



**TRANSIENT RESERVATION
FORM**

May be faxed to [804] 684-8682
or emailed to office@crownpointemarina.com

Name: _____

Street Address: _____ Email: _____

City, State: _____ Zip _____

Cell Phone: _____ Home/Office Phone: _____

Vessel Name: _____ Power or Sail: _____

Vessel Make/Model: _____ LOA: _____ Beam: _____ Draft: _____

Shore Power Needs (Circle one): 30 AMP 2 x 30 AMP 50 AMP

Travel Dates – Arrival: _____ Departure: _____ No. Nights: _____

Payment Method (Circle one): Cash Check Credit Card (Visa or Mastercard Only)

Name on card: _____ Card Number: _____

CVV# _____ Billing address: _____

Additional Comments/Requests: _____

How did you hear about Crown Pointe? _____

I have read and agree to abide by the Crown Pointe Dock Rules and will pay the charges in full:

Date: _____ Customer Signature: _____

Office Use Only: Slip Assignment: _____ Restroom Key Deposit: Received _____ Returned _____

LOA _____ x Rate \$ _____ x Length of Stay: _____ = \$ _____

Electric Rate \$ _____ x Length of Stay: _____ = \$ _____

Total \$ _____

Staff Initials: _____



MARINA RULES

1. **ENVIRONMENTAL.** Crown Pointe Marina has been designated a Virginia Clean Marina. Oil, oily water or raw or untreated sewage shall not be discharged into the water or on land. All Vessels shall be subject to inspection at any time by the Marina staff and other regulatory agencies to ensure that all sewage systems are Coast Guard approved and all through-hull valves are properly sealed to prevent illegal dumping while in Space. All sewage systems on vessels must be U.S. Coast Guard approved and must be locked of while the Vessel is in Space. No porta-potties are permitted on the docks or bathrooms and must be emptied at the fuel/pump out dock (No transferring over land to the dock). All spills of gas, diesel, oil, or other hazardous materials must be reported immediately to the Marina and all appropriate governmental authorities. Vessel may only be washed with biodegradable soaps and the amount of soap used must be kept to a minimum. Removed paint chips, sanding debris, hazardous chemicals, including oil, engine coolant, hydraulic fluid, gasoline, diesel, paint and mineral spirits am not be allowed to enter the water or the ground and may not be left where they might be prone to leaking or spilling or exposed to rainwater. Proper disposal of all such sewage, oil products, paints and chemicals is the sole responsibility of the Boat Owner. The Marina office may be contacted for approved disposal sites. Only non-toxic and legal hull paint shall be applied to the bottom of a Vessel.
2. **TRASH.** Garbage is not to be thrown onto Space or stored on Space in the dry storage area. It must be placed in sealed plastic bags and placed in the dumpsters provided. No oil products, paint or solvents, batteries or other hazardous items are allowed in the trash. An Oil Recycling Center for disposal of used oil, or filters is provided outside the Service Center.
3. **NOISE.** Noise should be kept to a minimum at all times. Discretion in operating engines, generating plants, radios, televisions, other sound producing devices and other power equipment should be used so as not to create a nuisance or disturbance. No loud music or disturbances shall be allowed after 10:00 p.m. Except for entering or leaving the Space, main engines, power generating equipment or other noise making machinery shall not be operated between the hours of 10:00 p.m. and 8:00 a.m.
4. **SWIMMING AND FISHING.** For your safety, swimming and diving are not permitted anywhere in the marina. Crab pots and bait holding pens and traps must be limited to the Boat Owner's Licensed Space ONLY.
5. **STORAGE ON DOCKS AND SPACES.** Walkways shall be kept clear at all times. Only approved dock boxes and boat stairs are allowed on the docks. Only dock boxes properly identified and approved by the Marina Manger may be installed and then only in designated areas. **Storage of all items must be confined to the dock box or the Vessel and will not be permitted on docks, finger piers, parking areas, Space, etc.** Any unattended hazardous or flammable materials or unapproved items found on a Space, walkway or finger will be removed and disposed of at Owner's expense.
6. **PARKING AND MOTOR VEHICLES.** Designated parking is expressly for the use of Marina Boat Owners, Vessel Owners and their guests. Violators will be towed at the Owner's sole risk and expense. Long term storage of vehicles in the parking areas is not permitted. Vehicles shall not be left in the same spot for more than three (3) days without approval. Crown Pointe Marina does not warrant the availability or security of parking. The Marina disclaims responsibility for vehicles parked in the parking lots, including damage to, theft of or theft from vehicles. No overnight accommodations will be allowed in a trailer, recreational vehicle or other camping equipment on the Marina property. Vessels are not be parked in any parking area, without written approval from the Marina Manager. Washing and maintenance of a vehicle or Vessel is prohibited. Parking violations will receive one written warning and, thereafter, a parking citation may be issued for each daily violation. Parking citations will be assessed at \$35/day and will be included in monthly billing. The parking areas are often congested with pedestrians moving around. Please drive slowly through these areas to avoid accidents and injuries.
7. **COOKING AND CAMPFIRES.** No open fires, except in designated areas. No grills or cooking stoves are permitted on the docks in the Marina or Space on Marina property. Only approved grills may be used onboard Vessels while in the Marina. There are two community gas grills in the Marina commons area adjacent to the Marina Office and the Clubhouse.
8. **FIREWORKS.** Absolutely no fireworks of any kind may be used or stored on Marina property.
9. **PETS.** Pets are permitted only if they do not create any disturbance. All pets must be kept on a leash. All cats are to be kept on the Vessel at all times. Pet owners are responsible to clean up debris left by their pets. Please walk your pet in designated pet walk on premises. Marina reserves the right to bar any pet from the Marina.

10. **VESSEL CARE AND MAINTENANCE.** *Owner may make minor alternation and repairs to the Vessel itself (but cannot contract with any third party unless authorized by CPM Management. Contractor's fee will apply for all outside third party repairs on premises. NO EXCEPTIONS.) In no event may Owner perform any repair or maintenance which results in the release or discharge of any material onto the dock, water or land. Work by an Owner may only be performed at the assigned storage Space and only after the Owner has informed the Service Manager of the Marina of the specific work to be performed and has obtained permission to perform such work.* Work items and debris shall not be left on Space. All Vessels in dry storage will store all items in the Vessel. Any items stored under the Vessel will be disposed of and the Marina will not be liable for loss of property. **To ensure compliance with this Rule, contact the Marina Office with any question and do not engage in any activity without written permission from the Marina Manager.**
11. **SWIMMING POOLS.** Swimming pools are for Boat Owner's and immediate family members. All guests must be accompanied at all times by the Boat Owners. **NO GLASS CONTAINERS OF ANY KIND ARE ALLOWED INSIDE THE POOL FENCES.** Pool hours: 6:00 a.m. until 10:00 p.m., seven days a week. Weather permitting, pool will open approximately April 15th and close approximately October 1st. Rules are posted in pool areas and are considered as an addendum to this document. **No lifeguard is supplied by Marina. Swimming is at your own risk. All children under the age of 14 must be accompanied by an adult at all times.**
12. **LAUNDRY.** Laundry shall not be hung on Vessels.
13. **ELECTRICAL.** All electrical cords must be a marine type U.L. approved cord (**NO EXTENSION CORDS ARE ALLOWED ON THE DOCK.**) Cords are not allowed to cross the top of walkways or finger piers. No alternations or modifications to any electrical outlet used for servicing a Vessel with shore power may be made. Plugs must match the receptacle used. **Absolutely NO portable heaters of any kind are to be used on your vessel. F or multiple infractions, please refer to item #21.**
14. **FUEL.** Personal fueling of Vessel (carrying fuel in gas cans, etc.) is not allowed within the Marina. Storage of gasoline, fuel, or other combustibles on the Vessel or Space is strictly FORBIDDEN.
15. **CHILDREN.** Children under twelve (12) years of age are not permitted on the docks without a parent or responsible adult in attendance. **NON-SWIMMERS AND YOUNG CHILDREN ARE RECOMMENDED TO WEAR LIFE JACKETS WHEN ON DOCKS OR WATERCRAFT DECKS.**
16. **COMMERCIAL ACTIVITY.** No commercial activity shall be conducted at the Marina, without the written approval of the Marina Manager. Commercial activities include, but are not limited to, rental or leasing boats, chartering of boats, and use of the Marina address, use of a number of a telephone or facsimile on a boat in any advertising, brochure, letterhead, business card, or other commercial document. No advertising or soliciting is permitted in the Marina. The display of "FOR SALE" signs on a Vessel is not permitted without approval of the Marina Manager.
17. **DOCK CARTS.** Dock carts are provided for your convenience. Please leave the carts in a clean condition and return them to the racks after use.
18. **ENTERING ONTO OR TRESPASSING UPON.** Entering onto or trespassing upon any Vessel or Space reserved or occupied by any other person without the expressed permission of the Boat Owner or the Marina is strictly prohibited. Such intrusion or trespass shall be grounds for **IMMEDIATE EVICTION** from the property of Crown Pointe Marina at the sole discretion of Marina Manager.
19. **NO SOLICITING OR SCAVENGING.** No soliciting or scavenging is allowed in any area of the Marina without permission in writing from the Marina Manager. This includes the scavenging and/or collection of cans, bottles, and other recyclable materials from any containers or areas within the Marina property. Such actions shall be grounds for **IMMEDIATE EVICTION** from the Marina at the sole discretion of the Marina Manager.
20. **DOCK LINES.** Dock lines are to be either tied to a cleat or piling **ONLY**. Appropriate dock lines are to be used without frays and are to be the correct diameter for the boat. Lines need to be adjusted for all tide levels that might occur on the regular tide schedule per year. The Marina will adjust and replace lines if there is any question to the safety of the Vessel, Docks, Finger Piers, and other Boat Owner's possessions at the Boat Owner's expense and liability.
21. **MONETARY FINES FOR RULE VIOLATIONS.** Monetary fines for Agreement or Marina Rule violations may be imposed by the Marina Manager. Written warnings or notices of Agreement or Marina Rule violations will result in the following fines and charges to Boat Owner's account:

1st Violation – Warning. 2nd Violation - \$75 Fine. 3rd Violation – Termination of Agreement.
22. **OTHER.** These Marina Rules are subject to change and may be amended from time to time as deemed necessary by the Marina.
23. **ATTENTION.** PLEASE NOTIFY THE MARINA OF ANY UNSAFE, UNLAWFUL, OR HAZARDOUS CONDITIONS THAT COME TO YOUR ATTENTION.