



Annapolis Harbormaster
 1 Dock Street
 Annapolis, MD 21401-1818



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

Not-For-Profit/Non-Profit Vessels Reservation Application
 Per City Code Chapter 15.10

1. Date Dock Is Needed:		2. Today's Date:	
3. Name of Legally Responsible Party: Employer Identification Number:		4. Name of Captain: Phone # of Captain:	
5. Name of Vessel:		6. Email:	
7. Initial Arrival time:	AM or PM	8.	
Dates and Times Vessel will be away from Dock:		Length:	
		Beam:	
Final Departure Time:	AM or PM	Draft:	
9. PURPOSE OF LONG DOCK USE (check all that apply <u>and</u> provide detailed description): <input type="checkbox"/> Educational <input type="checkbox"/> Historical <input type="checkbox"/> Heritage <input type="checkbox"/> Lights Parade Description of Usage: Who will benefit from this use and how? How many people will be benefited?			
Attach not-for-profit/non-profit designation letter or similar documentation. Not-for-profit/non-profit vessels are NOT required to pay any fees, except for those fees described in the Cancellation Policy below and electric usage. Please note that this same reservation for a transient/commercial vessel would be at a total rate of \$_____ and such amount will be used as part of the Cancellation Policy.			
CANCELLATION POLICY For ALL vessels: No charge if cancelled more than 3 days in advance of arrival, charge of half of the transient/commercial vessel rate if cancelled between 1 and 3 days of arrival, charge of the full transient/commercial vessel rate if cancelled less than 24 hours before arrival. Failure to arrive and depart on the exact days specified in the approved Application shall also be considered a cancellation within less than 24 hours and incur a charge of the full transient/commercial vessel rate for the day(s)/time(s) not at the dock. <u>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. Legally Responsible Party Signature _____ Date _____			
FOR CITY USE ONLY			
Approved by _____ Harbor # _____ Date _____			

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

- **This Application is for reservations by Not-For-Profit/Non-Profit Vessels only.**
- **Each use/charter consists of: One Initial Arrival Time and One Final Departure Time.**
- **Each individual Not-For-Profit/Non-Profit Vessel may only make up to four (4) reservations per calendar year at any of the City Dock areas at a rate not greater than one (1) reservation per month, and with each reservation for no more than seven (7) consecutive calendar days. The Harbormaster, in his/her sole discretion, may grant additional reservations based on availability and past behavior/compliance with City procedures and rules.**
- The only commercial activity permitted at the Annapolis Long Dock is commercial activity allowed pursuant to Title 15 of the City Code.
- **It is the policy of the City of Annapolis that certain areas of the City Dock be primarily by not-for-profit or non-profit vessels that operate for an educational, historical, or heritage purpose. From January 1st through April 1st of each year, booking preference will be given to these Not-For-Profit/Non-Profit Vessels. After April 1st of each year, future bookings for the calendar year will be on a first come, first serve basis.**
- **Dockage is not confirmed until a valid credit card is on file with the Harbormaster's Office.**
- Dockage is **not confirmed** until receipt of approval from the Harbormaster's Office and 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 the any City 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 a City 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 at any City Dock or in the 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 CITY DOCK USAGE IS SUBJECT TO THE ADDITIONAL FOLLOWING REQUIREMENTS:

- Dockage may be declined for any vessel in excess of 160 feet documented length, or having a maximum draft in excess of 13 feet. "Documented length" includes all bow sprints, spars, and attached dinghies and push boats.
- 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 City Dock usage. During peak periods, the Owner should send a charter or similar coordinator familiar with these rules to the City 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 City 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 Not-For-Profit/Non-Profit Vessels 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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