

February 23, 2017



RE: TOWN OF COMOX MUNICIPAL MARINA – 2018/2019 ANNUAL MOORAGE RENTAL

To our valued Marina tenants:

Enclosed is the 2018/2019 Town of Comox Municipal Marina moorage rental renewal package.

Important Information for 2018/2019

FEES:

DUE DATE – March 30th, 2018

A 10% penalty will be charged on all amounts not paid by the above due date.

FORFEIT DATE – April 30th, 2018

All fees plus penalties must be paid no later than above forfeit date or moorage may be forfeited.

IMPORTANT NOTE: PAYMENTS CANNOT BE ACCEPTED WITHOUT VALID INSURANCE ON FILE AND A SIGNED AGREEMENT.

INSURANCE:

There must be valid insurance for the vessel on file throughout the Marina Season (April 1, 2018 – March 31, 2019). Clients who do not provide and carry valid insurance throughout the season will be required to remove their boat from the Marina. **Note: Renewed policies must be delivered to Town Hall throughout the season.**

CANCELLATION & SALES:

When cancelling moorage, or in the event where permission has been granted by the Town to transfer moorage with the sale of a vessel, thirty (30) days of written notice is required. If thirty (30) days of notice is not provided, the leaving tenant will be charged for the thirty (30) days from notification date.

Renewal Instructions

Please follow the instructions below for renewal of your 2018/2019 moorage rental.

- **Read** the “Town of Comox Municipal Marina - Terms of Agreement and Rules & Regulations 2018/2019” (which can be found as a download on our website: <http://comox.ca/services/marina/>. Or, upon request, a copy can be emailed, mailed, faxed, or picked up from Town Hall).
- **Sign** the agreement form (included in this package) indicating that you have read, understand, and agree to the Terms of Agreement and Rules & Regulations.
- **Provide** a copy of the details page of your valid vessel insurance; showing that the required third party liability insurance is included in your current policy.
- **Return** the signed agreement form and proof of insurance with your payment.
- **Note:** If the personal or emergency contact information changes throughout the year please contact Town Hall (see below) and Jeff Whetter, the Marina Caretaker, at 250-339-3141 or jwhetter@comox.ca.

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General Information

BOAT LAUNCHING:

Annual moorage does not include use of the boat launch. **During peak season, from May 1st to September 30th, launch passes are required for use of the boat ramp and trailer parking area.** Daily passes can be purchased through the ticket machine at the boat ramp. Annual launch passes can be purchased at Town Hall.

Notes from our Caretaker

- Please check notice boards regularly for up to date information.
- Intending to sell your boat or cancel your moorage? Please notify the caretaker and pick up the required forms from the office. The Town requires 30 days written notice under our Sale/Cancellation Policy.
- It is the Marina Caretaker's responsibility to approve and undertake the installation of any hardware, i.e. cleats, bumpers, etc. Permanent hardware attached to Marina property becomes property of the Town.
- We encourage you to get to know your neighbours and report any suspicious activity to the RCMP and the Marina Caretaker. If you are interested in participating in the Block (Dock) Watch program please contact the Marina Caretaker: jwhetter@comox.ca or 250-339-3141.
- Please remember to keep the gate closed after posted hours.

Safe and happy boating!!