

Section 1 - CHECK IN/ CHECK OUT TIME:

The Village of Suttons Bay Marina is subject to full-capacity conditions during peak seasonal usage; therefore, the following shall apply:

- A. Marina check in is 12:00 noon – checkout is 11:00 am
- B. Late departures may be charged for another full day.
- C. Boats left unattended beyond their check-out time are subject to removal at owner expense.

Section 2 - MARINA RESERVATIONS

Advanced Marina slip reservations may be requested on April 15th of each year. Reservation requests can be made by, visiting www.dockwa.com or by contacting the Village of Suttons Bay Marina Office.

- A. Slip Reservations and assignments are based on the following:
 - a. Order of request.
 - b. Size and availability of slips.
 - c. Payment of reservation fees.
 - d. Past conduct, including treatment of staff, payment and adherence with rules.
- B. All reservations requests are required to be paid in advance to be considered.
- C. No reservations or assignments will be held or granted without payment.
- D. Reservation fees are non-transferrable.

Section 3 – TRANSIENT GUESTS

A. TRANSIENT STAY

Transient guests, at the discretion of the Harbormaster, may be permitted to stay for up to 14 consecutive days before vacating the Marina, and its vicinity for a minimum of 48 hours before being considered eligible for another slip/stay.

B. TRANSIENT SLIP ASSIGNMENT

- a. Slip assignments are based on vessel's overall length (including bow pulpits, swim platforms, outboard motors etc) beam, draft and availability. Failure to report the correct length of your boat may result in the termination of your reservation upon arrival or additional fees.
- b. Arrival confirmation must be made no less than 24 hours prior to arrival. Failure to contact the marina will be deemed a "no show" and the slip may be subject to cancellation and re-assignment.
- c. Non-registered vessels shall contact the Harbor Hut immediately upon entering the Marina for registration, confirmation of reservations, and slip assignments.
- d. All slip assignments are subject to change at the discretion of the Harbor Master or designee.

C. TRANSIENT CANCELLATION AND REFUND

Transient slips are in high demand during summer months and therefore it is necessary to ensure that reservations are fulfilled, however, in the case of a cancellation the following shall apply:

- a. All cancellations are subject to a \$10.00 non-refundable cancellation fee.
- b. Cancellations shall be made no less than 3-days prior to a reservation to receive a refund.
- c. Cancellations made less than 3-days prior to a reservation are subject to a 50% refund.
- d. Cancellations made less than 48-hours prior to a reservation are not subject to a refund.
- e. Boaters who leave prior to the conclusion of their reserved stay, will not be eligible for a refund, unless the slip is re-booked during that specific reserved stay.
- f. Cancellations are calculated from the check in time of the reserved date to the time/date of which the cancellation was received.

Section 4 - EXTENDED STAY GUESTS

A. EXTENDED STAY

Upon availability, and at the discretion of the Harbormaster, a Transient Extended Stay License may be issued for up to 30 days. All rules and regulations associated with transient slips shall apply to Extended Stay Slips unless specifically modified below.

B. CANCELLATIONS

All cancellations are subject to a \$10.00 non-refundable reservation fee and subject to the following:

- a. Cancellations shall be made no less than 14 days prior to a reservation to receive a full refund, less a \$10.00 non-refundable registration fee.
- b. Cancellations made less than 14-days prior to a reservation are subject to a 50% refund, and a \$10.00 non-refundable registration fee.
- c. Cancellations made less than 5-days are not subject to a refund.

Section 5 – TERMINATION

The Village of Suttons Bay Marina guests are expected to conduct themselves in a respectful and considerate manner towards marina staff, guests, and visitors. The Harbormaster or other village official authorized by resolution of the Village Council, may at their discretion, terminate a guests stay at any time.