



City of Annapolis
Harbormaster
 1 Dock Street
 Annapolis, MD 21401-1818

Harbormaster@annapolis.gov • 410-263-7973 • TDD use MD Relay or 711 • www.annapolis.gov

Charter Dock Reservation Application
 Per City Code Chapter 15.10

1. Date Dock Is Needed:		2. Today's Date:	
3. Name of Owner:		4. Phone # of Owner:	
5. Name of Vessel:		6. Email:	
7. Initial Arrival time:	AM PM	8.	
Cruise Departure Time:	AM PM	Length:	
Cruise Return Time:	AM PM	Beam:	
Final Departure Time:	AM PM	Draft:	
9. Initial Charter Dock Fee (\$ 2.50 per foot of length) <i>*Each Charter consists of 90 minutes maximum at the dock and includes only 1 loading of vessel and 1 discharge from same vessel, except as described below for a vessel larger than 125 feet. Any time and/or additional loadings or discharges will result in additional fees applying. See Number 10.</i> Initial Time: _____ AM PM To End Time of 90mins: _____ AM PM			
10. Additional Time on Charter Dock Per Hour Fee \$.25¢ x _____ Ft = \$ _____ From _____ To: _____ Total Hours at Dock: _____ (Date and Time) (Date and Time) \$ _____ Per Hour Fee x _____ Hours at Dock = Fee: \$ _____ <div style="text-align: right;"> Initial Charter Dock Fee: \$ _____ Fee for Additional Hours at Dock: \$ _____ Total Fee: \$ _____ </div> <p>**Charges for whole Hours Only</p>			
CANCELLATION POLICY For ALL vessels: Full refund if cancelled more than 3 days in advance of arrival, half refund if cancelled between 1 and 3 days of arrival, no refund if cancelled less than 24 hours before arrival. <u>Owners/Mariners should check expected weather and wind speeds and plan your trip accordingly.</u> We/I have read the terms and conditions that are incorporated into this Application and agree to be bound thereby. Owner Signature _____ Date _____			

Approved by _____

Harbor # _____

Date _____

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In preparation for your stay at Annapolis Charter Dock, please be advised of the following City procedures and rules:

- **This Application is for reservations at the Annapolis Charter Dock only.**
- **Each charter consists of: One Initial Arrival Time, One Cruise Departure Time, One Cruise Return Time, and One Final Departure Time;** except that a vessel larger than 125 feet that is unable to be accommodated at the Annapolis Charter Dock may tender in a smaller vessel, no larger than 60 feet, with multiple arrival and departure times if that vessel pays for the entire day at a rate of \$2.50 per foot for the first 90 minutes and \$0.25 per foot for each additional hour.
- The only commercial activity permitted at Annapolis Charter Dock is as follows, and subject to all other applicable laws, rules and regulations: (1) the operation of charter vessel services; (2) the Owner or vessel operator may set up booths and/or sell trips or tickets related to its vessel from the Annapolis City Dock area only during the reserved Charter time, and provided it does not interfere with any City operations or other City-approved vessel's usage of the Annapolis City Dock Area; and (3) the Owner or vessel operator may place one sign related to its vessel, and any related business, on that portion of Annapolis City Dock Area indicated by the Harbormaster's Office. That sign shall not be permanently affixed or anchored to the sidewalk or street, and shall not obstruct pedestrian or vehicular traffic or visibility, or adversely affect the safety of pedestrian or vehicular traffic. That sign shall not have any animated, flashing, moving, or rotating components. That sign shall be no larger than thirty-two square feet. Any damage caused by such sign shall be invoiced to the Owner.
- For Owners that offer pre-booked charter vessel or similar services, the Owner may provide supporting documentation evidencing such booking(s) for the Harbormaster's approval, and may then submit this Application to reserve any dates, beginning September 1st of the year prior, for those services only. For Owners that want to solicit for passengers and/or sell trips or tickets related to its vessel from the Annapolis City Dock area, this Application and related reservations will be accepted on a first come first serve basis, beginning 7 days before the date they desire to have the dock reservation. These will be approved in the order in which they are received, and the Harbormaster's Office will have 3 days to approve or deny.
- Dockage is **not confirmed** until (1) receipt of approval from the Harbormaster's Office, (2) payment of all fees no later than 3 days prior to scheduled arrival and/or submission of an approved City fee waiver, and (3) submission of a copy of current liability insurance coverage in the amount of no less than \$1,000,000 combined single limit liability for each occurrence of injury or damage arising out of any operations conducted at Annapolis Charter Dock, with the City of Annapolis as a named insured, second insured or co-insured. Failure to pay all fees when due shall constitute grounds for refusal of any requested or any subsequent dockage requests
- The City of Annapolis and its elected officials, employees and agents shall have no liability to vessel owners, operators, employees, passengers or guests for any losses and/or damages due to any reason whatsoever related to any approved use of the Annapolis Charter Dock pursuant to this application.
- The Harbormaster may deny, delay or reschedule dockage in the sole discretion of the Harbormaster to promote public safety, or to resolve conflicting uses of public property due to any condition.
- No fueling or repair work in the Annapolis Charter Dock or Harbor areas.
- **The Harbormaster reserves the right to move your vessel by hand and line, with or without your presence, during your stay if needed to accommodate other vessels or in case of emergency.**

ALL ANNAPOLIS CHARTER DOCK USAGE IS SUBJECT TO THE ADDITIONAL FOLLOWING REQUIREMENTS:

- Dockage may be declined for any vessel in excess of 130 feet documented length, or having a maximum draft in excess of 12 feet.
- The Initial Charter Dock Fee for the Annapolis Charter Dock is \$2.50 per foot of overall length of the vessel. There will be additional charges at the same rate for additional length of bowsprits, spars or other protrusions.
- The Initial Charter Dock Fee only includes a maximum of 90 minutes at the Annapolis City Dock, and only 1 loading

of the vessel and 1 discharge of that same vessel, except that a vessel larger than 125 feet that is unable to be accommodated at the Annapolis Charter Dock may tender in a smaller vessel, no larger than 60 feet, with multiple arrival and departure times if that vessel pays for the entire day at a rate of \$2.50 per foot for the first 90 minutes and \$0.25 per foot for each additional hour.

- Requests to dock for more than 90 total minutes will be considered in the Harbormaster's discretion, and will only be permitted if it does not interfere with other users in the sole discretion of the Harbormaster. Requests for more than 1 loading and 1 discharge will not be permitted, except as described herein for a vessel larger than 125 feet. If approved, **additional docking time beyond 90 total minutes will be billed at a fee of \$0.25 per foot per hour, which is in addition to the Initial Charter Dock Fee.**
- **Fee waiver requests must be submitted at least 75 days in advance of the requested arrival date, or they will not be considered by the City or the Harbormaster. The fee waiver request must be approved before dockage is confirmed.**
- No charter/vessel support vehicles are allowed in Susan Campbell Park.
- The Harbormaster does not provide line handlers, docking assistance or parking for any customers or guests related to Annapolis Charter Dock usage. During peak periods, the Owner should send a charter coordinator familiar with these rules to the Annapolis Charter Dock to assist its customers.
- Compliance with the Americans with Disabilities Act ("ADA") during embarkation and debarkation is the responsibility of the Owner.
- The Harbormaster deals only with the Owners, or Owner-designated operators, on issues related to dockage, loading, parking or any other items related to the use of Annapolis Charter Dock facilities. Please do not refer customers to the Harbormaster.
- If for any reason the Owner cancels a trip after receipt of approval, the Owner shall send a copy of the Charter Dock Reservation Application with "CANCELLED" written across the page in large, legible lettering to the Harbormaster. The cancellation terms specified on page 1 of this application shall apply.

APPLICATION INSTRUCTIONS

Please complete this application prior to your requested arrival. You may download this application and fill out, saving to your device. Then email or print and mail it to the addresses above. **Once we receive your complete application, we will check availability and contact you with the total price.**

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