



# MARINA WAITING LIST APPLICATION



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

**Please return completed application to the front desk of the Cold Lake Energy Centre:**

Suite 102 7825 - 51<sup>st</sup> Street, Cold Lake, AB T9M 0B6

Phone: 780-639-6400

Hours of Operation: Monday - Friday 6:00 a.m. - 10:00 p.m. Weekends & Holidays 8:00 a.m. - 9:00 p.m.

## SECTION 1: APPLICANT INFORMATION

Full Name(s):

Mailing Address:

Email:

Phone #:

## SECTION 2: BOAT INFORMATION

Boat Name:

Boat Year:

Make/Model:

Displacement:

Length (ft.):

Colour:

\*The overall length must include all spars, brackets, swim grids, motors or other extensions\*

Insurance Co.:

Policy #:

Expiry:

## SECTION 3: APPLICATION PROCEDURE

1. A \$100 deposit is required for all waiting list Applicants.
2. Once a space is available for the user, the entire deposit is applied to the first year's moorage fee.
3. Should the applicant withdraw from the wait list prior to being allocated a slip, the wait list deposit will be refunded less a \$50 administrative fee. All application withdrawals must be provided in writing or electronic format. A withdrawal is not considered confirmed unless the contact person has received confirmation that the City has received the request.
4. In the event that the vessel of record is owned jointly, the partnership must be declared and the names of the partners recorded at the time of application. If the partnership were to terminate, the partners must agree in writing on which individual will remain on the wait list. Should the partners fail to come to an agreement on who will remain on the wait list, the space will be forfeited, and the deposit will be refunded less \$50 for an administration fee.
5. Applicants are responsible for providing written notice to Marina Management with respect to current contact information.

5513 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the *Protection of Privacy Act*, Sec. 4 (c), which regulates the collection, use, and disclosure of personal information. If you have any questions or concerns, please contact the ATIA Coordinator by email ([legislative@coldlake.com](mailto:legislative@coldlake.com)) or phone (780) 594-4494 ext. 7915.

#### SECTION 4: AVAILABILITY/ACCEPTANCE

1. Slip allocations will be made based on availability for the size of boat. If the first person on the waiting list has a vessel that is improperly sized for the first available slip, and if no other adjustments can be made to vessel allocation in the marina to accommodate the size, the next vessel on the wait list will be allocated. The user with the vessel that is improperly sized will remain at the top of the wait list for future spaces.
2. Marina Management will make every effort to contact wait list users when vacant spaces are available. The steps taken to contact the wait list members will include:
  - a. Telephone Communication
  - b. Electronic Mail
  - c. Written communication if unreachable by telephone or electronic mail.
3. If these attempts to contact the user fail within 15 days of the postmarked date of the letter, the next person on the wait list will be contacted and the user who was unsuccessfully contacted will remain in the queue as the next person on the wait list for future slips.
4. Within fifteen (15) days of notice of slip availability (postmarked date of the letter, where applicable), the applicant must:
  - a. Decline slip - 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 for an administration fee.  
Or
  - b. Accept slip - When an applicant accepts a slip allocation from the wait list, they will be required to provide all necessary documentation including proof of ownership and proof of insurance on the vessel of record along with payment in full for the current boating season. If the user does not currently own a vessel, they will be granted one season to purchase one. They must complete a contract indicating "No Boat" and pay for a 20' slip for the current year. If they do not have a vessel by April 16 of the following season, they will forfeit their slip.

#### SECTION 5: ACKNOWLEDGEMENT

By signing and submitting this agreement, I confirm that:

1. I/we am/are the Applicant(s) named within this form.
2. The information provided on this form is true, complete, and correct.
3. I/we have read and understand the above Application Procedure and Availability/Acceptance, and the Cold Lake Marina Operations and Allocation Policy Number 141-RC-12.
4. I/we understand that this is an application form, and if this application is accepted, I/we will be required to enter into a Marina Berth Rental Contract with the City of Cold Lake.
5. I/we understand the City of Cold Lake reserves the right to make the final decision on all subletting of marina slips.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant Signature

#### OFFICE USE ONLY

Received by:

Date:

Amount Paid: \$

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