



MARINA WAITING LIST APPLICATION



BOATER INFORMATION

Last Name: _____ First: _____

Last Name: _____ First: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone #(Home): _____ Phone #(Business): _____

Phone #(Cell): _____ Email: _____

BOAT INFORMATION

Make: _____ Model: _____

Year: _____ Beam: _____ Displacement: _____

Length: _____ (The overall length of the craft includes all spars, brackets, swim grids, motors or other extensions)

Insurance Co. _____ Policy #: _____

Pleasure Craft Operators Card # _____

Applicant: Please print

Applicant Signature

Date

OFFICE USE ONLY:

Received by: _____ Amount \$ _____ Date: _____

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MARINA WAITING LIST APPLICATION



RULES & REGULATIONS

A. Policy Statement

Slips at the Cold Lake Marina are available on a first come, first serve basis. Because the demand is often greater than the availability a waiting list is maintained. To acquire a slip, it will be necessary to go on the waiting list as detailed below. The City of Cold Lake will process the waiting list by date of application, and slips are assigned in that order, with consideration given to overall length, beam and operating characteristics of the vessel.

B. Application Procedure

1. A \$100 deposit is required of all waiting list applicants.
 - upon issuance of a slip, the entire deposit will be applied to the Permittee's account
 - there will be no deposit refund in the event that slip availability is refused, or if a response is not received within the availability period. The entire deposit will be forfeited to cover administrative fees.
 - if the applicant withdraws from the list prior to being offered slip, the waiting list deposit will be refunded minus an administrative fee of \$50.00. A written request is required for all withdrawals from the waiting list.
2. In the event that the future vessel of record is, or will be, owned by a partnership of two or more individuals, that partnership must be declared and the names of the partners recorded at the time of application. A second name cannot be added at a later date.
3. Applicants are responsible for providing written notice to the City of Cold Lake, keeping them advised of current address and telephone numbers and for providing emergency contacts for use in the event that they cannot be located/reached.

C. Letter of Availability/Acceptance

1. When a slip becomes available, the individual at the top of the marina waiting list will be contacted according to the information on file notifying them of slip availability.
2. If the applicant is unable to be reached by phone or email, a letter will be sent through Canada Post.
3. Within fifteen (15) days of the postmark date of the letter, the applicant must respond in one of the following ways, or their application will be removed from the waiting list with no further rights to slip under that application:
 - If the user is not prepared to accept a slip allocation for any reason, they will be placed at the bottom of the waiting list at no additional fee or may request that they are refunded their wait list deposit less \$50.00 for an administration fee.
 - When the applicant accepts a slip assignment, they will be required to show proof of ownership and Insurance of the vessel that will occupy the slip. If the Permittee does not own a vessel at the time of assignment, he/she will be given thirty (30) days to provide satisfactory documentation of ownership or will forfeit the slip assignment.

Upon completion, bring application to City Hall:

5513 - 48 Avenue, Cold Lake, AB T9M 1A1 Phone: (780) 594-4494 Fax: (780) 594-3480