



Yacht Club Reservation Request

The terms and conditions of this agreement between the Port and the undersigned area are as follows:

Contact Information:

Yacht Club Name _____ Contact person _____

Address _____ Zip _____

Phone _____ Email _____

NOTE: Reservations are secured by paying a \$10.00 fee per vessel. This fee is a nonrefundable administration charge and is separate from guest moorage charges. Reservations are finalized when payment has been collected and completed forms have been received.

The following page is a list of procedures for reserving slips for Yacht Clubs.

Total number of slips requested _____ RSVP logged _____

50-Foot slips _____ 40-Foot slips _____ 30-Foot slips _____

Arrival Date _____ Departure Date _____ # of Nights _____

Amt Owed _____ Amt Paid _____ Date Rec'd _____ Initials _____

Agreement Rules, and Regulations and Policies

1. **Slip Assignment:** The Port of Kingston ultimately assigns the final slips for each guest, however, each Yacht Club is responsible for completing the Yacht Club Guest List, and initially placing its members into the slips based on the length of their boats. This list is for general purposes only, to give the Port an idea of where to place guests, and the Port will use its discretion concerning slip assignments.
2. **Reservation Fee:** The reservation fee is \$10.00 per vessel. This fee is a nonrefundable administrative charge and is separate from guest moorage charges. This fee is due to the Port office prior to Yacht Club members making their individual reservations. It is the responsibility of each Yacht Club member to call the Marina Office to confirm their reservation and slip number.
3. **Cancellations:** Cancellations must be made by contacting the Marina Office. No refunds of reservation fee will be issued for cancellations.
4. **Check In:** Check in time is 1:00pm on the date of arrival.
5. **Check Out:** Check out time is 12:00pm (noon) on the day of departure.
6. Reservations can be made in advance up to a years time (365 days).
7. Year round the Port has a stage for rent if a Yacht Club wishes to plan entertainment. In the summer months a large tent is also available to rent for gatherings, dinners etc. With a permit, alcohol can be served in the tent. Please contact the Marina Office for more information.
8. I understand that these forms must be returned to the Port office no later than seven calendar days from the date of the request or the slips will be released.

By signing below, I understand and agree to the above rules. If I choose not to pay this advance fee for my Yacht Club and am not willing to provide the Port of Kingston with a master list at least two weeks prior to our reservation date, our club members will still able to make individual reservations on a first-come, first-serve basis by calling the Port of Kingston Marina Office.

Signature of Contact Person

Date

Email Address

phone number

Yacht Club / Group Name: _____

Contact Name: _____

Yacht Club Guest List

Slip#	Length	Width	Member Name	Phone #	Vessel Name	Length	Width		
7	45'	15'3"							
8	50'	17'5"							
9	50'	17'5"							
10	50'	17'5"							
11	40'	15'5"							
12	40'	15'5"							
13	40'	15'5"							
14	40'	15'5"							
15	40'	15'5"							
16	40'	15'5"							
17	40'	15'5"							
18	40'	15'5"							
19	40'	15'5"							
20	40'	15'5"							
21	30'	12'5"							
22	30'	12'5"							
23	30'	12'5"							
24	30'	12'5"							
25	30'	12'5"							
26	30'	12'5"							
27	30'	12'5"							
28	30'	20'							
29	30'	20'							
30	30'	13'							
31	30'	13'							
32	30'	12'5"							
33	30'	12'5"							
34	30'	12'5"							
35	30'	12'5"							
36	30'	12'5"							
37	30'	12'5"							
38	30'	12'5"							
39	30'	12'5"							
40	30'	12'5"							
41	30'	12'5"							
42	30'	12'5"							
43	30'	12'5"							
44	30'	12'5"							
45	30'	12'5"							
46	85'	deep							
47									
48	75'	14'							
49	shallow	14'							