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## CALL FOR APPLICATIONS

### Manager of the Municipal Campsite

The municipality of Vianden is offering a lease for the management of the Vianden Castle Camp campsite.

The specification booklet can be downloaded from [www.vianden.lu](http://www.vianden.lu).

The application file must include the following documents:

- A cover letter providing address, phone number, and email;
- A biographical note (CV) with a recent photo, detailing educational background and previous professional experience;
- A recent birth certificate (less than 2 months old);
- A recent criminal record extract No. 3 (less than 2 months old);
- A copy of the identity card or passport and social security card;
- A copy of certificates and diplomas of education and professional qualifications;
- A duly completed offer form.

Applications must be sent to [secretariat@vianden.lu](mailto:secretariat@vianden.lu) or submitted to the Vianden municipal secretariat no later than 19.11.2024.

Incomplete application files will not be considered.

For further information, please contact the municipal secretariat at 83 48 21 23 or via email at [secretariat@vianden.lu](mailto:secretariat@vianden.lu).



# **SPECIFICATION BOOKLET VIANDEN CASTLE CAMP**

# Why Vianden Castle Camp?

1. Excellent customer reviews (Google 4.4/5, Campercontact 4.3/5, & Park4night 4.8/5)
2. New state-of-the-art reservation system with sales kiosk
3. Well-maintained sanitary facilities
4. Main building with reception and bar/restaurant
5. Service flat
6. Many regular customers
7. Close to numerous attractions
8. Excellent public transport connections
9. Idyllic location by the water



# DURATION OF THE CONTRACT

The lease agreement is set for a duration of one year, starting on 01/01/2025 and ending on 31/12/2025.

However, it may be terminated by either the owner or the tenant after each year with a notice period of 3 months.

The agreement will automatically extend for an additional year if it is not terminated 3 months before the end of the contract period. Termination must be made by registered letter.

Both parties reserve the right to terminate the contract before the expiration of the above-mentioned lease period if urgent reasons require it. This termination must also be communicated to the other party by registered letter with a notice period of three months.

# ANNUAL USAGE

The tenant undertakes to use the rented installations for the purpose of operating a campsite for at least 6 months each year during the camping season, at the latest from the first weekend in April until at least the end of October.

According to the building regulations of the city of Vianden, the designated camping zones are not to be used for residential purposes and for this reason the construction of permanently installed residential units for residential purposes is prohibited. Structural alterations to the campsite, whether for tourist or private purposes, may only be carried out with the express authorisation of the college of aldermen.

All foreseeable or unforeseeable disasters relating to the yield of the lease shall be borne by the lessee and shall not entitle the lessee to a reduction in the lease price or to compensation from the lessor. On the other hand, the owner may demand compensation for losses if the income decreases due to poor management on the part of the lessee.

# Distribution of duties

## II 1) Responsibilities of the Owner

### 1/ Grounds

Preparation of the grounds before the campsite opens, but only in the event of floods:

Removing debris, repairing damaged riverbanks under the supervision of the Water Management Office in Diekirch, reseeding, repairing pathways, and installing and removing fences.

### 2/ Equipment

The owner provides the tenant with the current equipment in its current condition.

The annual maintenance of the existing work materials/machinery, are the responsibility of the lessor.

### 3/ Miscellaneous

The owner is responsible for insuring buildings and installations, ensuring right of passage, and paying for the leased land.

Electrical installations are inspected annually by a certified electrician. These services are commissioned by the lessor, and all associated costs are covered by the lessor.

The lessor also bears all costs related to the reservation system, such as license fees.

# III) Distribution of duties

## III 2) Responsibilities of the Tenant

According to the provisions of the Civil Code:

### 1/ Operation of the campsite:

The tenant is obligated to:

- a) Hold a business license from the Ministry of Small and Medium-Sized Businesses and Tourism as a campsite operator
- b) Take out liability insurance with a Luxembourgish insurance company
- c) Take out rental risk insurance for all operating buildings
- d) Provide, at their own expense, the necessary vehicle fleet for the aforementioned work
- e) Present copies of the insurance policies to the owner.

The tenant is responsible for maintaining the rented buildings and sites in good condition and bearing the related costs.

This includes, among other things, all maintenance work on administrative and sanitary buildings, as well as on technical installations (such as TV connections, maintenance and inspection of fire extinguishers, heating, water filters, and electrical connections on individual pitches, except for the aforementioned annual inspection).

# Distribution of duties

The tenant or their representative must be reachable by phone 24/7. In case of an emergency, the tenant or their representative must be on-site within a maximum of 30 minutes.

They are responsible for the overall management of the site, including guest reception, customer care, and the collection of fees. The necessary equipment for this (computer, etc.) must be provided by the tenant. The tenant must use the reservation system provided by the municipality. No other or additional system may be used.

All administrative tasks (and their associated costs), such as guest registration, planning, and reservation of pitches, are the responsibility of the manager. The planning must be maintained in such a way that the manager can provide information about the occupancy of the campsite at any time.

Should the general management of the campsite give rise to serious complaints, the municipal administration reserves the right to terminate the current contract with immediate effect.

The manager must strictly adhere to the regulations established by the municipal administration and the directives of the town council. The town council and the municipal personnel responsible for supervision have the right to inspect the campsite and review the management at any time.

If the condition of the site, the premises, or the arrangement of caravans and tents is found to be unsatisfactory, the municipal administration may, after a prior unsuccessful request to the manager, assign other persons to maintain the site. The associated wages will be at the tenant's expense.

Fishing on the premises must be permitted



# Distribution of duties

## 2/ Equipment / Buildings

The tenant will be provided with the equipment listed in a separate handover report for the maintenance and use of the campsite. However, this equipment remains the property of the municipal administration and may only be replaced or sold with the owner's consent.

Any additional machines or materials that the tenant deems necessary for the normal maintenance of the campsite will be solely at their expense. These will remain their property, and the lessor has no obligation to purchase the equipment in the event of termination or non-renewal of this contract.

The leased property will be handed over in its current condition, as detailed in the attached handover report. The tenant acknowledges this condition in accordance with the contract and agrees to treat the property with care and consideration.

Maintenance includes repairing damages and servicing the systems for water, sewage, electricity, telephone, sanitary facilities, and heating systems, as well as securing windows and doors.

# Distribution of duties

The tenant is liable to the owner for damages caused by a breach of their duty of care and diligence, particularly if supply and drainage pipes, toilets, heating systems, etc., are improperly handled, rooms are inadequately ventilated, or heating pipes are not sufficiently protected against frost. The tenant is equally liable for damages caused by their family members, workers, employees, visitors, suppliers, or anyone who occupies or visits the rented premises with their consent.

Damages for which the tenant is responsible must be remedied immediately; if they fail to fulfill this obligation, even after a written reminder, within a reasonable period of 3 weeks, the lessor may have the necessary work done at the tenant's expense. In the event of imminent damages and the unknown whereabouts of the tenant, a written reminder and deadline are not required.

The tenant must ensure that the property is kept free from pest infestations at their own expense.

Heating oil, as well as water and electricity consumption, sewer fees, waste disposal, emptying of chemical toilets, and any municipal fees related to the entire campsite are to be borne by the tenant.

The manager must ensure that the furniture and equipment of the campsite are neither damaged nor stolen.

# Distribution of duties

## 3/ Embankments and Green Areas, External Facilities

The field, facilities, and banks, as well as all buildings, must always be kept in a tidy condition; the campsite must appear pleasant and inviting for campers, and therefore the following maintenance tasks are also the responsibility of the tenant:

- Regular mowing of grass areas with a lawnmower, collecting and disposing of the cut grass;
- Regular mowing of the banks along the Our river and the banks leading to the parking area with a brush cutter;
- Regular loosening and reseeded of the pitches;
- Pruning of hedges, shrubs, and trees twice a year and removing the resulting cuttings (once before the beginning of March and a second time in autumn);
- Keeping the flowerbeds, road and pathway edges, electrical connection boxes, water distribution points, and boundary markers free from any weeds and grass, smoothing molehills, and subsequent rolling;
- Maintenance and repair of the fences;
- Maintenance of the existing drainage system, upkeep of the piping system, clearing of blockages, and emptying of the tanks (chemical toilets);
- Waste disposal is the responsibility of the tenant and must be carried out properly. Contracts established by the municipal administration with waste disposal companies remain in effect.

# Distribution of duties

## **4/ Telephone, Electrical Installations, & Sanitary Facilities**

The costs for the use of all telephones (subscription and calls) as well as any repairs required for the installations are the responsibility of the tenant. The manager must ensure that the water supply is always operational; they must arrange for the maintenance of the water filters (salt), and the shower facilities must be kept in a functional and impeccable condition. The sanitary facilities must be continuously inspected, and absolute cleanliness must be maintained. The same applies to the chemical toilets, for which the manager is responsible for regular emptying. The associated costs will also be borne by the manager.

## **5/ Personnel**

If the manager is temporarily unable to perform their duties for any reason, they must arrange for a substitute themselves. The resulting costs will be solely the responsibility of the manager.

However, the tenant is strictly prohibited from subletting the campsite, in whole or in part, to a third party.

# Distribution of duties

## 6/ Accounting

The rent to be paid to the lessor for the calendar year 2025 is set at a minimum of 40% of the revenue from the rental of pitches or is based on the best available offer.

For the subsequent years, the annual rent will be negotiated through a separate agreement between the manager and the tenant. The rent is to be paid monthly. After the end of the season, the precise accounting and statistics regarding overnight stays must be presented to the lessor. The tenant receives neither salary nor wages from the municipal administration.

To facilitate the control of the maintenance work carried out, the tenant must provide a copy of the annual maintenance costs along with the aforementioned documents for the specified accounting date. The fees and pitch charges will be set annually and adjusted if necessary, requiring prior consent from the town council.

## 7/ Miscellaneous

The tenant is permitted to sell drinks, food, or ice cream on the campsite. Only items whose sale is covered by the business license issued by the Ministry of Small and Medium Enterprises may be sold on the campsite.

It must always be possible to leave the campsite (24/7). The barrier must not be blocked.

The tenant should respond to customer reviews and ensure that the star rating of the overall evaluation does not deteriorate. A decline of 0.1 points on Google, Campercontact, or Park4Night can lead to the termination of the lease agreement.

# Required Documents

- Letter of motivation with address, telephone number and e-mail address
- Curriculum vitae with a recent photo giving details of previous education and professional experience ;
- Extract from a recent birth certificate (< 2 months)
- Extract from criminal record no. 3 of recent date (< 2 months)
- Copy of identity card or passport and social security card
- A copy of certificates and diplomas relating to studies and professional qualifications
- Filled out offer form

## Questions ?

 (+352) 83 48 21 - 1

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 [Secretariat@vianden.lu](mailto:Secretariat@vianden.lu)



# Offer


- First name & Name
- Telephon Number
- Offer in (%)

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