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# Loyalist Cove Marina

100 Bayshore Drive  
Bath, Ontario  
K0H 1G0

## Customer Handbook



January 15, 2020



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## 1. Loyalist Cove Marina Mission

Loyalist Cove Marina Inc.'s mission is be environmentally sustainable and continually improve and maintain a high level of excellence in order to meet and exceed the needs and expectations of our customers.

## 2. Introduction

Loyalist Cove Marina is a full-service marina located near Kingston, Ontario in the village of Bath within a sheltered deep water cove. It is the gateway to the Thousand Islands and the home to some of the best fresh water boating in the world. The marina is nestled in a peaceful natural setting 30 kms west of downtown Kingston, 38 kms east of Picton, Ontario and is protected from the open waters of Lake Ontario by Amherst Island. This is an excellent location 20 minutes south of the major Highway 401 from Exit 593. Loyalist Cove Repair & Storage site is located at 151 County Road #4 just north of Highway #33/Bath Road.

Loyalist Cove Marina is Blue Flag and Clean Marine certified.



## 3. Site Plan

Loyalist Cove Marina provides a total of 85 slips. There are 4 main sets of docks labeled A, B, C, and D. The south stone break wall dock is A and moving north are B, C and D (most northern set of docks).

Pump Out, Gas and Diesel are at Travelift Service dock, North of "D" dock.

The mast service dock is located adjacent to the launch ramp between C and D docks.

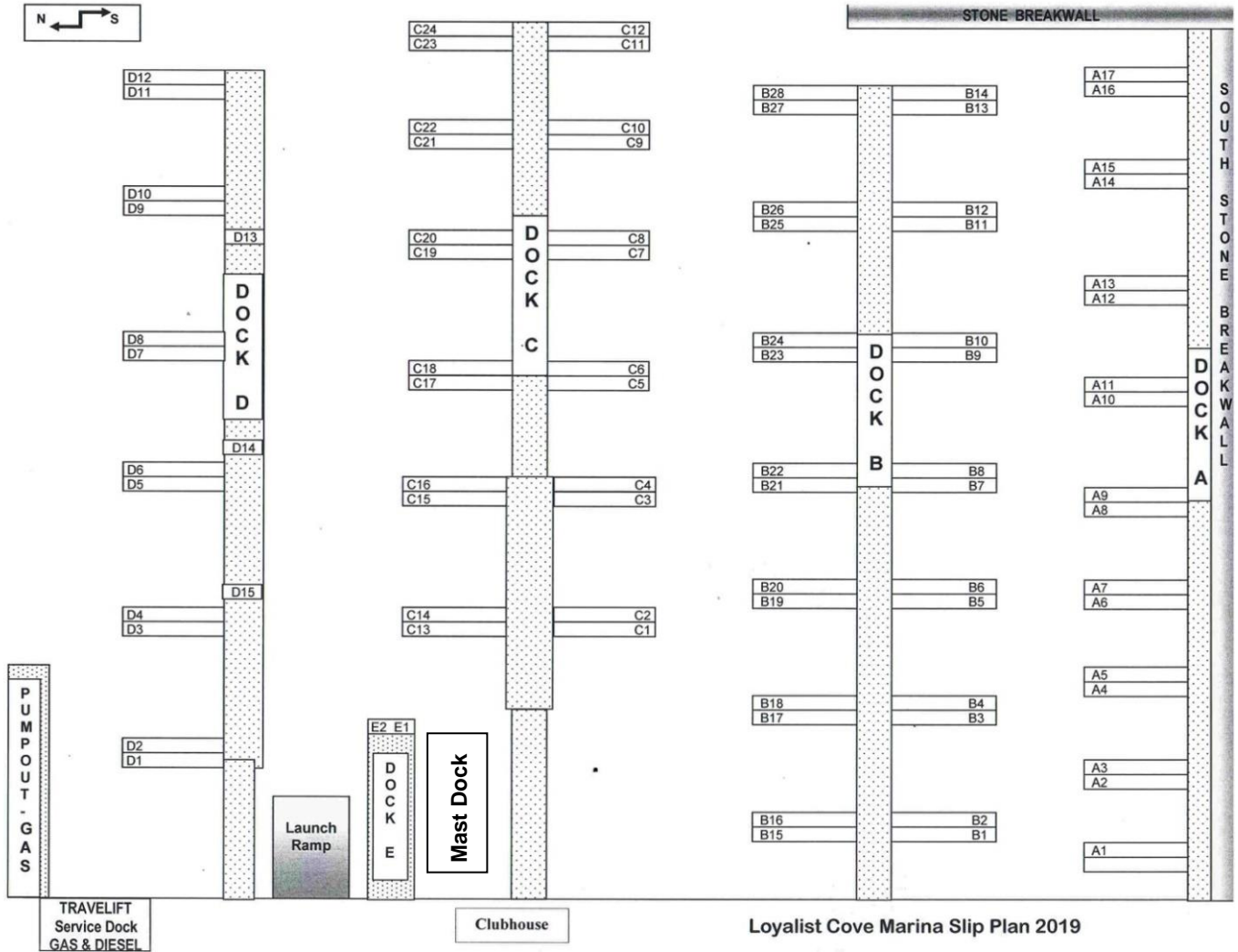


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Loyalist Cove Marina Slip Plan 2019



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## 4. Launch Ramp

The LCM launch ramp is not a public boat launch. It is for the exclusive use of marina staff or slip rental Customers.



## 5. Smoking

No smoking on the Service Dock or near the gas/diesel pump and tanks.  
LCM buildings are smoke free.

## 6. Swimming and Fishing

Absolutely no swimming is permitted in the marina. Stray electrical currents can cause electrocution.  
Fishing is not permitted in the marina.



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## 7. Parking at the Marina

Please check with the office if you have any questions. If you are leaving a vehicle for more than a few days while you are away, please let us know.

Please respect the resident's only parking in front of the apartment building on the water.

During launch and haul out there is no good place to park as many of you know, just be aware that when we are moving boats around in the yard we may need to move your car.

## 8. Pets

Dogs must be leashed at all times.

Pet owners are responsible to Scoop the Poop.

No pets are allowed in the Club House.

There is a small public park just 500 feet west of our marina where you can walk your dog. The apartments are private area and the area behind the shop will be restricted after launch.

## 9. Loyalist Cove Marina Clubhouse

Please respect your fellow customers and clean up after use of kitchen, sitting areas, and washrooms.

Do not leave personal items in the clubhouse. LCM cannot be responsible for loss or damage.





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## 10. Oil disposal

There is an oil disposal fee for Customers wishing to drop off used oil and oil filters.

Please advise the marina office if you wish to drop off waste oil and oil filters.

## 11. Garbage and recycling facilities are provided on site.

**Containers are clearly labelled for separation. Please separate garbage from recycle.**

Garbage dumpsters are provided on the LCM site with the following restrictions:

1. No anti-foul paint, paint cans or paint trays.
2. No shrink wrap or tarps. See instructions below for disposal procedures.
3. No oil, oil filters, empty oil jugs or antifreeze jugs.
4. No propane tanks – large or small.

Hazardous waste can be taken to 196 Lappan's Lane in Kingston. Hours are Thursdays 8:00 am – 4:00 pm & Saturdays 8:00 am – 5:00 pm.

Leftover or old paint can be taken to Lowes, 1035 Gardiner's Road, Kingston and you can leave it at the customer service desk or paint desk.

Recycle dumpsters are provided on the LCM site with separate containers for:

1. Cardboard
2. Glass
3. Plastic
4. Antifreeze jugs

## 12. Boating Ontario Clean Marine Policy and International Blue Flag

Loyalist Cove Marina has earned a 5 star Diamond Status with Boating Ontario for its Clean Marine Policy and the International Blue Flag.







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**To maintain Diamond Status for Clean Marine and Blue Flag status, all tenants of Loyalist Cove Marina are requested to indicate in writing that they will respect the following Clean Marine Policy:**

As a tenant of Loyalist Cove Marina, I commit my guests, my crew and myself:

1. To keep all refuses and garbage of any kind on board the boat until we are able to place it in the appropriate waste containers on shore.
2. To separate all recyclables where possible and place in appropriate containers.
3. To separate hazardous wastes, including used oils, antifreeze, unwanted paints, solvents, cleaners, batteries and old unusable fuel. Then dispose of them in accordance with the marina guidelines or else take all such wastes to the municipal household hazardous waste collection site.
4. To take all necessary steps to avoid spilling fuel anywhere, (fuelling at the dock is prohibited). Also avoid spilling oil, any chemicals or cleaners into the water or on land, and refrain from pumping oil or fuel contaminated bilge water overboard. Instantly report spills or other violations of environmental regulations to marina staff.
5. To carry out repair work on the boat in designated areas only, taking all precautions required by the marina to avoid leaving any debris, litter, solid or liquid contaminants on the ground.
6. To make all efforts to contain paint from sanding or scraping projects. Paint scrapings will be captured by a tarp. Paint dust will be captured through the use of a dustless sander using a vacuum and filter attachment. Paint refuse will then be double plastic bagged and disposed of at waste collection site, not in garbage cans.
7. To never discharge raw sewage from the black water holding tanks anywhere, other than the approved pump-out facility.
8. To avoid pumping grey water overboard while docked in the marina and to use the on shore washroom facilities when practical.
9. To conserve water use non-potable water for washing the boat and potable water for drinking. Use automatic shutoff nozzle at all times.
10. To use environmentally friendly products (such as Eco Logo Products) whenever and where ever possible.
11. To operate the boat in a safe and considerate manner at all times, to operate the engines only when necessary and to avoid creating a wake when entering and leaving the marina.
12. To always show respect for the environment, fish, birds and all other creatures that share it with us.
13. To keep oil absorbent bilge sock in the bilge at all times and replace it as necessary.
14. To promote Clean Marine Practices at all times.



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### 13. Environmental Hazard Policy

In the event that an activity takes place that presents a hazard to the environment, the following procedure should be used as a guideline:

1. As soon as possible the person who notices the activity shall notify a Loyalist Cove Marina Staff Member.
2. Loyalist Cove Marina Staff Member will notify the Marina Manager/Owner as soon as possible.
3. Loyalist Cove Marina maintains a spill kit at the gas dock that is appropriate for first response to an occurrence.
4. If an event occurs after hours when Loyalist Cove Marina staff is not available, please call the phone number posted on the office front door. This will be the number for the staff member who is on call at that time.

### 14. Water Policy

Water on docks is potable and is for boat water tanks ONLY.

Our potable water supply is not to be used for washing as the cost includes a commercial rate for the water AND a sewer use fee for every gallon of water through the meter.

Any boat washing must be done with lake water and a bucket.

Washing of boat bottoms is only permitted at haul out at the travel lift.



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## 15. Fueling Policy



**Only Loyalist Cove Marina employees are permitted to fuel any vessel.**

All LCM employees receive annual general dock orientation for the safety and security of personnel and boats while working on/in the dock area.

**Fueling your boat from fuel container is strictly prohibited. Both Gas and Diesel are available from our fuel dock.**

**General requirements for fueling:**

1. All Customers are off boat during fueling.
2. Ports and deck hatches must be closed.
3. All Electrical must be turned off.
4. Engine must be turned off.
5. No Smoking.

**Emergency Equipment & Procedures**

1. The docks are outfitted with Life Rings and floating life lines located at the end of each dock ramp.
2. Rescuers attempting to rescue a person who has fallen into the water should avoid entering the water to perform the rescue the life ring is the preferred method.
3. LCM Gas Dock is equipped with a first response spill kit.
4. LCM employees are trained in Emergency Response Procedure.

**Payment for Fuel – Gas and Diesel**

1. Payment is due on receipt.
2. LCM accepts Cash, Interac, MasterCard and Visa.



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## 16. Work Orders



LCM is a full service marina offering a wide range of boat services and repairs including mechanical, electrical, structural, restorative, boat washing, waxing, polishing, carpentry and storage

All services are to be requested through the LCM Main Office. LCM Office Staff will:

1. Initiate a Work Order for any and all repairs as well as haul out and launch.
2. Review the customer request for work and complete a Work Order request.
3. Review the Work Order request with the customer as well as current pricing and estimates.
4. Require the Customer to sign Work Order requests prior to commencement of work to signify understanding and agreement of work scope, rates, terms and conditions.
5. Complete work orders based on previously scheduled work, parts availability and/or delivery, staff availability and launch dates.



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## 17. Transportation

Transportation services are available for both power and sail boats. LCM is fully insured for all of your transportation needs.

LCM offers both a 53 ft Air Ride trailer and a 47 ft hydraulic trailer to accommodate small and large boats with or without cradles.

## 18. Invoices

**Invoices are due upon receipt.**

LCM accepts Cash, Interac, e-transfers, Visa, MasterCard and Cheques.

Payments can be processed over the phone by contacting LCM marina office at 613-352-3478.

2% interest after 7 days on any outstanding fees will be charged and pro-rated monthly after that.

Charging gas, ice and pump-outs to your account is allowable:

1. Please provide the LCM Office with your credit card number to be stored in a secured file.
2. LCM will charge your card within a couple of days of services being provided and email a receipt.

## 19. Policy for Insurance Coverage

Proof of insurance is required for all boats at Loyalist Cove Marina.

Insurance is required for both wet and dry storage.

Proof of insurance must be updated annually.

Policy for Insurance Coverage is as follows:

1. All recreational Contract Holders must maintain in force a policy of general and marine liability insurance with minimum coverage of \$1,000,000 dollars (Cdn.).
2. All commercial Contract Holders must maintain in force a policy of general and marine liability insurance with a minimum coverage of \$2,000,000 dollars (Cdn.).



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3. All recreational Contract Holders must complete the insurance portion of the slip rental agreement. Any changes to insurance policies during the course of the year must be submitted to the Marina Office and proof of insurance must be submitted on an annual basis.
4. If the vessel is co-owned, the documentation for proof of current insurance coverage must list all owners as covered in the policy.
5. All Contract Holders with a winter storage contract must carry a minimum of \$1,000,000 dollars (Cdn.) of general and marine liability insurance.
6. If and when a third party contractor is hired to do work on a boat, only those contractors who can produce Proof of Liability Insurance & WSIB coverage will be permitted to work at the Marina either for LCM or for a Contract Holder who has a boat berthed or stored at Loyalist Cove Marina.
7. The minimum coverage for all third party contractors shall be \$2,000,000 dollars of Commercial General Liability, including pollution liability and \$2,000,000 dollars Protection and Indemnity (Marina Liability).
8. All third party contractors working at the Marina must register with LCM Main Office, and have in their possession, a repair order or other authorization signed by the owner of the boat upon which the work is to be performed prior to commencing any work at the Marina.

## 20. Slip Rental Policy

### Amenities

1. Each slip enjoys a full finger dock for easy access, as well as simple docking and secure tie up.
2. All docks have been constructed or renovated to create stable docks with a high freeboard and wide walkways that are fully lit for night time safety.
3. Power and water are provided at each slip. The larger docks have heavy duty marine twist lock outlets with breakers that can be set for either 15 or 30 Amp service.
4. The marina is equipped with high speed wireless internet to provide access for Customers from their slip. You must sign into this service and is provided free of charge to both seasonal and transient Customers.

### Slip General Terms and Conditions

1. All slip allocations shall be the responsibility of LCM staff.
2. Rates will be based on a per foot charge set each year by LCM
3. Slip fees are based on overall length. This total length is the actual measurement including items such as bow pulpits, bowsprits, davits, outboard motors and swim platforms.
4. Dinghies must be secured under the bow of the vessel or taken on board when moored in a slip.
5. The boating season commences on May 1 and ends on October 15.



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6. Charcoal barbeques are not permitted on docks or boats within the harbour due to liability concerns. Designated areas are available
7. Any boat docked in a space that has not been pre-assigned, and/or without permission from the LCM, will be removed or charged the appropriate transient fee on a per day basis.
8. All slips are deemed as recreational unless otherwise specified by LCM.
9. The Contract Holder is responsible for forwarding a change of address and/or telephone number and/or any other relevant contact information to the Municipal Office.

### Seasonal Slips

1. Slip deposit are due on or before January 15<sup>th</sup> and are non-refundable. If no payment is received by January 15<sup>th</sup>, the slip may be declared vacant.
2. The balance of slip rental payment is due in full by May 1 whether the boat is launched or not.
3. The recreational and/or commercial contract as the case may be, shall be executed between the LCM and the registered owner for a specific vessel. If the contract is to be with co-owners of the specific vessel, proof of co-owned registration must be supplied to LCM.
4. The Contract Holder listed in the contract may not sublet the slip for use by another Customer.
5. Slip assignments are at the full discretion of LCM. No Contract Holder is guaranteed the same slip year to year.
6. The Contract Holder acknowledges he/she is using the berthing facilities at his/her own risk and LCM will not be liable for injury, damage or loss to persons or property arising in connection with the use of the said property.
7. The Contract Holder is not to install or permit anything to be left on any dock, including tenders and dinghies, without permission from LCM.
8. The contract may be terminated at any time upon 15 days' written notice from the LCM with or without reason.
9. No refunds for slip cancellations due to repairs and/or damages occurring to the Contract Holder's boat during the regular boating season will be given.
10. LCM reserves the right to use the slip for transients when the Contract Holder's vessel is away. Contract Holders are asked to notify the LCM Office of expected dates of absence from his/her slip, such that LCM can assure that the slip is vacant upon the slip tenants return.
11. LCM reserves the right to reallocate slips at any time before or during the boating season.
12. Prior to launch seasonal Customers are requested read carefully, acknowledge and sign:
  - a) LCM Clean Marine Member Pledge.
  - b) Boating Ontario Mooring Licence Agreement.
  - c) Customers Launch Checklist.
13. If a Contract Holder sells the boat listed in the contract and chooses to retain use of the slip, the new owner of the boat listed in the original contract shall be offered a partial seasonal contract for a



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transient slip if one is available for the balance of the current contract period. The new owner's name may be placed on the Waiting List.

a) NOTE: There is no guarantee of a slip for any future season for the new owner.

14. Recreational operations shall be conducted only from a recreational designated slip.

15. Sailors are required to make certain running rigging is secure and does not slap against the mast.

### Transient Slips

1. LCM has a limited number of transient slips.
2. Reservations can be made through the Marina Office in person or by calling 613-352-3478.
3. Transient slip fees are detailed in the current Loyalist Cove Marina Pricing document based on length overall (including all overhangs at the bow or stern).
4. Payment in full is due at time of booking.
5. Cancellations **before 9 AM** on day of arrival will be refunded.
6. Cancellations **after 9 AM** or no shows will not be refunded.

**Check out time is 11 AM**

## 21. Seasonal Slip Waiting List Policy

Loyalist Cove Marina has a limited number of seasonal slips. The Main Office maintains a waiting list for new seasonal customers. The process to obtain a seasonal slip is as follows:

1. Call (or visit) Loyalist Cove Marina to provide the following information:
  - a) Year, make and model of boat.
  - b) Draft, width and length overall (including bowsprits, davits, swim platforms and other overhangs at the bow or stern).
  - c) Customer contact information (phone and email).
2. Loyalist Cove Marina will contact customers when a seasonal slip becomes available based on the following:
  - a) Customer sequence on waiting list.
  - b) Match of boat dimensions to slip availability.
  - c) Preference is given to winter storage customers.

## 22. Boat Launching

Boat Launching starts late April and continues through the months of May and June.





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1. General Launching Information:

- a) **Please schedule your preferred launch date with the office prior to May 15<sup>th</sup>.**
- b) Owners that do not have a seasonal slip will be charged summer storage rates if launch date is not received prior to **May 1<sup>st</sup>** and the boat is not launched by **June 15<sup>th</sup>**.
- c) Owners are expected to be present at their launch in order to take their boat to the assigned slip, to avoid extra charges.
- d) All Customers are expected to be familiar with and complete the requirements specified in the Annual Customers Launch Check List prior to launching, to avoid extra charges.
- e) Customers without seasonal slips are granted dock space for **2 days only** following launch. Any additional docking will be arranged by the Owners with the Marina Office and will be charged according to current daily or weekly transient rates.
- f) If the boat is stored at the marina, the "Last Out" boats will be scheduled as "First In" boats in the spring due to logistics in the storage area. Any other arrangements must be requested and where additional moves are required this will be at the expense of the owner.



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In order to minimize boat owner expenses, masts are to be prepared by the owner in advance. The Standard Mast Fee includes the boom truck, boom truck operator and one LCM staff to assist for 1/2 hour maximum. Additional time is charged at the hourly rate quoted in the price list.

**Mast Stepping Procedure:**

- a) The LCM staff will take the customer's mast from the storage rack to sawhorses.
- b) The customer will rig the mast and ready for stepping.
- c) Customers must ensure that the mast steaming light is facing up to the sky while on the sawhorses before putting spreaders back on.
- d) Once the customer has the mast ready to step LCM staff should be advised.
- e) When instructed, the customer will bring the boat to the mast dock.
- f) The LCM staff will sling and raise the mast into place on the boat.
- g) The customer will then attach forestay, backstay and shrouds.
- h) When finished the LCM staff will unhook from the mast.
- i) The customer will move boat back to assigned slip.
- j) If customers require assistance rigging the mast before it is stepped, LCM staff will be glad to provide this service. Please ask for a quote, as there will be an additional charge to assist.
- k) If customers require the LCM staff to do the complete mast stepping, please ask for an estimate and this will be added to your work order.



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## 2. Sailboats Mast Up

- a) Storing boats with Mast Up on the marina property is a privilege due to limited storage area on the property.
- b) Owners with Mast Up storage must understand that location in the marina dictates launch dates
- c) Owners with Mast Up storage should contact the marina for their anticipated launch schedule before May 1<sup>st</sup>. The "Last Out" boats will be scheduled as "First In" boats in the spring.
- d) Any requests to delay launch for Mast Up stored boats may cause additional boat moves in the yard. In the event that a customer requires a Mast Up stored boat to delay the preferred launch, the customer shall notify LCM office. Any additional moves required by this request will be billed to the customer at the current LCM pricing rates.

## 3. Sailboat Cradles

Owners that have a cradle, we ask that you take the cradle pads with you right after your boat is launched. Any cradles not going into LCM storage, please advise the marina office. If the cradle is left on site after launch day will be charged a daily storage fee until the cradle is taken away.

## 4. Power Boats

Please refer to **General Launching Information**.

## 5. Shrink Wrap/Tarps

Bundle up your shrink wrap and place under your boat for us to pick-up.

There is a disposal fee, unless you wish to dispose of it yourself offsite.





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## 23. Boat Haul Out & Winter Storage

### 1. General Haul Out & Winter Storage Information:

- a) For NEW customers, please call or visit LCM office to reserve your winter storage spot and fill out our customer application form provided.
- b) All customers are expected to be familiar with and complete the requirements specified in the Annual Customers Haul Out Check List prior to haul out.
- c) Sailboat owners must deliver cradle pads at the time of haul out. If Customers will not be present for haul out, the cradle pads must be delivered to the LCM Office one day prior to haul out. The pads must be clearly labelled.
- d) A Work Order is required to be filled out by the marina office if you would like our staff is to complete winterization, bottom washing or shrink wrapping.
- e) If you are winterizing your boat yourself, let the marina office know and you will be asked to sign your winter storage agreement accordingly.
- f) Special requests and winter work should be scheduled “with the marina office” as soon as you can in order to allow us to coordinate your storage spot accordingly.
- g) Customers cannot pressure wash the bottoms of their own boats after haul out. LCM must provide this service in order to contain any contaminants in our haul out area only.
- h) Loyalist Township has asked that we make sure you do not use any non-environmentally friendly products in your holding tanks as they do not want these products getting into the sewage treatment plant. LCM sells Super-Enzo at the office.
- i) All dodgers and canvas must be down or off before haul out and while on land.
- j) LCM is not responsible for batteries, canvas storage, cradle pads and other items. If you do not wish to leave items on your boat, please take them home.
- a) When arranging a haul out date and your boat will be stored at the marina, you understand clearly that “Last Out” is “First In” in the spring due to logistics in the marina storage area. Any other arrangements must be requested and where additional moves are required this will be at the expense of the owner.

**All winter storage fees are to be paid in Full at haul out, but no later than November 15<sup>th</sup>.**

### 2. Power Boats

Please refer to General Haul Out and Winter Storage Information above.



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### **3. Sailboats with Mast Unstepping**

- a) The Standard Mast Fee includes the boom truck, boom truck operator and one LCM staff to assist for 1/2 hour maximum. Any additional time required will be charged per 1/2 hour (refer to current pricing list).
- b) The customer brings the boat to the mast dock and should have the mast ready to come off.
- c) The LCM staff will sling the mast to hold in place.
- d) The customer will disconnect the shrouds, forestay, backstay and any electrical connections.
- e) The LCM staff will lift the mast and set on sawhorses.
- f) The customer will move boat back to assigned slip or Travelift service dock for haul out.
- g) The customer will then remove the spreaders and pack up the mast for storage on the day that the mast is unstepped.
- h) The LCM staff will move the mast from the sawhorses to the storage racks after the mast is packed up.
- i) If customers require assistance de-rigging the mast after it is down, the LCM staff will be glad to provide this service. There will be an additional charge to assist and customers can ask for a quote.
- j) Customers that require the LCM staff to do the complete mast unstepping, should advise the marina office to make the arrangements and can ask for a quote.

### **4. Sailboats with Mast Up**

- b) Mast Up storage is on an extremely limited basis due to space restraints. Additionally boats stored with mast up are stored on the condition that the owner understands clearly that "Last Out" is "First In" in the spring due to logistics in the storage area. Any other arrangements must be requested and where additional moves are required this will be at the expense of the owner.
- c) For mast up storage boats must have all the sails removed.
- d) All mast halyards/rigging should be tied off and away from the mast to prevent any noise while on land.
- e) Ensure the office has a key or combination for your companionway entrance in case of an emergency we can get on board.



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## 24. Appendices – Customers Launch and Haul Out Checklists, Transient Agreement

### 2020 Customers Launch Checklist

Please ensure you read this checklist and ask our staff if you have any questions.

**PRIOR TO LAUNCH, ensure the following steps are completed.**

**Notify office if you would like LCM to take care of any of these items or if you can't attend launch day. A work order is required for any additional services with your boat keys or combination and starting instructions.**

- 1) Book a launch date and mast stepping date/time.
- 2) Remove shrink wrap or winter cover, roll your shrink wrap up tight and tie it up. DO NOT put in dumpster. We will recycle.
- 3) Batteries in boat - charged and connected.
- 4) Re-commission engine so it is ready to start.
- 5) Close any thru hulls or seacocks. If you are closing your engine cooling seacock, put a note on the ignition switch and let the office know if we are starting and moving the boat for you
- 6) Fenders and lines out on deck. Do not hang fenders over sides, as they will interfere with slings.
- 7) Mooring Agreement & Clean Marine signed and updated insurance on file for slip rental.
- 8) All outstanding accounts must be paid in full prior to launch.
- 9) Slip Tenants – must give a key or combination for access in case of emergency.

#### **SAILBOAT MAST STEP:**

**The Standard Mast Fee includes the boom truck, boom truck operator and one LCM staff to assist for 1/2 hour maximum for the following standard service:**

- **LCM staff responsibilities:**
  - Take the customer's mast from the storage rack to saw horses.
  - Sling and raise the mast into place on the boat.
  - Unhook sling from the mast once the forestay, backstay and shrouds are attached.
- **Customer responsibilities: \*\*Make sure that your mast steaming light is facing up to the sky while on the saw horses before putting the spreaders back on\*\***
  - Rig the mast and get it ready for stepping, have lock rings and rigging/cotter pins available.
  - Let LCM staff know when the mast is ready to step.
  - When instructed by LCM staff, take the boat to the mast dock.
  - Once mast is lifted onto boat, attach forestay, backstay and shrouds.
  - Move boat back to assigned slip and complete tightening your rig.

If you require assistance rigging or require the LCM staff to complete mast preparation before it is stepped, we will be glad to provide this service. Please ask for a quote, as there will be an additional charge to assist.

**Sailboat Owners – You must remove your cradle pads immediately after launch and take home, we cannot be responsible for cradle pads left behind. If your cradle is not being stored with us, let us know what arrangements have been made to remove it.**

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_



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## 2020 Customers Haul Out Checklist

Please ensure you read this checklist as it is your guideline as to what is expected during haul out and mast un-stepping to minimize/avoid any extra charges.

**PRIOR TO HAUL OUT: Please ensure the following steps are completed.**

**\*\*All customers should mark sling positions on the topsides before haul out.**

- 1) Book a haul out date and mast un-stepping date/time.
- 2) Ensure a pump-out is done before or at the time of haul out.
- 3) Bring cradle pads prior to or on your haul out date. If you drop off pads early make sure clearly labelled.
- 4) Sign the winter storage agreement in office and give keys/combination to office.
- 5) Pay haul out and storage fees prior to haul out.
- 6) After haul out remove personal property from your dock.
- 7) Leave batteries on board if Loyalist Cove Marina staff is winterizing.
- 8) All dodgers and canvas must be down or off before haul out and while on land.
- 9) The Mast Up storage boats must have all the sails removed. All rigging must be tied off and away from the mast to prevent any noise while on land.

**Notify the office as soon as possible if you can't attend your scheduled haul out date.**

**Please make sure the office has a work order for "Winterizing" or any additional services with your boat keys or combination and starting instructions.**

### **PRIOR TO SAILBOAT MAST UNSTEPPING:**

Advise the LCM staff before unstepping, if you need assistance with de-rigging the mast. Additional charges will apply.

- 10) Get all the sails off and rigging ready to disconnect.
- 11) Notify the LCM staff you are ready and move boat to mast dock when instructed.
- 12) Once the mast is secured by the boom truck sling, you will disconnect the forestay, backstay and shrouds as instructed.
- 13) After unstepping, move your boat back to assigned slip or travelift dock.  
***You must pack up your mast for storage on the same day as it is unstepped.***

***Sailboat Owners – You must have your cradle pads prior to haul out on your cradle. We are NOT responsible for cradle pads.***

**Customer Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



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## Loyalist Cove Marina Transient Mooring Agreement

Slip Number \_\_\_\_\_ Date In \_\_\_\_\_ Date Out \_\_\_\_\_

Owner or Operator \_\_\_\_\_

Address/City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Boat \_\_\_\_\_ License Number \_\_\_\_\_

Length \_\_\_\_\_ Charge per foot \_\_\_\_\_ for \_\_\_\_\_ Days = Total with HST \$ \_\_\_\_\_

### Rules, Regulations & Conditions:

1. Check out time is 11:00 am daily.
2. No generators are to be run in the marina harbour except on authority of marina management.
3. A noise curfew of 10:00 pm will be strictly enforced.
4. No bilge pumps are to be turned on in the marina harbour, especially if there is oil or fuel in the bilge. All boats should have an absorbent pad in the bilge area. There is zero tolerance for any oil or fuel spills in the marina harbour.
5. All guests must follow Loyalist Cove Marina's **Clean Marine Policy – Customers Pledge** as posted.
6. Charcoal fires or gas barbeques will not be permitted within the confines of the marina property, except in areas designated for such use.
7. No swimming is permitted within the marina harbour. All young children are required to wear life jackets and be accompanied by adults when on or near the docks and boats.
8. Pets should be on a leash and their waste picked up in accordance to local by-laws.
9. This Agreement does not grant the owner/operator, crew, family or guests, the right to use the facilities of the marina save and except as specifically authorized by the marina.
10. In the event of any emergency or when deemed necessary by the marina staff for any other circumstances, the owner shall be prepared to move his boat in accordance with marina instructions.

**Payment of Charges** – The owner/operator named in this Agreement undertakes and agrees to pay all charges specified in the Transient Mooring Agreement ("the Agreement") for the entire duration that the boat remains on the marina premises.

**License Agreement Only** – Charges are for the use of dock/mooring space only. The owner/operator acknowledges that this Agreement shall create a license agreement between the marina and the owner/operator wherein the owner/operator is licensed to use the dock/mooring space for mooring the boat.

**Loss/Damage to Boat or Vehicles** – The owner/operator agrees and understands that the marina does not assume any duty to care for the boat or to prevent loss or damage thereto, or to any vehicle or other property brought onto the marina premises by the owner/operator, crew, family or guests.

**Waiver of Liability** – The marina assumes no responsibility for personal injury, death or property damage suffered by the owner/operator, crew, family or guests anywhere on the marina premises, including such personal injury, death or property damage caused to by third parties, the negligence of the marina or otherwise. The owner/operator hereby releases and discharges the marina from all actions, causes of action, claims and demands in any way related to this Agreement, and waives all rights to initiate proceedings of any kind against the marina, or its agents, or representatives for the same. The owner/operator agrees to reimburse or indemnify the marina for the costs of repair or any damages caused to the dock/mooring space or any other property of the marina, and for any sums required to be paid to anyone by the marina, its agents, or representatives as a result for the use of or presence on the marina premises of the owner/operator, crew, family or guests.

**Conduct While on Marina Premises** – The owner/operator agrees to conduct himself/herself in compliance with all rules and regulations of the marina. It is the owner/operator's responsibility to ensure that all crew, family and guests conduct themselves in accordance with the rules and regulations of the marina. The marina shall have the right to immediately terminate this Agreement if the owner/operator, crew, family or guests fail to comply with this Agreement or any rules or regulations that are applicable on the marina's premises.

**I/We have read and accept the conditions of this Transient Mooring Agreement.**

Signature of Boat Owner/Operator \_\_\_\_\_ Marina Representative \_\_\_\_\_