



Port Alberni Port Authority ANNUAL MOORAGE APPLICATION

Select location:	<input type="checkbox"/> China Creek Marina chinacreek@portalberni.ca 250-723-9812	<input type="checkbox"/> Clutesi Haven Marina clutesihaven@portalberni.ca 250-724-6837	<input type="checkbox"/> Harbour Quay Marina harbourquay@portalberni.ca 250-723-1413
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How did you find us? (Check One)	<input type="checkbox"/> Boat Show <input type="checkbox"/> Broker Referral <input type="checkbox"/> Former Customer	<input type="checkbox"/> Friend Referral <input type="checkbox"/> Internet <input type="checkbox"/> Newspaper or Magazine:	<input type="checkbox"/> Referral from another Marina <input type="checkbox"/> Other:
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Customer Name:		City:	
Address:		Province:	Postal Code:
Home Phone:	Cell Phone:	Work Phone:	
E-mail (REQUIRED):			
Vessel Name:		Registration Number:	
*ELOV:	**Beam:	Make & Model:	Sail/Power:
Emergency Contact:		Emergency Phone:	

* ELOV Extreme Length of Vessel includes bow sprit, swim step, davits, dinghy, rudder posts, or anything else that adds to the overall length.

** Beam Measured at widest point of vessel.

1. **The non-refundable waitlist fee is \$25.00 per marina.** This fee only applies if moorage is not immediately available and your name is placed on a waitlist. The amount of the waitlist fee will be deducted from the moorage fees when accepted.
2. **It is the responsibility of the Applicant to keep the marina office advised of any changes to contact or vessel information.** When moorage becomes available we will notify you by e-mail and follow up by telephone if there is no response to the emailed offer. If we are unable to reach you, or you fail to accept our offer of moorage within four (4) days, your application fee is forfeit and your name will be removed from the waitlist without further notice.
3. **Prior to move-in the Port Alberni Port Authority requires a signed moorage agreement, proof of ownership, and proof of insurance.** Upon completion of the moorage agreement and receipt of these items you will be issued key/card, a parking permit, and other pertinent information.
4. **Only the applicant signing this application will have rights to moorage at a Port Authority Marina.** The slip for which you have applied will be for the benefit of the below named/signed applicant, his/her spouse/valid domestic partner, and/or minor children.
5. **Your vessel must fit the assigned slip in order to obtain moorage.** It is important that the vessel size listed above remains accurate.
6. Permitted watercraft includes vessels being used as a means of transportation, recreational boating, or yachting which are designed for and capable of navigation on open waters. **Live-aboards are not permitted.**
7. See our website at www.portalberniportauthority.ca for a list of rates and policies.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY:

Method of Payment:	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card
Credit Card Number:	_____ Expiration date: _____			
Processed by:	_____ Date: _____		Time: _____	
(Form Revised 2011-03-17)				



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ANNUAL MOORAGE WAITLIST POLICY

- \$25.00 non-refundable deposit and the Annual Moorage Application must be submitted to register for the Waitlist.
- Port Authority staff will allocate open slips by length of berth
- Waitlist members with boats shorter than the available slip may accept the moorage opportunity but must pay the full rate for the length of that berth. However, the member may decline this opportunity in order to continue waiting for an appropriate sized berth without removing their place from the list.
- Waitlist members are responsible to ensure Marina Staff is notified of any changes to contact information or boat length. Failure to do so will result in forfeiture of the member's place on the Waitlist.
- Waitlist members will have 4 days to respond to the moorage opportunity upon notification by Port Authority staff. Failure to do so will cause the member to be removed from the Waitlist.
- If a Waitlist member declines an appropriate berth they will be removed from the Waitlist.
- Once a Waitlist member is removed from the Waitlist the member must reapply if interested in future moorage.
- Current tenants on "Tenants Requesting Change in Moorage" list will be given priority for open berths.
- As the Moorage Waitlist is updated, the original will be saved for a maximum of 3 years.