

## LAUNCH REQUEST 2020

Completed and signed Request Forms must be submitted to *Cape Ann Marine Sales & Service* at least **one month** prior to launch request date. Please notify us if you plan to postpone your requested launch date to avoid additional fees.

**Requested launch dates are not guaranteed.**

Boats will not be added to the launch schedule or launched without:

- **Your account balance paid in full for Service and Winter Storage**
- Completed & signed **LAUNCH REQUEST**, and
- **CERTIFICATE OF INSURANCE** – email insurance to [service@capeannmarina.com](mailto:service@capeannmarina.com)

Cape Ann Marina or Cape Ann Marine Sales & Service are not liable for damage to spray rails, bilge keels, transducers, through-hull fittings, roll dampening components or any similar hull protuberances while hauling and/or launching. The vessel owner is responsible for providing any special equipment required for the protection of those hull components during the aforementioned operations. \_\_\_\_\_ (initial)

Please fill out completely.

Boat Name & Registration #'s	POWER or SAIL L.O.A.:	SIZE OF BOAT: BEAM:                      DRAFT:
Owner information	Tele #'s	
	Email:	
Launch Week Requested: <b>Not guaranteed</b>	WEEK OF:                      STEP MAST*                      YES or NO	*Please make arrangements with Marine Services at (978) 283-0806 with as much notice as possible for mast stepping.
Assigned Summer Slip if known:	If you do not have a Summer Slip what is your expected departure date*:	

REMARKS: \_\_\_\_\_

*Schedule additional boat services at our Marine Service Center or emailing [service@capeannmarina.com](mailto:service@capeannmarina.com)*

**No launching or hauling on holidays, Saturdays or Sundays without special request. Different rates may apply.**

**Owner is responsible for: providing and installing drain plugs, opening thru-hull fittings, dock lines (4 min.), fenders (3 min.), paint, throw-away brush in cockpit, safety equipment, bilge pump and battery operation.**

\_\_\_\_\_ (initial)

**\*We will notify you when your boat has been launched. Unless you are a summer slip customer you will have 2 days to remove your boat from the temporary slip, prior to May 15 and 1 day after. Otherwise, current dockage rate will be charged daily. For slip storage, contact our Dockmaster and make a reservation or request**

**[dockmaster@capeannmarina.com](mailto:dockmaster@capeannmarina.com).**

**All trailers must be removed within 2 days after launch, if not a Daily Yard Storage Fee will be charged. \_\_\_\_\_ (initial)**

**Are storing your trailer with us for the summer? A flat \$500 storage fee will be billed to you. Yes, \_\_\_\_\_ (initial)**

**Yard Labor** \$65.00 per hour (Min ½ hr)

**Marine Mechanic Labor Rate** \$125.00 per hour (Min ½ hr)

**Daily Yard Storage Fees:** Daily Yard Storage Fees: up to 30' trailer is \$35.00/day, additional rate for over 30'. (this applies to service or launching work orders)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

75 Essex Avenue – RT. 133 Gloucester, MA 01930

978-283-0806 • [service@capeannmarina.com](mailto:service@capeannmarina.com) • Fax: 978-283-2560 • [www.CapeAnnMarine.com](http://www.CapeAnnMarine.com)

## Cape Ann Marine Sales & Service POLICIES for all Service Work.

- **No new work, hauling or launching will be performed unless Customer's account is current, this also includes customers that have a storage contract with Cape Ann Marina. Full remittance of all balances must be paid prior to taking boat from marina lot or docks.**
- A completed, signed work order or seasonal commissioning or de-commissioning checklist with customer and boat information along with a detailed description of work requested and provision of keys and or combo is required prior to job scheduling or commencement. Service requests will not be entered on to the schedule if any of this information is missing.
- **Owner is responsible for: drain plugs, opening thru-hull fittings, bilge pump and battery operation.**
- **Storage Fees** Boats that are dropped off for Service, without an appointment are subject to the Daily Yard Storage Fee. Boats without wet or dry storage contracts must be removed from the premises no longer than 4 business days following notification of job completion. Daily Yard Storage Fees: up to 30' trailer is \$35.00/day, additional rate for over 30'.
- Trailers must be picked up after launching within 2 days, or daily storage fee will be charged. Customers who want to pick up boats or trailers after hours can do so **any time before 8 p.m.** providing that payment is made in full prior to pick up.
- All trailers brought to yard must be **labeled with customer name** and vessel name on tongue. Failure to do so may result in a delay in service.
- Cape Ann Marine is not responsible for damage caused to boat, motor or trailer due to poor trailer adjustment i.e. improper tongue weight. Cape Ann Marine is not responsible for proper tie down upon completion of work, and customer pick up.
- Cape Ann Marine will provide for disposal of waste engine oil during normal business hours as long as the oil was purchased from our Ship's Store. Any persons caught leaving containers of waste oil on the grounds unattended will be subject to a fine and reported to Clean Harbors. This will also apply to any inappropriate disposal of hazardous materials on site.
- Labor performed at Cape Ann Marina must meet or exceed ABYC standards. ABYC non-compliance is grounds for job refusal.
- Weather Related Damage - Cape Ann Marine is not responsible for damage caused to boats or trailers caused by acts of nature. We are also not responsible for damage caused to boats or trailers in our yard by other patron's or visitors.
- An Environmental Fee will be assessed to all work.
- By law, hazardous spills need to be reported immediately. Spills must be cleaned at boat owner's expense.
- Jobs that exceed \$500.00 may require an initial deposit and may be subject to partial billing prior to job completion.
- Special orders for parts that exceed \$100.00 require an initial 25% deposit. A 15% restocking fee will be assessed for any returned or refused special orders.
- By signing this document, you are agreeing to both the front page and the above policies.

**Print Name:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*By signing this form, I agree and understand the policies and procedures outlined above.*