



# HISTORIC SEAPORT MARINA Race Week Reservation Policy August 2007- January 2008

The Historic Seaport Marina has developed a timeline and guidelines that will promote better communication regarding race week dockage applications and their status. The City owned Historic Seaport Marina (HSPM) is a highly desirable location and this new policy is designed to maximize the availability of slips for race week participants. The further objectives of this formal policy are to allow for timely processing of applications, communicate the status of wait-listed boats, and set a clear policy for deposits and refunds. Returning boats have the opportunity to secure their reservations early.

The following timeline is a guideline which when implemented should help improve the reservation process over past years. We ask for your cooperation with the HSPM dock staff as they transition into these new policies and procedures. Returning boats should note the September 15 application deadline in order to lock in their space early for the coming year.

## Early August

Premiere Racing will:

- Post the HSPM application on their event web site ([www.Premiere-Racing.com](http://www.Premiere-Racing.com)).
- Contact all race boat owners by email who moored their boats at HSPM and notify them of the HSPM reservation policy and their need to submit their dockage application no later than Sept 15. A 50% deposit will be secured at time of confirmation (non-refundable after Sept 15). On Nov 15, the remaining 50% will be charged (fully non-refundable at that time).

## September 15

**Deadline for the previous regatta's race boats to commit to dock space for the following year.**

50% deposits for all boats are fully non refundable at this time. Dockmaster will begin assigning returning race boats to slips and processing other applications submitted by that date. (\*\*Please note that the deadline date for returning boats to commit to dock space from next year on will be July 15\*\*).

## September 30

HSPM will send an email notification to all race boat owners who have submitted applications (by the Sept 15 deadline):

- Returning boat owners are told their marina location and that their first 50% deposit is non-refundable, and the remaining 50% for the reservation will be non-refundable on November 15;
- Those new boats that are assigned slips at this time are confirmed, told of their marina location and that their first 50% deposit is non-refundable, and the remaining 50% for the reservation will be non-refundable on November 15;
- Those applicants who can not yet be assigned slip or dock space are notified that they have been placed on a formal "waiting list" and notified that an update will be provided by Nov 1

## November 1

Boats will be reminded that remaining charges for their reservation will be fully non-refundable on November 15<sup>th</sup>.

All applicants still remaining on the waiting list are notified with their assigned slip or where they stand on the waiting list, and that the next formal notification will be on December 1.

November 15

**Remaining 50% of reservation for all boats is charged (fully non refundable going forward).**

December 1

All applicants still remaining on the waiting list are notified with their assigned slip or where they stand on the waiting list, and that the next formal notification will be on January 1.

January 1

All applicants still remaining on the waiting list are notified with their assigned slip or where they stand on the waiting list.

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*Premiere Racing has worked closely with the Historic Seaport Marina personnel to develop this policy and guidelines and we are in close communication with them. We welcome comments and feedback during your application process. Please be advised, of course, that we are not the dock master and do not control assignments and arrangements.*