

March 1, 2023

TOWN OF COMOX MUNICIPAL MARINA

2023/2024 ANNUAL MOORAGE LEASE

To our valued Marina tenants:

Enclosed is the 2023/2024 Town of Comox Municipal Marina moorage rental renewal package. Please review the package in its entirety as it contains important information regarding the 2023/2024 season.

Important Information for 2023/2024

PAYMENTS WILL NOT BE ACCEPTED WITHOUT VALID INSURANCE ON FILE AND A SIGNED LEASE AGREEMENT. EFT PAYMENTS MADE WITHOUT THE REQUIRED DOCUMENTATION WILL BE REJECTED.

FEES:

DUE DATE – March 31, 2023

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

FORFEIT DATE – May 1, 2023

All documents must be submitted and fees **plus the 10% penalty** must be paid no later than above forfeit date or moorage shall be forfeited.

INSURANCE:

Valid Insurance must be maintained on the vessel throughout the Marina Season (April 1, 2023 – March 31, 2024). Tenants are expected to provide a copy of the policy declaration page clearly outlining the requirements for Liability coverage per below:

- Vessels under 25 ft in length must provide proof of a minimum \$1 million liability coverage.
- Vessels 25ft plus in length must provide proof of a minimum \$2 million liability coverage.
- Homeowner's Insurance policies must clearly mention the insured vessel on the declarations page otherwise it will not be accepted until such time where the vessel is mentioned on the policy.

Tenants who do not provide and carry valid insurance throughout the season shall be required to remove their boat from the Marina until such time where they can provide proof of valid insurance.



CANCELLATION & MOORAGE TRANSFERS:

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 2023/2024 moorage rental.

- **READ** the "Town of Comox Municipal Marina - Terms of Agreement and Rules & Regulations 2023/2024" (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 Amy Swift by email amy@comox.ca, or Mike Springer, Facilities Manager, by email at mspringer@comox.ca.

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 truck & 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: \$14.66/day (plus GST)

Commercial: \$89.05/day (plus GST)

Annual Launch Pass

Personal: \$220.00 (plus GST)

Commercial: \$440.00 (plus GST)



Notes from the Facilities Manager:

- 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 Facilities Manager, Mike Springer, at mspringer@comox.ca and obtain the required forms. The Town requires 30 days written notice under our Sale/Cancellation Policy.
- It is the Facilities Managers 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 Facilities Manager 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 Facilities Manager: mspringer@comox.ca or Town Hall, 250-339-2202.

Safe and happy boating!

Comox Municipal Marina,
TOWN OF COMOX