

**Congratulations!**  
**For the Third Consecutive Year**  
**Your Marina Received the *Best Marina in Chatham* Award!**



**Thank you for your business.**

**Please let us know if there is anything we can do to improve your experience here.**

**We look forward to many more successful years here at Outermost Harbor Marine.**



## Winterizing for the 2016/2017 Season

September 1, 2016

It has been a great season here at Outermost and we are sad to see it come to an end. As we near the end of our season it is time to start thinking about prepping your boat for the winter. As you may know Outermost has been awarded Best Marina in Chatham three years running. One of the factors considered was for its excellence in customer satisfaction. Other factors include cleanliness and marine personnel. With that being said, we will ensure proper winterization of your boats engine and return your boat in as like-new condition as possible.

The Fall Work Order Form can be accessed on our website under the 'Service' tab, go over to the right column **'Work Order Forms'** then click on 'Fall Service/Storage Request - Boat Winterizing'

OR fill out the attached forms to send back by fax, email, or scan

<http://outermostharbor.com/fall-work-order/>

A hard-copy of this form is included as well in this packet for you to complete and return.

If you have any questions, please do not hesitate to call or email us about this winter's programs.

Phil Visali	Service Manager	<a href="mailto:philvisali@outermostharbor.com">philvisali@outermostharbor.com</a>
Todd Pope	Asst. Service & Yard Manager	<a href="mailto:toddpope@outermostharbor.com">toddpope@outermostharbor.com</a>
John Huether	General Manager	<a href="mailto:johnhuether@outermostharbor.com">johnhuether@outermostharbor.com</a>
Devin Kahn	Captain/Asst. General manager	<a href="mailto:devinkahn@outermostharbor.com">devinkahn@outermostharbor.com</a>
Harrison Kahn	Office Manager	<a href="mailto:harrisonkahn@outermostharbor.com">harrisonkahn@outermostharbor.com</a>
Farrell Kahn	CEO/Customer Service	<a href="mailto:farrellkahn@outermostharbor.com">farrellkahn@outermostharbor.com</a>
Anne Bastille	Accounting Manager	<a href="mailto:annebastille@outermostharbor.com">annebastille@outermostharbor.com</a>

Spring Launch Dates are very important. Please complete the attached form as soon as possible so we can do our best to comply with your needs for launching. If you do not have a date assigned we will do our best to work you in. We realize that schedules change and if changes need to be made contact us as soon as possible so we have the correct date.

As you may know, we added thirty new racks to our Marina last spring. We will again, be offering our regular customers an incentive of a \$250 credit for new customer referrals.



**ALL OF THE FOLLOWING ITEMS WITH MUST BE RETURNED IN THE ENCLOSED ENVELOPE OR  
SCANNED BACK TO US:**

HINT: LOOK FOR THE CHECKMARK IN THE UPPER RIGHT CORNER OF THE REQUIRED DOCUMENTS

1. FALL STORAGE REQUESTS
2. SPRING SERVICE REQUESTS
3. SIGNED 2016-17 STORAGE LICENSE AGREEMENT
4. PERSONAL INFORMATION SUMMARY

**PLEASE MAKE SURE WE ALSO HAVE A CURRENT COPY OF YOUR INSURANCE ON FILE. OHM  
MUST BE LISTED ON YOUR POLICY AS 'ADDITIONAL INSURED'**

**PAPERWORK MUST BE RETURNED TO THE MARINA OR SCANNED TO MY EMAIL**

**MAILING ADDRESS: 83 SEAGULL ROAD CHATHAM MA, 02663**

**OR**

**[harrisonkahn@outermostharbor.com](mailto:harrisonkahn@outermostharbor.com)**

**PLEASE DO NOT FORGET TO REMOVE ALL PERSONAL ITEMS ON YOUR BOAT  
BEFORE WINTERIZATION!**

**PLEASE DO NOT HESITATE TO CALL ME WITH ANY QUESTIONS YOU MAY HAVE!**

**HARRISON**

**508-945-2030**



## ***Special Suggestions***

### *Recommendation #1*

- *We are recommending you replace your VST filters this fall. We had a large number of fuel and filter issues this year... With the filter changes recommended it should eliminate most of those problems. Regularly changing your filter can improve the life of your engine. This is a procedure we recommend every three years. If you want this service please check the box on the fall service request.*

### *Recommendation #2*

- *Get your boat looking show room new! Have us compound wax your upper hull to give it that new boat luster. The results will be beyond your expectations! Check the box on the fall service request.*
- *Let us know if there is any special work you would like done to your boat this winter or if you need to update your electronics. Don't forget to check the box on the fall service request, and describe to us the desired work, and we will call you with an estimate.*



2016/2017  
Fall Service / Storage Request

Last Planned Day of Boat Use: \_\_\_\_\_

2017 Spring Launch Date: \_\_\_\_\_

(Please complete Spring Service Request Form to save launch date)

**Haul boat**

Pick up from mooring or location other than OHM: \_\_\_\_\_

Haul by OHM staff on premises

Haul to alternate storage site, please specify: \_\_\_\_\_

**GOLD PACKAGE (The Ultimate-Hand us the keys and we do the rest)**

-Bottom Paint

-Topside Wax: Wax smooth surfaces, interior (excluding cabin) and topside, wax rails and chrome

Clean Aluminum fitting, T-tops

-Plus all Silver Package Services

**SILVER PACKAGE (We winterize and put your boat away clean. Bottom paint, topside wax, extra detailing, a la carte)**

-Pressure Wash Bottom/ Acid Wash Waterline/Hull

-\*\*Any gear left on the boat for the winter will be cleaned at prevailing labor rate to reduce mold growth through the winter season\*\*

-Clean Boat: Remove, wash, inventory gear left on boat, send copy of inventory to customer, and store gear on boat

-Wash exterior hull and motor

-Wash interior including topsides, wells, and compartments

-Winterize Boat Systems:-Head service/ winterize fresh water systems

-Shrink Wrap Boat

-Estimate on repairing any nicks in gel cote

-Storage:

Winter Boat Storage

Store Electronics

Store Batteries

-Plus all Bronze Package Services

**BRONZE PACKAGE: (We winterize the engine only- the rest is a la carte)**

**Engine Service Only:**

-Winterize outboard engines: includes flush, fogging oil, grease (Four Strokes engines receive oil and filter change)

-Winterize inboard or I/O

- Check prop for damage and provide an estimate on reconditioning prop as needed

**\*\*All Service packages may be modified to suit your needs\*\***

**\*\*Estimates can be made upon request\*\***

**\*\* Please note: For any boats on trailers being bottom painted there is an Off-load charge of \$50 to off load and then load the boat back onto the trailer\*\***

**Owner Authorization for work order:**

I authorize and agree to pay for all labor and materials required to perform the above-described work that I have selected.

I have read and understand the Storage License Agreement if storing with OHM. I will provide the required insurance certificate.

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

Owner Name (Printed) \_\_\_\_\_ Tel # \_\_\_\_\_



**2017 SPRING SERVICE REQUEST:**

**Date Needed By:**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> April 8 <sup>th</sup> | <input type="checkbox"/> April 15 <sup>th</sup> | <input type="checkbox"/> April 22 <sup>rd</sup> | <input type="checkbox"/> April 29 <sup>th</sup> |
| <input type="checkbox"/> May 6 <sup>th</sup>   | <input type="checkbox"/> May 13 <sup>th</sup>   | <input type="checkbox"/> May 20 <sup>st</sup>   | <input type="checkbox"/> May 27 <sup>th</sup>   |
| <input type="checkbox"/> June 3 <sup>th</sup>  | <input type="checkbox"/> June 10 <sup>th</sup>  | <input type="checkbox"/> June 17 <sup>th</sup>  | <input type="checkbox"/> June 24 <sup>th</sup>  |

Other: \_\_\_\_\_

**GOLD PACKAGE – (The Ultimate-We do it all, you turn the key and drive away with your boat looking its best)**

- Launch boat on site                       Off site location \_\_\_\_\_

**UNCOVER SHRINK WRAP**

Uncover/recycle shrink wrap removed from boat

**BOTTOM PAINT**

Recoat with Pettit Hydrocoat Ablative Paint (this is the preferred paint - no build-up, helps maintain boat speed), includes paint and all material \* Extra sanding/scraping is extra at time plus materials

**WAX HULL**

Wax hull sides and motor, rails and chrome

**SPRING CLEANING**

Spring cleaning is at no charge if OHM has previously cleaned your boat in the fall

**PLUS ALL SILVER PACKAGE SERVICES...**

**SILVER PACKAGE- (We'll make sure it runs and everything works- No Painting or Detailing)**

- Launch boat on site                       Off site location \_\_\_\_\_

**COMMISSION BOAT SYSTEMS:**

Check boat systems may include: Gauges, steering, pumps, hoses, thru hulls, lights, horn, wipers, controls, plugs, install electronics if necessary, flush and fill fresh water systems if boat has one, install canvas and drop curtains if stored on the boat, check registration numbers, letters replace if missing, check essential safety equipment.

**PLUS ALL BRONZE PACKAGE SERVICES...**

**BRONZE PACKAGE: (We'll just make sure the engine runs...all other services are a la carte)**

**SPRING ENGINE MAINTENANCE:**

Inspect, clean, adjust or replace: Fuel filter Fuel system Throttle link Idle speed Spark plugs Power tilt & trim Wiring connections Charge/reinstall battery(s) External anode Grease points, Top cowling latch Motor exterior Exhaust or water passage leakage Thermostat Pressure relief valve Timing belt Oil pump Check fluid levels Install propeller, sand and paint lower unit, Water Test, Top off Gas

**Trailer Commission (Available with All Service Packages)**

Lights, bearings, rollers, bunks, winch, winch cable, brakes, tires

**VST Filters replaced**

**Compound your boat**

**Special work** \_\_\_\_\_

*\*\*All Service packages may be modified to suit your needs\*\**

*\*\*Estimates can be made upon request\*\**

**Owner Authorization for work order:**

I authorize and agree to pay for all labor and materials required to perform the above-described work that I have selected.

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

Owner Name (Printed) \_\_\_\_\_ Phone#: \_\_\_\_\_

Boat Make/Model: \_\_\_\_\_ Boat Name: \_\_\_\_\_





## 2017 VIP Slip Program Offerings

Once again we are at **100% occupancy** for slips this coming year with a lengthy waitlist.

*Please send in your reservations as soon as possible.*

**Your Choice of Extended Payment Terms or Early Payment Discount!**

**This year's Value Inclusive Plan package for your boat includes:**

- ✓ **Slip Rental** (May 1-October 31)  
*PLUS*
- ✓ **FREE Fall Haul-Out and Delivery** (to any Chatham location)
  - \$10.00/ft. min. value
- ✓ **FREE Winter Storage at OHM** (November 1-April 30)
  - \$3.75/Sq.Ft. value
- ✓ **FREE Spring Pick-Up and Launching** (from any Chatham location)
  - \$10.00/ft. min. value

While this total package would cost up to \$350 per foot at most Cape Cod marinas... at OHM you pay only:

- **\$280 per foot LOA for boats 24' or less and \$299 for 24' and above**

### **Payment Options:**

- 1) **3% Discount for Payment\* in Full by November 1, 2016**

\*Payable by check only

**OR**

- 2) **2% Discount for Payment\* in Full by December 1, 2016**

\*Payable by check only

**OR**

- 3) **Four Equal Payments\***

\*Payable by check only

25% due November 1, 2016

25% due December 1, 2016

25% due January 1, 2017

25% due February, 1, 2017

Please note that all rental charge calculations are based on Length Over All (LOA) of your boat. LOA is the length of the boat plus all appendages (bow pulpit, platforms, brackets and outboard motors...generally at 2 feet each). We will be working hard to assign each customer a slip which most comfortably accommodates the LOA and width of their boats. **Late payments are subject to interest, penalties and/or slip forfeiture.**

Thank you for your continued patronage. We sincerely appreciate your business!



### Pre-Season Payment Plans

Included in this packet you will find your invoice for your Slip Reservations, Fall Service Slip form, Storage License Agreement, Marina Rules and Regulations, Rate Schedule and Spring Launching forms. Please complete and return all paperwork as soon as possible! The sooner we receive your paperwork the sooner we can place you on our calendar.

Our pre-season payment plan is the same, please note that all payments require a check **only**.

We have continued with our payment plan which is as follows;

- Full payment by November 1<sup>st</sup>
- Full payment by December 1<sup>st</sup>
- Or the four payment program  
this year is as follows, four equal payments

As you may know we are at 100% occupancy now with our present slips so please send in your signed reservation forms as soon as possible

We really appreciate all of your recommendations in the past and would like to reward you further with a credit to your account for your suggestions. We would like to hear from you about how we can make your experience at the Marina better!

**\*\*\*\* Again for the referral credits to your account, please call our office or send an email, with the names of your referral customers, so that we may register them\*\*\*\***

For any questions you may have...

Please contact Harrison Kahn at 508-945-2030 or email: [harrisonkahn@outermostharbor.com](mailto:harrisonkahn@outermostharbor.com)

Once again, thank you for a wonderful season at Outermost Harbor.

The entire OHM crew will look forward to seeing you next summer.

Have a safe, happy and healthy winter.

Sincerely,  
The Kahn's  
Devin, Harrison & Farrell  
83 Seagull Rd, Chatham, MA 02633  
Phone: 508-945-2030  
Fax: 508-945-2056  
outermostharbor.com





## 2016 / 2017 RATE SCHEDULE

### SERVICE

#### HAULING/LAUNCHING (On Site)

<b>Haul</b>	\$10.00/ft.
<b>Launch</b>	\$10.00/ft.
<b>Load/Unload</b>	\$100.00

^(from customer's trailer)

#### TRANSPORTATION (Off Site)

From/To Offsite Location (door to door)  
Includes driver, truck or boat, trailer, mileage,  
1 hour minimum, plus ramp fee if applicable.

<b>Land</b>	\$200.00/hr.
<b>Mooring</b>	\$200.00/hr.
<b>Towing</b>	\$200.00/hr.
<b>Extra Person</b>	\$115.00/hr.
<b>Stand Rental</b>	\$25.00/ea.
<b>Delivery/Pick up of boat off site (In Town)</b>	
<b>On customer's trailer</b>	\$125.00

#### BOAT INTEGRITY

##### Pressure Wash & Acid Wash Waterline

All sizes	\$8.00/ft.
Bottom Only Acid Wash	\$7.00/ft.

##### Bottom Painting\*Recoat w/ Copper Free Ablative

Up to 27 ft	\$20.50/ft.
28 ft & up	\$21.50/ft.

##### New Boat Bottom Painting

All Sizes	\$40.00/ft.
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\*Includes paint and all materials. Extra sanding scraping at time plus materials

\*Loan/Unload (from Customer's trailer) will be an additional \$75.00

##### Cleaning (Not including cabin)

\*Gear removal/washing additional

Up to 27'	\$8.50/ft.
28' and up	\$9.50/ft.

Gear/Cabins	Time + Materials
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##### Topside Wax (Includes Materials)

Up to 27'	\$12.00/ft.
28' and up	\$14.00/ft.

##### Wax Hull (Add \$5/ft. for compounding or bottom)

Up to 27'	\$12.00/ft.
28' and up	\$14.00/ft.

##### Shrink Wrap (Parts and Materials Extra)

Up to 24'	\$20.00/ft.
24'-28'	\$22.00/ft.
28'-37'	\$26.00/ft.
Tower, Fly Br., Pil. Hse.	Quote
Uncover/Recycle	\$3.50/ft. LOA

### BOAT INTEGRITY CONT.

#### MOORING SERVICE

<b>Winterization</b>	\$175.00
Remove, clean and store ball and pennant. Install Winter Spar. Replacement parts/repairs extra.	

<b>Spring Commissioning</b>	\$200.00
Remove spar. Paint and reinstall ball and pennant. Replacement parts/repairs extra.	

**Inspection/Hauling** Quote

(Required every 2 yrs. By regulation)

<b>Electrical Charge per Season</b>	\$150.00
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#### LABOR

½ Hour minimum	\$115.00/hr.
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#### ENGINE REPAIRS/MAINTENANCE

##### SPRING COMMISSIONING

<b>Commission Engine</b>	Time + Materials
Tune engine, check all systems, test run boat on water.	

##### WINTERIZATION

##### Outboard Motors (Plus Parts-varies by year & horsepower)

15hp & under	\$144.90
40hp & under	\$189.40
70hp & under	\$200.10
140hp & under	\$215.05
150hp & over	\$274.85

\*Price includes fog, flush, prop removal. Prop reconditioning extra if needed.

\*Add ½ hr. labor + materials for 4 stroke oil change

<b>Inboards and I/Os</b>	Time + Materials
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<b>All other services</b>	Time + Materials
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##### STORAGE (per season)

<b>Battery (incl. Main/Charge)</b>	\$35.00 ea.
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<b>Electronics</b>	\$30.00 ea.
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##### Off site (boats, etc.)

Summer	\$2.50/sq. ft.
Winter	\$4.15/sq. ft.
Summer Trailers	\$275.00

<b>Yard Layover per day</b>	\$1.00/ft. LOA*
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\*waived for each day OHM works on boat

<b>Slips up to 24'</b>	<b>\$270/ft.</b>
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<b>Slips 24' and up</b>	<b>\$280/ft.</b>
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<b>Racks</b>	<b>\$200/ft.</b>
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<b>Mooring</b>	<b>\$50/ft. W/O Valet</b>
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<b>Shore Side Mooring Service</b>	<b>\$80/ft. With Valet</b>
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This is a partial listing emphasizing the most popular services offered.

More detailed estimates are available upon request; Estimates of work not performed by OHM at time + materials.

Payment is always due upon completion of work. Rentals are payable in advance. All rates subject to change without notice.



## 2017 DOCKAGE / STORAGE LICENSE AGREEMENT & MARINA RULES AND REGULATIONS

### LICENSE AGREEMENT

The term "Owner" shall include any person(s) firm or corporation owning a vessel, heirs, personal representatives and guests. Outermost Harbor Marine, LLC shall be referred to as "OHM".

1. **TIME PERIOD.** Summer dockage / storage period runs from May 1, 2016 – October 31, 2016. Winter storage period runs from November 1, 2016 – April 30, 2017. There will be no refunds for dockage/storage periods shorter than those stated above. Daily storage rates may apply to vessels stored beyond these dates. OHM may terminate this agreement for any reason upon written notice to the Owner. This agreement may be assigned by OHM to successor operating entities but it is not assignable by the Owner.
2. **REFUNDS.** If you cancel this agreement by the dates below, you will receive a refund as indicated less a \$100 processing fee. Before January 31<sup>st</sup>- 100%, February 1- February 28<sup>th</sup> 75%, March 1<sup>st</sup>-March 31<sup>st</sup> 50%, April 1<sup>st</sup>- April 30<sup>th</sup> 25%, May 1<sup>st</sup> or later- no refund
3. **DOCKAGE / STORAGE SPACE.** OHM reserves the right, at its sole discretion, to reassign, move or transfer the vessel from slip to slip. Every effort shall be made to assign Owner the space of his or her choice; however the rights of the other Owners, size of vessel and OHM's business judgment shall also be relevant factors in the assignment of space. OHM may refuse to rent space to any person for any reason. Rental of space for any given year does not guarantee availability of space for subsequent years. Space is not to be used by any other Owner or any other vessel other than the one specified in this agreement.
4. **PAYMENT.** Payments for all dockage/storage are due in advance. Payments for service are due upon completion of work. Unpaid balances will be assessed finance charges at the rate of 1.5% per month.
5. **NON-PAYMENT.** Owner hereby grants to OHM a lien on the vessel (including, but not limited to, state and federal statutory maritime liens and the Mass. Uniform Commercial Code, MGL Ch. 106; Section 9 without limitation) to secure any and all services and materials supplied by OHM during the term of agreement. Owner shall not remove vessel or equipment from the rented space until all charges have been paid in full. Vessel/motor shall not be released from OHM property until full payment for services is made and at the discretion of management.
6. **COMPLIANCE WITH APPLICABLE LAWS.** The vessel Owner and authorized user shall comply with all applicable laws, ordinances, rules and regulations of authority in the use and operation of the vessel in the vicinity of OHM. The vessel Owner specifically warrants that they and their vessel will comply in all respects with the Federal Water Pollution Acts with regard to the prohibition of the discharge oil, oily water and sewage. The vessel shall be equipped with all required safety and life saving devices required by law. *VESSEL OWNERS ARE RESPONSIBLE FOR OBTAINING AND DISPLAYING REQUIRED VESSEL PERMIT FROM THE CHATHAM HARBORMASTER'S DEPARTMENT, TELEPHONE 508-945-5185.*
7. **INSURANCE.** OHM is not responsible for, and vessel Owner agrees to hold OHM harmless against, loss due to theft, weather, accident, fire or any other cause except gross negligence, willful wrongdoing or recklessness on the part of OHM. All vessels berthed or stored in OHM or storage area will have and maintain in effect an "all risk" insurance policy, including hull insurance, in an amount at least equal to the value of the vessel and its contents, along with protection and indemnity insurance with limits of at least \$300,000 per incident for other damages. **Policies must have lay-up periods of no longer than December 1 – April 1. OHM is to be listed as Additional Insured and furnished a copy of Certificate of Insurance with coverage on both hull and liability.**
8. OHM requests you remove all of your personal belongings when storing your boat.  
**You may leave the following: Fenders, Safety Equipment, Lines, Cushions. Please remove all other items.**
9. **INDEMNIFICATION.** Owner accepts any and all risk of loss, damage and injury associated with the use of OHM facilities. Owner shall defend, hold harmless and indemnify OHM from and against all liability, loss claims, damages, costs, attorneys' fees and expenses of whatever kind and nature resulting from the storage, repair or maintenance of their vessel by OHM.
10. **RULES & REGULATIONS.** The Marina Rules & Regulations are made part of this License Agreement by reference. The Owner hereby acknowledges that he/she has read and fully understands this License Agreement and the Marina Rules and Regulations:
11. **ACCESS TO AND RELEASE OF VESSELS.** No persons other than OHM employees will be allowed on any vessel without the Owner's express permission. Due to safety and insurance regulations only OHM employees may work on or around any vessel while in Storage on land on OHM property. No vessel will be released from Dockage or Storage without the Owner's authorization. At least one week's notice is required for removal of any vessel from Storage. Owners will be charged any extra moving required to remove vessel out of sequence.
12. **ALCOHOLIC BEVERAGES.** Open containers are not allowed on OHM shore side property or docks at any time.



13. **AUTOMOBILE PARKING.** OHM provides parking for vessel Owners and is limited to two cars per vessel, no trailers. Parking permits must be displayed on rearview mirrors. Only those areas marked or designated by OHM staff for parking shall be used. No parking in the area of the utility pole outlined in yellow. The Owner/operator of the vehicle assumes all risks associated with parking at OHM. If the Owner/operator of a vehicle requests or requires that their vehicle be moved by OHM staff, this will be done at the sole risk of the Owner/operator. Furthermore, the Owner/operator agrees to extend all vehicle insurance coverage to OHM staff during such an event. Automobiles parked in violation of the rules may be moved at the Owner's expense and risk.
14. **BILGE PUMPS.** Automatic bilge pumps are mandatory for slip and mooring renters.
15. **COMMERCIAL USE OF VESSELS.** Vessels operating for commercial use shall be assigned to slips only as available. Under no circumstance shall commercial activities be conducted by vessels occupying moorings or rack storage. Loading or unloading of passengers, gear, or fish by commercial vessels is prohibited at the gas dock or other common areas. All loading or unloading must take place from the vessel's assigned slip. Exceptions will be made at the vessel captain's request to OHM for special situations i.e. passengers with limited mobility.
16. **COMMERCIAL VESSELS SPECIAL CONDITIONS.** Any vessel conducting commercial business must sign an indemnification agreement as well as carry additional insurance for their activities before engaging in such activities.
17. **DISORDERLY CONDUCT.** Any willful violation of these rules and regulations, obnoxious or disorderly conduct by an Owner or guest that constitutes a breach of the peace, or might cause bodily injury, damage to property, or demean the reputation of OHM shall constitute grounds for removal from OHM and immediate revocation of License Agreement.
18. **DOCK HOUSEKEEPING.** The dock walkways shall be kept clear of all vessel Owner's supplies, materials, accessories and debris. No vessel pulpits, anchor brackets, or other vessel structures shall overhang or obstruct the walkways.
19. **DOCK USE.** Only assigned docks or berths shall be occupied. Unless otherwise accepted by OHM, all vessels shall be used for pleasure purposes. No commercial or business use shall be made of the docks or berths without expressed consent of OHM. Dock space specified for "OHM Use Only" must be kept open for OHM operations.
20. **DUPLICATE KEYS.** Owner shall deliver to OHM duplicates of all keys required to access and operate his/her vessel. OHM shall enter vessel only for periodic inspection, requested repairs or in the event of emergency.
21. **EXCHANGE OR SUB-LEASING OF BERTHS.** No swapping, exchange, subdivision or sub-leasing of berths shall be made except by OHM.
22. **FIRE PREVENTION.** Marinas are exposed to the potential of fire and therefore it is the obligation of all marina users to use their best efforts to prevent the occurrence of fire. No open fires are allowed on vessels or docks within OHM. Refueling of vessels from the docks or other vessels is prohibited, (i.e. "jerry jugs") except as authorized at the fuel dock. The fuel dock is a no smoking area. Posted fuel dock rules will be followed when at or near the fuel dock. No blowtorches or other open flame devices shall be used for paint removal or other vessel repair use.
23. **FISH CLEANING.** Fish cleaning is prohibited in OHM or its channel.
24. **GARBAGE AND TRASH.** No garbage, trash or other debris shall be thrown, placed or discharged into OHM waters. All such waste materials shall be placed in appropriate marked containers provided by OHM on shore.
25. **GUESTS.** Owners are responsible for, and will be held accountable for, their guests' compliance with Rules & Regulations at all times.
26. **MOORING AND RACK STORAGE.** Mooring/ Rack Storage Owners requiring temporary tie-up are to use rack staging dock only and may not use other Owner slips, the gas dock, or space designated for OHM use only. Rack storage Owners may be assessed haul/launch charges for more than one launching per day. Mooring Owners' vessels left on docks during business hours will be removed to their mooring at the Owner's expense.
27. **NOISE.** OHM is a recreational facility with many people in close proximity. Noise shall be kept to a minimum at all times.
28. **OPERATION OF THE VESSEL.** Vessel Owners or their authorized representatives are responsible for the operation of the vessel in OHM area. The vessel shall be operated with due care and diligence to prevent injury to any person, damage to other vessels and/or OHM facilities. The vessel shall be operated in a safe and seaman like manner and in compliance with all applicable Rules of the Road and local ordinances. The vessel Owner shall be held liable for any damage or personal injury resulting from the operation or use of the vessel. Please inform the management if permission has been granted for the vessel to be used by a person other than the Owner.
29. **OUTSIDE CONTRACTORS AND VENDORS.** Only outside contractors providing service not available from OHM will be considered. All outside contractors and vendors must obtain permission to work on any vessel in OHM. Any contractor or vendor granted permission to work in OHM must check in and out with OHM office for each day at OHM. Evidence of adequate insurance must be provided prior to the performance of any work.
30. **PETS.** Pets must be leashed and under the direct control of their masters at all times. Pets shall not be allowed to relieve themselves on the docks or other OHM property. If pets cause a disturbance to other Owners they shall be required to be removed from OHM. Pets are not allowed inside any of the buildings at the marina.



- 31. **RACK STORAGE.** OHM shall not be responsible for damage to thru hull fittings or transducers of any kind, which are mounted below the waterline. Please keep lines and fenders readily available so OHM staff may properly secure your vessel in different locations as necessary. Please leave outboard motors or outdrives in the DOWN Position when leaving your vessel.
- 32. **RAMP USE.** Launching ramp is maintained for OHM hauling and launching operations only. *OWNER USE OF RAMP IS NOT PERMITTED.*
- 33. **SAFETY OF CHILDREN AND GUESTS.** Young children and non-swimmers shall be encouraged to wear personal flotation devices on vessels and in and around the docks. A responsible adult must accompany children at all times. No running on the docks, horseplay, swimming or fishing is permitted in OHM. No one is allowed in vessel launching areas at any time.
- 34. **SALE OF VESSEL.** Should you decide to sell your vessel, OHM will be glad to assist by providing Brokerage Services. No outside brokers are allowed on OHM property. Owner may not post signs on vessel. If you sell your vessel on your own while it is maintained on OHM property a marketing fee equal to 3% of the gross sale price will be due to OHM prior to its removal. Sale to an immediate family is exempt. License Agreements are terminated without refund of pre-paid fees upon transfer of Ownership of any vessel.
- 35. **SANITARY FACILITIES.** OHM prohibits the overboard discharge of vessel sewage wastes. Shore side sanitary facilities are also provided for the convenience of marina users. Although OHM will provide cleaning services for the upland toilet facilities, every user is responsible for maintaining the cleanliness of the facility.
- 36. **SOLICITING.** Soliciting or advertising is not permitted in OHM.
- 37. **UNOCCUPIED BERTHS.** The vessel Owner shall notify OHM manager of any planned departure from OHM, which is in excess of 24 hours. OHM reserves the right to sub-lease unoccupied berths. OHM will endeavor to have the berth open for the vessel Owner's return if timely notification of return is made.
- 38. **VESSEL CONDITION.** All vessels shall be maintained in good, safe and seaworthy condition and shall not be allowed to become unsightly or be reduced to a dilapidated condition. Trash shall not be stored on deck nor shall laundry be hung from the vessel at any time.
- 39. **VESSEL IDENTIFICATION.** All vessels and trailers berthed or stored in OHM must be properly registered or documented as required by law. Registration numbers or name and hailing port, as applicable shall be prominently displayed according to the regulations of the issuing agency. OHM reserves the right to request a copy of the registration document to maintain on file in OHM office.
- 40. **VESSEL TIE-UP.** All vessels shall be properly secured to the docks with bow, stern and spring lines as necessary to provide a safe and secure connection to the dock. Lines shall be of a size suitable for the vessel and lines shall be maintained in good condition. If, in the opinion of OHM, a vessel is improperly secured, OHM may, at its discretion and without liability, refasten the vessel and charge for this service. Marina personnel will, without charge, be available to advise on the proper method of vessel tie-up.
- 41. **VESSELS IN STORAGE.** No tarps to cover vessels are allowed in storage areas. Shrink wrap or custom vessel covers are allowed.
- 42. **VIOLATION OF POLICIES.** If Owner violates any of the terms and conditions contained in these policies or those posted on OHM property, OHM shall have the option of terminating License Agreement upon ten (10)

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

Owner Name(Print): \_\_\_\_\_ Vessel: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel.: \_\_\_\_\_





**PERSONAL INFORMATION:**

NAME: \_\_\_\_\_

LOCAL (CAPE) ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE #: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_

LOCAL PHONE #: \_\_\_\_\_

MOBILE PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BOAT KEY #: \_\_\_\_\_

BOAT NAME: \_\_\_\_\_

INSURANCE CARRIER: \_\_\_\_\_

INSURANCE POLICY #: \_\_\_\_\_

INSURANCE PHONE #: \_\_\_\_\_

**EXCEPTIONS/ADDITIONAL NOTES/COMMENTS:**

**\*\*Your personal information will be kept confidential at all times\*\***



## **Boat pointers**

***Be Kind to your engine in the fall...*** and it will be kind to you in the spring. Today's high tech engines have different winterizing procedures. Common to all engines is the need to prevent both internal and external corrosion during the long winter layover. All lubricants must be refreshed meticulously according to the manufacturers' specifications for that motor. The use of high quality lubricants is critical. You can trust Outermost to use the best products in the prescribed manor.

***Fuel System...*** poses one of the biggest threats to your motor if not treated properly prior to winterization. Condensation in your fuel tank(s) is the biggest risk. The more air in the tank the more condensation. Therefore all fuel and oil tanks will be topped-off prior to storage. Fuel degradation is also a threat, Outermost technicians add the proper manufactured- specified stabilizing and drying additives to your tank(s).

***Steering and General Lubrication...*** every grease fitting on the boat and motor will be lubricated with marine- grade grease. Steering rods are removed for cleaning and inspection as indicated. Propellers will be removed and inspected, this allows thorough driveshaft lubrication and inspection. If there is any damage to your prop, it will be sent out to a machine for further inspection and reconditioning over the winter. A damaged or out of balance prop on your boat hurts performance and can damage drivetrains, leading to very costly repairs.

***Fresh Water and Sanitation Lines...*** will be emptied, flushed, and filled with non-toxic antifreeze as needed. This treatment will help assure a clean and properly functioning system next spring. **Remember, you can save money by emptying the head yourself. Please ask us about our new self-serve pump-out facility**

***Electronic Equipment...*** once again, condensation and extreme temperatures are the biggest threat to your electronic equipment. Batteries and electronic devices are removed from your boat whenever possible and are stored in climate control conditions.

***There's No Such Thing as TOO Much Cleaning...*** the cleaner the boat is put away, the less corrosion and mildew will occur. The bottom will be pressure washed and the hull will be acid washed as needed to ensure optimum appearance for the spring. Interior cleaning, drying and waxing must be accomplished to minimize mildew growth over the winter. Mildew control bags will be added to your boat prior to covering. The best gear to store on your boat is **NO** gear. Please remove all gear from your boat and clean and dry prior to storing at home. If you are unable to remove your gear, we will remove, clean, dry and re- store on your boat with the hatches opened for optimum ventilation and minimal mildew.

***Cover it Well...*** a poorly fitting cover or tarpaulin is worse than no cover at all. A loose, sagging or blowing cover can damage your boat and your neighbors. Unless you have a custom cover, we will shrink-wrap your boat for ultimate protection. (We recycle the plastic in the spring)

***Make a list...*** of the things that would make the season more enjoyable on your boat. Accessories, repairs, new electronics, even that new four stroke you've been dreaming about... The winter is the most economical time to have upgrades made to your boat.

Our sincere thanks go out to you from us for another great summer at Outermost Harbor. Please return the enclosed Fall Work Order Request. Thank you.