



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 _____ Date Request Received _____

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

Arrival Date _____ Departure Date _____ # of Nights _____

Amt Owed _____ Amt Paid _____ Date Received _____ Initials _____

Agreement Rules, and Regulations and Policies

1. **Slip Assignment:** The Port of Kingston will assign each participating member a slip. It is the yacht club's responsibility to provide the Port with a complete list of members attending. Please see last page of this form for all required information for each member. This roster is due no later than 14 days prior to the arrival date of the reservation request. The Port will confirm slip assignments with attending members and fleet captain no later than seven days prior to the arrival date of the reservation.
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 no later that 14 days prior to the arrival date of the reservation. The yacht club is responsible for paying these reservation fees in a lump sum, preferably at the time of the reservation request. The Port no longer permits yacht club reservation fees to be paid individually by each member.
3. **Cancellations:** Cancellations must be made by contacting the Marina Office. No refunds of reservation fees 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 up to one year in advance (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 14 calendar days from the arrival 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

