

March 1, 2022



RE: TOWN OF COMOX MUNICIPAL MARINA – 2022/2023 ANNUAL MOORAGE LEASE

To our valued Marina tenants:

Enclosed is the 2022/2023 Town of Comox Municipal Marina moorage rental renewal package.

Important Information for 2022/2023

****NOTE: PAYMENTS CANNOT BE ACCEPTED WITHOUT VALID INSURANCE ON FILE AND A SIGNED AGREEMENT.***

FEES:

DUE DATE – March 31, 2022

A 10% penalty will be charged on all amounts not paid by the above due date.

FORFEIT DATE – May 2, 2022

All fees plus the 10% penalty must be paid no later than above forfeit date or moorage may be forfeited.

INSURANCE:

There must be valid insurance for the vessel on file throughout the Marina Season (April 1, 2022 – March 31, 2023). Clients who do not provide and carry valid insurance throughout the season will be required to remove their boat from the Marina. ***Note: Renewed policies must be provided to Town Hall throughout the season.***

CANCELLATION & SALES:

When cancelling moorage, or in the event where permission has been granted by the Town to transfer moorage with the sale of a vessel, thirty (30) days of written notice is required. If thirty (30) days of notice is not provided, the leaving tenant will be charged for the thirty (30) days from notification date.

Renewal Instructions

Please follow the instructions below for renewal of your 2022/2023 moorage rental.

- **Read** the “Town of Comox Municipal Marina - Terms of Agreement and Rules & Regulations 2022/2023” (which can be found as a download on our website: <http://comox.ca/services/marina/>. Or, upon request, a copy can be emailed, mailed, faxed, or picked up from Town Hall).
- **Sign** the agreement form (included in this package) indicating that you have read, understand, and agree to the Terms of Agreement and Rules & Regulations.
- **Provide** a copy of the details page of your valid vessel insurance; showing that the required third-party liability insurance is included in your current policy.
- **Return** the signed agreement form and proof of insurance with your payment.
- **Note:** If the personal or emergency contact information changes throughout the year please contact Town Hall (see below) and Jeff Whetter, the Marina Caretaker, at 250-339-3141 or jwhetter@comox.ca.

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General Information

BOAT LAUNCHING:

Annual moorage **does not include** use of the boat launch. **During peak season, from March 1st to October 31st, launch passes are required for use of the boat ramp and trailer parking area.** Daily passes can be purchased through the ticket machine at the boat ramp. Annual launch passes can be purchased at Town Hall.

Daily Launch Pass

Personal: \$13.33/day (plus GST)

Commercial: \$80.95/day (plus GST)

Annual Launch Pass

Personal: \$200.00 (plus GST)

Commercial: \$400.00 (plus GST)

Notes from our Caretaker

- Short term parking is provided for loading and unloading your vessel by the grids and west gate. Please include your license plate # on the Rental Agreement form should you chose to take advantage of short-term parking. Please respect the length of time you leave your vehicle in these locations, considering other boaters and garbage/cardboard recycling bin access.
- Intending to sell your boat or cancel your moorage? Please notify the caretaker and obtain the required forms from available from Town Hall or the Caretaker's office. The Town requires 30 days written notice under our Sale/Cancellation Policy.
- It is the Marina Caretaker's responsibility to approve and undertake the installation of any permanent hardware on the docks, i.e., cleats, affixed bumpers, etc. Permanent hardware attached to Marina property becomes property of the Town.
- Please check with and advise the Marina Caretaker if you wish to leave your vehicle in the marina parking lots overnight for any extended period.
- Please check notice boards regularly for up-to-date information.
- We encourage you to get to know your neighbors. Report any suspicious activity to the RCMP and the Marina Caretaker: jwhetter@comox.ca or 250-339-3141.

Safe and happy boating!!