



February 2024

## TOWN OF COMOX MUNICIPAL MARINA ~ 2024/2025 ANNUAL MOORAGE LEASE ~

### TO OUR VALUED MARINA TENANTS:

Please review the 2024/2025 Town of Comox Municipal Marina moorage rental renewal package in its entirety; it contains important information.

### IMPORTANT INFORMATION

**Payments will not be accepted without valid insurance on file and a signed lease agreement.**

**Online payments made without the required documentation will be rejected.**

### IMPORTANT DATES | INSURANCE | CANCELLATIONS

#### DATES:

##### DUE DATE – MARCH 31, 2024

A **10% penalty** is charged on all amounts not paid by the noted due date.

##### FORFEIT DATE – MAY 1, 2024

Moorage will be forfeited if all documents and fees - **including the 10% penalty** – are not submitted before the forfeit date.

#### INSURANCE:

Valid Insurance must be maintained on the vessel throughout the marina season (April 1, 2024 – March 31, 2025). All tenants are expected to provide a valid copy of their 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 when 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 when they can provide proof of valid insurance.**

Tel: 250-339-2202  
Fax: 250-339-7110  
Email: town@comox.ca

Address:  
1809 Beaufort Avenue  
Comox, B.C. V9M 1R9

We respectfully acknowledge that we gather and work on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.



## 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 the notification date.

## RENEWAL INSTRUCTIONS

**Follow the instructions below to moorage rental renewal for 2024/2025.**

- **READ** the "Town of Comox Municipal Marina - Terms of Agreement and Rules & Regulations 2024/2025" (which can be found as a download on our website: <https://www.comox.ca/marinas>. 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 at [marina@comox.ca](mailto:marina@comox.ca) or the Facilities Manager by email at [facilitymanager@comox.ca](mailto:facilitymanager@comox.ca).

## BOAT LAUNCH INFORMATION

### BOAT LAUNCHING:

Annual moorage **does not include** the use of the boat launch. **During peak season, from March 1<sup>st</sup> to October 31<sup>st</sup>, launch passes are required for use of the boat ramp and truck 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

Personal: \$16.19 + GST  
Commercial: \$98.10 + GST

#### Annual

Personal: \$242.86 + GST  
Commercial: \$484.76 + GST

## ~ NOTES FROM THE FACILITIES MANAGER ~

**Email Contact:** [facilitymanager@comox.ca](mailto:facilitymanager@comox.ca)

- There is a loading/unloading parking area by the grids and west gate. If you take advantage of these spots, include your license plate # on the Rental Agreement form. Please respect other boaters and the refuse collection companies by reducing the length of time these spots are occupied.
- If you intend to sell your boat or cancel your moorage with 30 days' notice, please notify the Facilities Manager via email and obtain the required forms.
- The Facilities Manager has the authority to approve, install, or remove any permanent hardware fixed to the Municipal Marina docks without approval. Unapproved hardware becomes Town property.
- Check with the Facilities Manager before leaving vehicles in Town parking lots for an extended period.
- Get to know your neighbours and report suspicious activity to the RCMP and Town Hall, 250-339-2202.

Safe and happy boating!