

With Spring right around the corner, we are excited for the upcoming boating season!

In this packet you'll find a Launch Request and a Commissioning Request. Just like in the fall, please send these two forms to service@capeannmarina.com. All paperwork, including an updated Certificate of Insurance, must be queued for your preferred launch date. We encourage you to reach out to Samantha, our Marine Service Coordinator, with any questions. Samantha can be reached via email, service@capeannmarina.com, or via phone at 978-283-0806 EXT 481. Please keep in mind all service and yard requests must be submitted in writing with the forms provided, and all requests are scheduled on a first-come first served basis. These forms can also be found on our website at capeannmarina.com/services/. We will not accept any incomplete paperwork, so please be sure to verify all your information is correct and complete. Written consent is required to begin work on boats or to launch, there will be no exceptions.

Any requests beyond the standard commissioning service must be scheduled separately as summer work. You are required to return all service requests 30 days prior to your preferred launch date. Launch dates **are not guaranteed** – if you find that you are not able to meet your preferred launch date, please notify us at least one week in advance. Confirmation of your request will be finalized and scheduled through our Service Department.

Important Boater Information/Dates:

- No new work, hauling or launching will be performed unless Customer's account is current. This also includes customers who 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. Secure payments can be made anytime at: <https://capeannmarina.com/payments>
- A completed, signed work order or seasonal commissioning or de-commissioning request with customer and boat information along with a detailed description of work requested, provision of keys/combo and Certificate of Insurance on file is required prior to job scheduling or commencement. Service requests will not be entered into the schedule if any of this information is missing.
- Boats that are dropped off for Service without an appointment will be charged the Daily Yard Storage Fee. Boats without wet or dry storage agreements must be removed from the premises no later than 5 business days following notification of job completion, or daily storage rates apply. All trailers brought to the yard must be labeled with customer name, vessel name and current date of drop off on tongue. Failure to do so will result in a delay in service.
- Trailers must be picked up after launching within 5 days, or daily storage fee will be charged.
- All winter storage agreements end on May 15th, 2026. You must have a plan to launch your boat prior to this date. All winter storage boats will receive 3 days of complimentary dockage after being launched prior to May 15th. After May 15th winter storage boats still on the docks will have 24 hours of complimentary dockage unless Cape Ann Marina is actively working on your vessel. **Boats and trailers without a valid storage agreement in the yard after June 1st will be charged the daily yard storage rate and may be subject to yard relocation fees.** If your vessel requires more than the allotted complimentary dockage, arrangements will need to be made prior to your launch date with our Dockmaster, Karl Lang. dockmaster@capeannmarina.com, 978-283-2116x 455 or via cell/text at 978-325-1121
- If Cape Ann Marine is not doing your spring service work, and you don't have a summer storage agreement, **your boat must be launched or removed by May 15th.**

Our Marina Store is fully stocked with cleaning, painting, and detailing supplies as well as Coast Guard safety items! We encourage everyone to place orders at your earliest convenience. Please contact Neil, our Parts Manager, if you find something online you'd like to order. We offer competitive pricing and access to a wide variety of catalogs and vendors. Our parts department can be reached at parts@capeannmarina.com. Our marine store will be open Monday through Friday 8am to 4pm for the beginning of the spring season. Hours will change as the season progresses.

We also offer summertime all-access and general trailer storage. Inquire for details.

We look forward to seeing you soon!
Cape Ann Marine Sales & Service Team

**SIGN AND SUBMIT 30 DAYS PRIOR TO REQUESTED COMPLETION DATE
- REQUESTED DATES ARE NOT GUARANTEED -**

TODAY'S DATE:		LAUNCH REQUEST DATE:
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OWNER:		VESSEL NAME:
PHONE:		LOA:
EMAIL:		VESSEL MAKE:



KEY LOCATION: _____ **COMBINATION:** _____

Work requests will not be accepted without a KEY LOCATION.

- I am requesting the launch of my vessel by Cape Ann Marina and **have completed a Launch Request Form**
- I am not launching** at Cape Ann Marina
- Only Cape Ann Marina can remove Shrinkwrap. Please remove my **Shrinkwrap** by this date: _____
There is no removal fee if wrapped by CAMSS – A removal & disposal fee may apply if not wrapped by CAMSS.
All shrinkwrap will be removed by May 15th unless prior arrangements have been made.

ENGINES & SYSTEMS

BASIC ENGINE START UP SERVICE		
	6408	Load test, charge, and install batteries as needed. Clean and service battery leads and hold downs. Inspect engine, belts, hoses and wires. Check fluids and fill as needed. Change low pressure and water separating fuel filters and prime with fresh fuel. Check fuel filter sample for water/debris. Test run engine(s) and verify proper function of steering and controls. Verify operation of navigation lights and bilge pumps. Commission generator in same manner if equipped. Install stern drive if applicable. Provisions for additional service recommendations as needed.

ENGINE START UP & TUNE		
	6401	Includes all of the above, plus services outlined in manufacturers owner's manual i.e. water pump service, spark plugs, thermostats, distributor caps, rotors, and stern drive services as applicable. *Tune up service is recommended at 200-300 hour intervals or after 2-3 years. Spring is the best time for this service*

WATER SYSTEMS		
	2140	Connect plumbing, flush and fill water tank(s). Pressurize systems. Test all water pumps, live-well, and washdown pumps. Reconnect hot water heater, head system and A/C units if applicable.

ZINCS		
	1216	ZINCS (EXTERNAL) Shaft, Rudder, Trim Tabs
	1216	ZINCS (INTERNAL) Closed cooling

BOTTOM PAINTING -Tape Waterline & Paint			
	1100	UP TO 25'	\$20/FT + MATERIALS
	1101	26' TO 40'	\$22/FT + MATERIALS
	1102	41' & UP	\$24/FT + MATERIALS
COLOR & PAINT PREFERENCE:			

PRICE MATCH GUARANTEE		
MICRON CSC	\$350/GALLON	
MICRON EXTRA SPC	\$400/GALLON	
SEA HAWK BIOCOP TF	\$400/GALLON	

DECK & COCKPIT WASH deck surfaces and gunwales	
	\$100/HR + MATERIALS

BUFF & WAX waterline to rub rail			
	8100	UP TO 25'	\$19/FT + MATERIALS
	8101	26' TO 40'	\$21/FT + MATERIALS
	8102	41' & UP	\$22/FT + MATERIALS

COMPOUND & WAX waterline to rub rail			
	8002	UP TO 30'	\$23/FT + MATERIALS
	8003	31' TO 40'	\$24/FT + MATERIALS
	8004	41 & UP	\$26/FT + MATERIALS

TRAILER STORAGE					
I WANT TO STORE MY TRAILER AT C.A.M FOR THE SUMMER. Pre-payment is required. Trailers are not accessible once in storage. Flat rate:			I AM PICKING UP MY TRAILER BY _____ <i>*Daily storage rates apply after 5 days of launching.</i>		
	2329	Single Axle \$500		2330	Double Axle \$600
			2331	Tri Axle \$700	

ADDITIONAL NOTES:

IF CAPE ANN MARINE IS NOT DOING YOUR SPRING SERVICE, YOUR BOAT MUST BE LAUNCHED BY MAY 15TH

SIGNATURE: _____	DATE: _____
By signing this form, I agree and understand the policies and procedures outlined above and on the back or page 2 of this document.	

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. Secure payments can be made at anytime at: <https://capeannmarina.com/payments>**
- A completed, signed work order or seasonal commissioning or de-commissioning request with customer and boat information along with a detailed description of work requested, provision of keys and or combo and Certificate of Insurance on file is required prior to job scheduling or commencement. **Service requests will not be entered into the schedule if any of this information is missing.**
- **Owner is responsible for: drain plugs, opening thru-hull fittings, bilge pump, battery operation and trailer adjustments.** Cape Ann Marine is not responsible for damage caused to boat, motor or trailer due to poor trailer adjustment i.e. improper tongue weight and for proper tie down upon completion of work, and customer pick up.
- **Storage Fees:** Boats that are dropped off for Service without an appointment WILL be charged the Daily Yard Storage Fee. Boats without wet or dry storage agreements must be removed from the premises no later than 5 business days following notification of job completion, or daily storage rates apply. All trailers brought to the yard must be **labeled with customer name, vessel name and current date of drop off on tongue.** Failure to do so will result in a delay in service.
- Trailers must be picked up after launching within 5 days, or daily storage fee will be charged. Customers who want to pick up boats or trailers after hours are able to do so providing that payment is made in full prior to pick up.
- All winter storage agreements end on May 15th 2026, you must have a plan to launch your boat prior to this date. All winter storage boats will receive **3 days of complimentary dockage** after being launched *prior* to May 15th. *After* May 15th winter storage boats still on the docks will **have 24 hours of complimentary dockage** unless Cape Ann Marina is actively working on your vessel. Boats and trailers without a valid storage agreement in the yard after June 1st will be charged the daily yard storage rate and may be subject to yard relocation fees.
- Installing or removing lift rafts or equipment to vessels is an hourly yard labor rate, unless a technician is involved.
- Cape Ann Marine will provide disposal of waste engine oil during normal business hours as long as the oil was purchased from our Ship's Store and proof of receipt is received. Any persons caught leaving containers of waste oil on the grounds unattended will be fined. 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 patrons or visitors.
- An Environmental Fee of 3% 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 \$2,000.00 will 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. **IF** items *can* be returned a 15% restocking fee will be assessed for any returned or refused special orders. If an item is used or cannot be returned the item will be given to the customer and no longer be the responsibility of Cape Ann Marina.
- By signing this document, you agree to the front page, the above policies, and the MARINA GENERAL RULES www.capeannmarina.com/rules
- All rates are subject to change prior to notice

Print Name: _____ **Sign:** _____ **Date:** _____

By signing this form, I agree and understand the policies and procedures outlined above.

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 per our Insurance Requirements Form** – emailed to insurance@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	SIZE OF BOAT: L.O.A.:	BEAM:	DRAFT:
Owner information	NAME:	* Phone #'s:		
	Customer #:	* Email:		
Launch Week Requested: <i>Not guaranteed</i>	WEEK OF:	KEY LOCATION: BATTERY SWITCH LOCATION:		
Assigned Summer Slip if known:	If you do not have a Summer Slip what is your expected departure date* read below:			

REMARKS:

Schedule additional boat services at our Marine Service Center or by emailing service@capeannmarina.com

No launching or hauling on holidays, Saturdays or Sundays.

- **Owner is responsible for:** providing and installing drain plugs, opening thru-hull fittings, dock lines (4 min.), fenders (3 min.), paint and painting supplies if owner painted vessel themselves, 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,** all winter storage agreements end on May 15th 2026, you must have a plan to launch your boat prior to this date. All winter storage boats will receive **3 days of complimentary dockage** after being launched *prior* to May 15th. *After* May 15th winter storage boats still on the docks will **have 24 hours of complimentary dockage** unless Cape Ann Marina is actively working on your vessel _____ (initial)
- For slip storage, contact our Dockmaster and make a reservation or request Dockmaster@capeannmarina.com.
- **All trailers must be removed within 5 days of launch, if not a Daily Yard Storage Fee will be charged.** Winter storage Boats and trailers without a valid storage agreement in the yard after June 1st will be charged the daily yard storage rate and may be subject to yard relocation fees. _____ (initial) .
- I want to store my trailer at CAM for the summer. Pre-payment is required. Trailers are not accessible once in storage. Flat rate: Single axle \$500, double axle, \$600, tri axle \$700. **Yes, _____ (initial)**

Signature: _____ Date: _____

Insurance Requirements Form

Boat Owner,

For your convenience and to meet our insurance requirements while servicing and storing your boat with us, we ask that you fill out the top of this form and **submit it to your boat insurance company for processing**. This is a requirement, so please pass along and follow up with them to see that they have submitted the Certificate of Insurance to us. Thank you.

Name of Insured on Policy: _____

Address: _____

Policy Number: _____ Insured phone #: _____

Insured's email: _____

Vessel Description (Make, Model, Year): _____

Hull ID: _____

Boat Owner please send to Agent:

TO: Insurance Company _____ Attn. Agent: _____

Fax: _____ Email: _____

Please send Cape Ann Marina LLC a Certificate of Insurance listing ALL of the following as Additional Insured:

Cape Ann Marina LLC;
Cape Ann Marina Series, A Series of Cape Ann Marina LLC;
Cape Ann Marine Sales & Service, A Series of Cape Ann Marina LLC;
Dominick Realty Trust;
Dominick Unlimited LLC;
Dominick Holding LLC;
Tobin and Andrew Dominick

A Certificate of Insurance must be on file while the insured boat is either being stored here and/or serviced on property, by marina personnel or other individuals. Storage includes both dry land and water.

Please submit immediately to: Cape Ann Marina, 75 Essex Ave, Gloucester, MA 01930

Email to (preferred): insurance@CapeAnnMarina.com Fax: 978-283-2560

Deliver in person, onsite to the Marina Service Center.

Store Safe, Store Smart, Plan Ahead