

# PORT OF GARIBALDI

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## ANNUAL MOORAGE WAITING LIST FORM

(policy set by Res. No. 2011-01 adopted 3/9/11)

**RATES** (set by Res. No. 2011-02 adopted 3/9/11).

- Application Form.** \$100 deposit applied against annual moorage payment. No other fees.
- Renewal Form.** \$10 fee for renewal.

### REQUIRED DOCUMENTATION (Res. No. 2011-01)

Do you currently own a vessel:  Yes  No If applicant does not currently own a vessel, identify proposed dimensions of vessel *and vessel type* to be acquired below.

Applicant's Name (s) \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, ST, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Applicants failing to return phone messages within 72-hours will be removed from waiting list

E-mail \_\_\_\_\_

Vessel's Name (only one vessel per waiting list form) \_\_\_\_\_

State (or Federal) Registration Number \_\_\_\_\_

Registry Port \_\_\_\_\_

Length Overall \_\_\_\_\_ Width (at widest point) \_\_\_\_\_ Draft (depth) \_\_\_\_\_

Vessel Type: .....  Sport Vessel  Commercial Vessel

For Vessels 20-ft. or under..... Electricity:  Yes  No Water:  Yes  No

Are you the registered owner of the above vessel:  Yes  No

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY STAFF

Date \_\_\_\_\_ Time \_\_\_\_\_ Staff Initials \_\_\_\_\_

Tentative Dock Assignment \_\_\_\_\_ Rec'd by:  Mail  Email  Fax  In Person

Amount Returned with Form \$ \_\_\_\_\_  Check # \_\_\_\_\_  Cash  Card

Deposit \$ \_\_\_\_\_  Renewal Fee \$ \_\_\_\_\_  Retainage Fee \$ \_\_\_\_\_  Other \$ \_\_\_\_\_

**Section 1. Purpose.** The concept of the Annual Moorage Waiting List (“List”) is to allow individuals interested in securing annual moorage (“Entrants”) an opportunity to enter their name on a master list and allow those entrants that have waited the longest the first opportunity to obtain annual moorage *that fits their vessel*. As vacant moorage is filled, entrants will rise on the waiting list. New entrants will be entered at the bottom of the list.

**Section 2. Application .** No more than one vessel shall be identified on an individual form. Entrants will be placed on list in the order in which the forms are received. Form shall include the name, address, telephone number(s) and e-mail of the entrant, the vessel’s name, home port, official number or state registration number, overall length, breadth and draft or if entrant does not currently own a vessel, the proposed dimensions of the vessel to be acquired. Based upon information on the form, staff will tentatively assign a dock to the vessel. Entrants are advised to verify the accuracy of vessel information since inaccurate information could jeopardize the entrant’s position. To be placed on the list, an entrant’s fines and/or fees must be paid to date.

**Section 3. Application Form.** *Individuals may apply for placement on the list at any time. The Moorage Deposit (“Deposit”) and Application Form (“Form”) must be received prior to being considered as eligible for moorage consideration. Forms are available on-line and at the Port office.*

**Section 4. Annual Renewal.** Individuals wanting to maintain their position on the list *shall be billed annually January 1<sup>st</sup>*. Entrants failing to submit either the Renewal Fee (“Fee”) or Renewal Form (“Form”) *by April 30<sup>th</sup>* will be removed from list and forfeit their deposit. No consideration for previous involvement on list shall be allowed.

**Section 5. Determining Position.** For determining position, staff shall date and time-stamp all forms. For forms received on the same day, mail forms shall be deemed to have been received first (prioritized by alphabetized (A-Z) last name). Forms hand-delivered or paid for by credit card shall be date and time-stamped upon receipt.

**Section 6. Changes.** Entrants shall promptly notify staff of any changes in the information set forth on the form including vessel dimensions or contact information. Changes in vessel dimensions could result in a change of eligibility to an assigned dock.

**Section 7. Deposit Required.** A nonrefundable and non-interest-bearing Moorage Deposit shall be required to apply for placement on the list. The deposit shall be applied against the applicant’s annual moorage payment upon Port receiving a fully executed Annual Moorage Agreement (“Agreement”).

**Section 8. Moorage Availability.** Upon the annual moorage renewal process being completed, staff will post available slips on August 10<sup>th</sup>. Slips shall be assigned according to vessel size and availability on August 11<sup>th</sup> to eligible entrants. If a slip is not available then the entrant shall maintain his or her place on the waiting list and the next eligible entrant shall be similarly assigned. *Available slips shall be assigned by staff according to boat size and slip number available and at the option of the Port as provided in Ord. 15, Part II, Section 2(E).*

**Section 9. Retainage of Position on List.** If staff determines that moorage is available for an entrant’s identified boat *and entrant declines the moorage yet wants to remain on the waiting list*, the entrant shall submit a Retainage Fee (“Fee”) within 48-hours to retain entrant’s position on the list, otherwise entrant’s name shall be removed from list.

**Section 10. Notice.** Staff will consult list and alert entrants with a strong possibility of obtaining a slip after June 30<sup>th</sup>. Entrants must respond via phone within 72-hours of staff contact or entrants’ name will be removed from list. All successful entrants shall remit a signed agreement and full payment (minus deposit) before August 20<sup>th</sup>. Entrants are encouraged to pre-pay either the annual moorage payment or the retainage fee in advance of the due date. Entrants who fail to remit the agreement, payment or fee by due date will be removed from list and have their deposit forfeited.

**Section 11. Consulting Vacancies.** The list shall be consulted upon any vacancy. Most vacancies occur when moorage holders decide not to renew. *Current moorage holders shall have priority one time a year to upgrade only during the first week of August.*

**Section 12. List Position Transferrable.** Entry on the list is for a specific individual and is only transferrable under the provisions in Ord. No. 15, Part II, Section 2(C). Entry name and preferred boat size is considered public information and may be posted.

**Section 13. Upgrading.** This policy does not apply to current moorage holders wishing to upgrade.