

February 17, 2017



## RE: TOWN OF COMOX MUNICIPAL MARINA – 2017/2018 ANNUAL MOORAGE RENTAL

To our valued Marina tenants:

Please find enclosed your 2017/2018 Town of Comox Municipal Marina moorage rental renewal package. Read through the following information as it contains important instructions with regards to your annual moorage rental renewal.

### Important Information for 2017/2018

#### FEES:

A 10% penalty will be charged on all amounts not paid by the **due date of Friday, March 31<sup>st</sup>**. In addition to the already stated payment date, all fees plus penalties must be paid no later than **Friday, April 28<sup>th</sup>, 2017** or moorage may be forfeited. **Note: Payments cannot be accepted without valid insurance on file and a signed agreement form.**

#### INSURANCE:

The vessel must carry valid insurance throughout the year (April 1, 2017 – March 31, 2018). A copy of the valid insurance policy must be **on record at Town Hall by March 31<sup>st</sup>, 2017**. 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 prior to expiration.**

#### 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 their notification date.

### Renewal Instructions

Please follow the instructions below for renewal of your 2017/2018 moorage rental.

- **Read** the "Town of Comox Municipal Marina - Terms of Agreement and Rules & Regulations 2017/2018" (which can be found as a download on our website: <http://comox.ca/modx/marina.html> 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 your 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](mailto:jwhetter@comox.ca).

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## General Information

### BOAT LAUNCHING:

Annual moorage fees **do not include** use of the Municipal boat launch facilities. **During peak season, from May 1<sup>st</sup> to September 30<sup>th</sup>, launch passes must be purchased for use of the boat ramp and trailer parking area.** Daily passes can be purchased as required through the ticket machine at the entrance to the boat ramp. Annual launch passes are available at Town Hall.

## Notes from our Caretaker

- If you intend to sell your boat or cancel your moorage, please notify the caretaker and pick up the required forms from the office. Also be aware that we require thirty (30) days written notice under our Sale/Cancellation Policy.
- **Emergency contact information is mandatory** on the 'Rental Agreement Form'. Please ensure your emergency contact is aware that they are your emergency contact and knows what they need to do in case of an emergency. The emergency contact must be someone other than yourself or your spouse.
- The Marina Park Vitalization Project is anticipated to be completed by March 31<sup>st</sup>. Thank you for your patience through the construction phases of this improvement project.
- We would like to encourage our clients to communicate with us through e-mail. It is our intention to send out a quarterly email to our marina clients to help keep you better informed on what's happening. Please let the marina caretaker know, preferably by email, if you encourage this type of mail-out or if you may prefer to opt out.
- It is the Marina Caretaker's responsibility to approve and install any hardware, (cleats, bumpers, rub-rails, etc.) purchased by our clients. Any permanent hardware attached to Marina property becomes property of the Town.
- Please remember to keep the gate closed after posted hours.

Safe and happy boating!!