safety, hygiene, maintenance, and the proper upkeep of the facilities, the hotel reserves the right to enter the room—following prior notice to the guest whenever possible—to check its condition at least once every four consecutive days.

This inspection will be carried out by authorized hotel staff, always respecting the guest's privacy and belongings.

The foregoing is without prejudice to the hotel's right to enter immediately when there are reasons of urgency, safety, maintenance, or indications of a breach of internal regulations.
17. It is forbidden to smoke in this establishment, except for what is allowed in the law 28/2005, about the sanitary measure against tobacco habit and the law 42/2010, 30 December that modifies it.
18. It is not allowed to bring food or drinks from outer establishments to be consumed in the establishment.
19. Animals are not allowed in the establishment without a specific authorization, except for assistance dogs, in accordance with the Law 11/2021, of 28 of December, relating to the use of assistance dogs by people with Disability in Andalusia.

20. Rules for using common areas and relaxation areas.

Dress code in common areas.

To ensure a comfortable, respectful, and appropriate environment for all guests, nudity is not permitted in the hotel's common areas. Guests must wear suitable attire in swimming pools, gardens, terraces, hallways, and all other shared spaces. Swimwear is allowed in the pool and sunbathing areas; however, full nudity is prohibited. Hotel staff may ask guests to comply immediately if any behavior affects the comfort, privacy, or well-being of others.

Mandatory use of towels on sun loungers and Balinese beds.

For reasons of hygiene, preservation of the furniture, and the comfort of all guests, the use of a towel is mandatory on sun loungers, Balinese beds, and any other furniture intended for relaxation. The towel must adequately cover the surface on which the body rests, preventing direct contact with the furniture. This requirement applies regardless of whether guests are wearing swimwear or other clothing. Hotel staff may require guests to place a towel on the furniture before continuing to use it. Guests must also comply with any specific rules established for the use of the swimming pool, sun terrace, and garden areas.

21. For those services offered both to clients and to the general public, the access and/or stay will be restricted in the following cases:

- When the maximum capacity has been completed with the users who are in the establishment or building.
- When the closing hour of the establishment has been surpassed.
- When the user has not the minimum age to enter the establishment, according to the current legislation.
- When it is necessary to pay for a ticket in order to enter into the establishment, and the user has not paid for it.
- When the users show a violent attitude, specially, when they behave in an aggressive way or they cause arguments, originate situations of danger or annoyances to other users.

- When the users do not have the minimum conditions of hygiene.
 - When the users carry weapons and objects susceptible to be used as weapons, unless they are members of the police, armed forces or security forces, or they are escorts for private's companies, and they enter the establishment in the course of their duties, in accordance with the current and specific legislation
 - When the users consume drugs, narcotic or psychotropic substances, or they show symptoms of having consumed them, and those that show an evident behaviour of being drunk. Also, it will be a cause of expulsion to cause flaws to the facilities, scandal or rowdiness, especially if other users are disturbed.
22. In all these cases, the establishment will be able to recur to the Police for help.
23. Nevertheless, in the above-mentioned cases, the clients will have to pay all the bills that have been generated until the moment of the prohibition of access or stay in the establishment.

PARKING and GARAGE

24. When parking your vehicle, please occupy a single parking space.
25. The use of the disabled people parking zone will have to be justified by showing the relevant card.
26. The Garage are a service exclusively for the hotel establishment's residents, the use of which is subject to payment of the stipulated fee and the availability of spaces therein. This right begins with the signing of the accommodation contract and ends at the end of your stay.

The hotel assumes no liability, either directly or indirectly, for:

Material damage caused to the vehicle while parked on our premises (including dents, scratches, broken glass, etc.), whether caused by third parties, weather conditions, the driver, or other parking users.

Theft, robbery, or vandalism of the entire vehicle or any of its parts, accessories, or belongings left inside.

Loss of valuables, documents, electronic devices, or other property left inside the vehicle.

Mechanical breakdowns, electrical failures, battery discharges, or other technical incidents arising from the use or condition of the vehicle.

We recommend that our guests do not leave visible objects inside the vehicle and always ensure the doors and windows are closed.

Use of the parking lot implies acceptance of these conditions by the user.

RESTAURANT/BAR

27. The opening hours of the Buffet restaurant are posted at reception, on the Hotel website and in the QR code in the room.
28. It is not permitted to take food out of the Buffet Restaurant.
29. Access to the Restaurant is not permitted in sportswear or shoes, or in swimwear, and Gentlemen are not permitted to wear tank tops. Gentlemen are also requested to wear long trousers.
30. The opening hours of the "à la carte" restaurant are posted at the reception, on the Hotel website and in the QR code in the room.
31. The opening hours of the room service are posted at reception and in the QR code in the room.
32. The opening hours of the BARS are posted at reception, on the Hotel website and in the QR code in the room.

SWIMMING POOL

33. Pool Hours can be seen on the pool sign.
It is forbidden to use it at a different time.
34. The access to the swimming pool will only be only allowed to the establishment's guests.

35. It is compulsory to have a shower before bathing in the swimming pool.
36. The use of the sun loungers of the swimming pool is free and they cannot be reserved before 08:00 hours. If there are other guests waiting for using the sun loungers, the establishment's staff will be able to remove those ones that have not been used for at least 30 minutes. The staff will take to the reception office those personal items that would be on/by the sun loungers.
37. It is forbidden to use the towels of the room for the swimming pool or the beach. The establishment has, for its clients, free towels for exclusive use in the swimming pool or on the beach, in the room.
38. Glasses are forbidden in the swimming pool area.
39. Please, make use of the wastebaskets.
40. It is not allowed the use of floats, rubber rings or air beds in the swimming pool.
41. It is forbidden to consume drinks in the swimming pool, unless they have been bought in the establishment's bars or coffee-shops.

INFORMATION AND DOUBTS

42. For any kind of doubts or questions relating to the functioning of the hotel you may go directly to our reception staff, that will attend you and in case of necessity will put you in touch with the authorized person to answer your doubt or question, being the General manager the ultimately responsible of the Hotel.

INFORMATION OF SUPPLEMENTARY SERVICES PROVIDED BY THIRD PARTIES

43. You can get information at reception about excursions, services and experiences provided by companies outside the hotel operator.
44. This establishment is not responsible for the services provided by companies outside the hotel operator.

45. All the facilities and services offered by the hotel comply with the security measures stipulated for this purpose, guaranteeing and promoting your safety.

ADVICE AND SUGGESTIONS

- Watch and control your luggage. Please, do not leave it unattended.
- Keep the door closed when you should be in your room. Close the door every time you leave and try to open it in order to make sure that it is correctly closed, even though your absence should be for a short time only.
- Close your luggage when you do not use it and put it in your closet. If the luggage has a security lock, always use it.
- Never leave jewellery, money or valuables in your room. Notify immediately Management of any abnormal occurrences such as suspicious-looking persons along the corridor, repeated telephone calls from unknown people, unknown people knocking on your room door, or not finding anybody when you open it.
- Protect the key of your room. Do not leave it on the counter of reception, always give it back to the receptionist when you leave the establishment. Do never show your key in public places.
- If you forget or lose your key, only the reception personnel is authorized to facilitate you a new key to open your room.
- Our safety security measures demand that you, before leaving the room or going to rest, make sure to put off cigarettes, to flow out candles, to turn off electrical appliances, etc. that could cause a fire in the room.
- Please do not feel bothered if you are asked to identify yourself at reception. It is for your security.
- When you establish social relations with unknown people, do not reveal the name of the establishment or the number of your room.
- Never allow the maintenance personnel to enter your room without having required it or without having been authorized by the

- Management of the establishment.
- Never allow people to enter your room with deliveries that have not been asked for.
- Never discuss specific plans of future excursions, etc., in public or with strangers.
- In case of wishing your room to be done, please, hang the warning: "Please, clean the room ", on the door of your room. If you wish not to be disturbed, please hang the warning: "Please, do not disturb".
- Do not hang clothes on the railing of the terrace. Do not use ropes or cords to hang clothes in the terrace. Request a portable clothesline at reception.
- If you discover some type of deterioration, damage or anomaly, please, inform the reception personnel of it.
- The electrical system of your room is of 220 Volts.
- Respect the room area during the night and the siesta time, and in general, avoid making noise unnecessarily.
- Please, use the facilities suitably, respecting the furniture and the gardens of the establishment.
- Please, respect the schedules of all the facilities and services of the establishment.
- We thank you for your participation in case that during your stay in the establishment, there were some disaster or evacuation practices.
- Some schedules can be changed according to the season.

Hoteles Andaluces con Encanto S.L. is considered responsible. Your data are collected in order to integral management of lodging and accommodation services of the clients, to conduct market studies and fidelity activities, to send communications and commercial promotions of products and services of the hotel. The recipients of the data are the employees of the company and, for internal administrative reasons, as well as to be able to provide you with a better service without waiting. The guests will be able to access them at any time for their rectification, modification or total or partial cancellation just by asking for it by any

HOTEL DUQUE DE NAJERA
Nº Registro de Turismo Andalucía: A/CA/01004
Categoría: 4 Estrellas
Modalidad: Playa



means to the establishment; in accordance with Regulation (EU) 2016/679 (RGPD) and Statutory Law (ES) 3/2018 (LOPDGDD).

You can ask us about the additional and detailed information about Data Protection sending us an e-mail to administracion@hace.es

Date: August 2026

