



City of Port Alberni ANNUAL MOORAGE APPLICATION

Return applications to

City of Port Alberni • 4850 Argyle Street • Port Alberni, BC V9Y 1V8 • Email: clutesihavenmarina@portalberni.ca • Phone: 250-723-24156

Please check all the Marinas you are applying for:	Marina Contact Information:
<input type="checkbox"/> Clutesi Haven Marina	Phone: 250-723-2146 Email: clutesihavenmarina@portalberni.ca

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 bowsprit, swim step, davits, dinghy, rudderposts, or anything else that adds to the overall length.

** Beam measured at widest point of vessel.

- The non-refundable waitlist fee is \$25.00 per marina.** The waitlist fee will be applied to the moorage fees.
- 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.
- Prior to move-in the City of Port Alberni requires a signed moorage agreement, proof of ownership, proof of insurance and payment in full. Only the applicant signing this application will have rights to moorage at a City 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.
- Your vessel must fit the assigned slip in order to obtain moorage.** It is important that the vessel size listed above remains accurate. Placement is at the discretion of the City of Port Alberni (or designate). Requests for placement are taken into consideration, however are not guaranteed.
- Permitted watercraft includes vessels used as a means of transportation, recreational boating, or yachting, which are designed for and capable of navigation on open waters. **Living-aboard is not permitted.**

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
Processed by:	_____	Date:	_____	Time: _____



City of Port Alberni ANNUAL MOORAGE APPLICATION

ANNUAL MOORAGE WAITLIST POLICY

Collection Notice (FOIPPA): Personal information is collected by the City of Port Alberni under the authority of the Freedom of Information and Protection of Privacy Act (British Columbia) for the purpose of administering moorage applications and waitlists. Questions about this collection may be directed to: PLACEHOLDER – City FOIPPA/Privacy Officer contact.

- Annual Moorage Waitlist requires a \$25 non-refundable deposit for each marina and the Seasonal Moorage Application must be submitted to register for the Waitlist
- Current annual tenants on “Customers Requesting Change in Moorage” lists will be given priority before allocating new customers requesting annual moorage.
- Berths are assigned to vessels based on length, which includes swim grids, motors, pulpits etc. Requests for changes are taken into consideration when assigning however are at the discretion of the City of Port Alberni (or designate). Requests are not guaranteed.
- 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 appropriately sized berth without removing their place from the list
- Waitlist members are responsible to ensure City of Port Alberni staff are 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 opportunity upon notification by City 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.
- Once waitlist member is accepted and allocated moorage, they are required to provide payment in full, a signed a moorage agreement and proof of insurance.
- As the waitlists are updated, the original will be saved for a minimum of 3 years.

FOR CITY USE ONLY (optional): Receipt # _____ Processed by _____ Date _____ Time _____