

2020 SPRING COMMISSION / LAUNCH REQUEST



OWNER'S NAME: _____

DAYTIME #: _____ EMAIL: _____

BOAT NAME: _____

BOAT MAKE/MODEL: _____ REG/DOC #: _____

YEAR: _____ POWER SAIL LOA: _____

REQUIRED FOR LAUNCH
TO CHECK FOR BILGE LEAKS UPON LAUNCH & TO RUN ENGINES FOR ANY MECHANICAL SERVICES

KEY LOCATION: _____ LOCK COMBO: _____

IF YOUR ACCOUNT IS PAST DUE, WE WILL NOT SERVICE OR LAUNCH YOUR BOAT UNTIL THE ACCOUNT IS CURRENT
A COPY OF YOUR CURRENT INSURANCE DECLARATION PAGE & REGISTRATION MUST BE SUBMITTED WITH THE CONTRACT

TO AVOID DELAYS OR ADDITIONAL CHARGES PRIOR TO LAUNCH:

- 1 Lines, Fenders, Shore power cords, and Hull Plugs must be ONBOARD and ACCESSIBLE
- 2 Batteries installed, charged and all bilge pumps must be WORKING
- 3 KEY or COMBINATION must be left with the office (we check for bilge leaks upon launching)
- 4 All outstanding yard & service charges must be PAID IN FULL
- 5 Supply a Copy of your Current INSURANCE & REGISTRATION to the office

REQUESTED WEEK SHOULD COINCIDE WITH LAUNCH DATE ON WINTER STORAGE CONTRACT TO AVOID A **"RELOCATION CHARGE"**

PLEASE CHOOSE FROM ONE OF THE HIGHLIGHTED MONDAY DATES BELOW

LAUNCH WEEK	APRIL 2020							MAY 2020							JUNE 2020						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	29	30	31	1	2	3	4	26	27	28	29	30	1	2	31	1	2	3	4	5	6
	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
	26	27	28	29	30	1	2	NO LIFT OPERATION AVAILABLE							28	29	30	1	2	3	4
3	4	5	6	7	8	9	31	1	2	3	4	5	6	5	6	7	8	9	10	11	

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2020 SPRING LAUNCH & COMMISSION CHECKLIST

SHRINK WRAP REMOVAL

ALL SHRINKWRAP MUST BE RECYCLED – YARD WILL PROVIDE CONTAINER FOR MATERIAL DISPOSALS

Customers Whose Shrink Wrap Is Not Disposed Of According To Chester Point Marina Guidelines Set Forth By The CT DEEP Will Be Charged For A Proper Recycling.

- 2925** – Remove Shrink Wrap & Framing (All Shrink Wrap Must Be Placed In Shrink Wrap Dumpster) \$75 /hr + Material
- 7412** – Install Vessel Canvas or Enclosure \$75 /hr + Material

CLEANING & WAXING

- 4400** – Hull Basic Cleaner Wax
 - Boats under 28' \$14 /ft + Material
 - Boats 28'- 34' \$16 /ft + Material
 - Boats over 34' \$17 /ft + Material
- 4401** – Compound & Wax Hull \$65 /hr + Material
- 4410** – Wax Cabin & Superstructures \$65 /hr + Material
- 4411** – Compound & Wax Superstructures \$65 /hr + Material
- 2100** – Wash & Clean Boat after Launching \$55 /hr + Material

BOTTOM PAINTING & PREP/VARNISH

PAINT TYPE & COLOR REQUESTED: _____

- 4000** – Light Sand & Paint Bottom - 1 Coat
 - Boats Under 28' \$14.50 /ft + Material
 - Boats 28'-34' \$16.50 /ft + Material
 - Boats over 34' \$17.50 /ft.+ Material
- 4002** – Each Additional Coat of Barrier / Bottom Paint \$7 /ft + Material
- 4710** – Waterline Paint Job – Paint Top 2 Feet of Bottom at the Waterline, Intake Thru Hulls & Scoops \$7 /ft + Material
- 4011** – Hand Scraping or Heavy Sanding/Vacuum Machine Sanding \$95 /hr + Material
- 1510** – Remove & Replace External Zincs/Anodes Time + Material
- 4005** – Exterior Hull Strainers (Remove, Clean Intake, Paint & Reinstall) Time + Material
- 4251** – Varnish Bright Work or Oil Teak *Call for Estimate* Time + Material

MAST STEPPING & RIGGING

- Labor (unless otherwise noted) \$95 /hr
- 3700** – Step Mast Basic (Includes Light Wash & Wiring Check) Crane Fee @ \$175 + Time + Material
- 3360** – Wash & Wax Mast \$55 /hr + Material
- 3470** – Dockside Tune...(Full Rig + Time Set Boom, Tune Rig, Connect Wiring + Test, Etc.) \$95 /hr + Material
- 3740** – Install Sails \$95 /hr + Material
- 3021** – Install Outriggers \$95 /hr + Material
- 3022** – Clean & Wax Outriggers \$55 /hr + Material

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2020 SPRING LAUNCH & COMMISSION CHECKLIST

CONTINUED

FULL COMMISSION SERVICE INCLUDES ENGINE WORK LISTED BELOW

- COMMISSION COMPLETE** – Commission as Required Including Engine, Generator, All Systems, and Sea Trial See Pricing Below
All Repairs, Major and Minor, Performed as Required.

..... IF SELECTING FULL COMMISSION SERVICE, PROCEED TO PAGE 4

COMMISSION ENGINE(S)

ENGINE & HATCH KEYS/COMBO ARE REQUIRED FOR ENGINE COMMISSION

ALL WORK ON DIESEL & GASOLINE ENGINES INCLUDES:

- Check fluid levels and top off as required.
- Start and run engine, check for satisfactory flow of cooling water.
- Check that no leakage of fuel, oil, water or exhaust gases occurs.
- Visually check all gauges for proper indication.
- Check for engine fluid leaks.
- Check hoses and clamps.
- Check belts.
- Verify normal shifting and throttle response and that all cables and controls operate correctly.
- Clean sea water strainer(s) if equipped.

All minor repairs will be done automatically; major repairs will be cleared with the owner before starting.

DIESEL ENGINES

- 6404** – 1-5 Cylinders \$135 per Engine
- 6406** – 6-8 Cylinders \$185 per Engine
- 6405** – Twin \$230
- 6407** – Twin \$315

GASOLINE ENGINES

- 6400** – 1-5 Cylinders \$170 per Engine
- 6402** – 6-8 Cylinders \$185 per Engine
- 6401** – Twin \$305
- 6403** – Twin \$330

COMMISSION SYSTEMS & OTHER SERVICES

- 6200** – Commission Shaft Seals. Inspect & “Burp” As Needed \$30 per Assembly
- 1404** – Ignition Tune Up (Gasoline Engines, Includes Commission Engine Above) Time & Materials per Engine
- 6500** – Commission Outboard(s) & Reinstall Time & Materials per Engine
- 6580** – Commission Generator (Includes All Applicable Work Listed Under Commission Engine) \$115 FLAT RATE
- 1610** – Sea Trial \$100 FLAT RATE
- 6524** – Install Batteries (Check Electrolyte, Clean Terminals) . . . # of Batteries _____ \$45 / (G24/27/31) + Material
- 6526** – Install Batteries (Check Electrolyte, Clean Terminals) . . . # of Batteries _____ \$70 / (4D,8D) + Material
- 6480** – Commission Water System (Hook Up Bypassed Water Heater Included) Time + Material
- 6484** – Commission Ice-Maker Time + Material
- 6450** – Commission Heads (Check Operation For Leaks) Time + Material
- 6470** – Commission Holding Tank/Macerator Pump Time + Material
- 6440** – Commission Air Conditioning System (Start Up, Prime, Check For Leaks & Cooling) Time + Material
- 6507** – Systems Check (Running Lights, Horn, Blower, Trim Tabs, Bilge Pump(S) Repair As Necessary) Time + Material
- 1536** – Check & Lube Steering System \$185 FLAT RATE
- 6560** – Commission Sumps & Salt Water Wash Down Time + Material

MECHANICAL

PRICES ARE FOR LABOR ONLY @ \$100/hr (unless otherwise noted). Materials, sales tax, subcontract, freight, and a 1.5% environmental compliance charge are extra and will be applied accordingly. Prices are generally for boats under 35 feet LOA. Additional charges will be applied on a per item basis for your vessel. **We highly recommend having Chester Point Marina commission your boat in the spring. As the owner, if you want to commission your boat yourself any deficiencies found will be treated as new work and be scheduled as such, no matter the cause.**

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2020 SPRING LAUNCH & COMMISSION CHECKLIST

CONTINUED

OUTDRIVE

- 1497** – Comprehensive Outdrive Service *See separate Outdrive Maintenance sheet for details* \$400 + Material
- 1496** – Basic Outdrive Service *See separate Outdrive Maintenance sheet for details* \$250 + Material
- 1510** – Remove & Replace External Anodes/Zincs Time + Material
- 1498** – Reinstall Outdrive -Stored with Chester Point Marina, test shifting Time + Material
- 1485** – Clean & Paint Outdrive and Transom Assembly with Antifouling \$325 + Material

OUTBOARD

- 1486** – 2-Stroke Comprehensive Service *See the enclosed Outboard Maintenance explanation* \$450 + Material
- 1487** – 4-Stroke Comprehensive Service *See the enclosed Outboard Maintenance explanation* \$725.00 + Material
- 1484** – Clean & Paint Outboard Transom & Skeg with Antifouling \$165 + Material

TRAILER SERVICE

- 2320** – Inspection & lubrication pursuant to manufacturer's guidelines \$220 + Material
Includes frame, tires, lights, brakes, check wheels, & inspection of bearings. Grease bearings if possible. Estimates for repairs or additional maintenance available upon request. Reports to be provided with service.

ADDITIONAL REQUESTED SERVICE PERFORM ESTIMATE

I WILL BE PERFORMING ALL WORK ON MY BOAT & WILL INFORM THE CPM OFFICE WHEN MY BOAT IS READY TO LAUNCH

We ask that you please read the YARD RULES & CONDITIONS attached to this agreement, and that you understand them fully before signing. If you have any questions, please give us a call. Bills will be processed at the completion of the job. **INVOICES ARE DUE UPON RECEIPT.** A 1.5% service charge (18% annually) will be added to all balances 30 days past due. All legal and collection fees are the responsibility of the vessel owner.
ALL BILLS MUST BE PAID PRIOR TO LAUNCH.

OWNER'S SIGNATURE: _____ DATE: _____

*I have read the conditions stated herein and request that the work indicated above be performed.
I understand that service work is performed in sequence of receipt.*

OUTDRIVE & OUTBOARD MAINTENANCE

OUTDRIVE MAINTENANCE

The following is a compilation of services provided for outdrive maintenance. To sign up for service, please reference the attached Spring Commission Checklist or Winterization Checklist. The owner will be contacted if, during an inspection, anything is discovered to need repair. An estimate can be provided upon request. Prices are based on Mercury Mercruiser outdrives that have received annual routine service. Additional charges may apply based on outdrive condition, Volvo or OMC.

- **1497** – Remove And Store Outdrive & Perform Comprehensive Service \$400
(This Is A Highly Recommended Service)
 - Remove Drive & Inspect Transom Assembly, Lubricate Gimble Bearing, Universals And Shift Cables (If Required)
 - Inspect All Bellows And Hoses In Transom Assembly
 - Pressure Check Upper And Lower Gear Housing
 - Drain Gear Lube & Check For Impurities. Refill Drive
 - Remove Propeller, Grease Prop Shaft And Reinstall
 - Send Prop(s) For Reconditioning, If Necessary (Additional Charge)
 - Drain, Flush And Refill Remote Reservoir; Clean As Necessary
 - Service Transom Assembly And Check Engine Alignment
 - Store Drive Indoors During The Winter
 - Does Not Include Installation

- **1496** – Basic Outdrive Service (Outdrive Will Not Be Removed) \$250
This Service Will Not Allow The Technician To Check For Water Intrusion In The Drive Joint Or Shift Cable From A Failing Boot & Bellows, Nor Can He Lubricate The U-Joint And Drive Shaft
 - Clean Water Intakes As Necessary (Externally)
 - Drain Gear Lube, Inspect For Impurities
 - Remove And Replace Drain Plug And Vent Seals
 - Remove Prop, Clean And Lube Prop Shaft, Reinstall Prop
 - Refill Gear Case With Factory Gear Lube
 - Lubricate External Grease Fittings

- **1498** – Remove Or Install Outdrive Time + Material
- **1510** – Remove & Replace External Anodes/Zincs Time + Material
- **1485** – Clean & Paint Outdrive & Transom Assembly with Antifouling \$325 + Material

OUTBOARD MAINTENANCE

The following is a compilation of services provided for outboard maintenance. To sign up for service, please reference the attached Spring Commission Checklist or Winterization Checklist. The owner will be contacted if, during an inspection, anything is discovered to need repair. An estimate can be provided upon request. Prices are based on Yamaha and Mercury outboards that have received annual routine service. Specific maintenance requests not included in these services may be added for an additional charge. Supplementary charges may apply based on outboard condition. Consideration will be given for any outboards winterized by Chester Point Marina where services are repetitive.

- **1486** – 2-Stroke Comprehensive Service \$450

<ul style="list-style-type: none"> • Check Lanyard Stop Switch Operation • Fuel Filter Replacement (Primary And Engine) • Inspect Fuel System For Leaks Or Deterioration • Check Idle Speed And Adjust If Needed • Spark Plug Cleaning Or Replacement • Engine Oil Tank Level Sensor Inspection • Oil Pump Inspection • Inspect Wiring And Wiring Harness, Check Bonding Wires • Grease Points On Engine 	<ul style="list-style-type: none"> • Check Bolts And Nuts • Inspect Propeller And Remove/Grease. Reinstall • Inspect Exhaust And Water Hoses • Water Pump Inspection Or Replacement • Cylinder Head Re-torque • Inspect Pressure Relieve Valve • Check Outboard For Tightness On Transom • VST Inspection And Cleaning • Inspect Throttle And Shift Linkages • O2 Sensor Inspection And Cleaning • Remote Oil Tank Inspection (Replace Filter If Required) 	<ul style="list-style-type: none"> • Oil Tank Water Drain Inspection • PTT Inspection And Greasing • External Anode Inspection. Replace If Required • Change Gear Oil • Inspect Cowling Latches • Inspect Exterior Motor • Fresh Water Flush Outboard • Thermostat Inspection Or Replacement • Inspect Water Jackets And Tighten As Required • Flywheel Inspection
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- **1487** – 4-Stroke Comprehensive Service \$725

<ul style="list-style-type: none"> • Check lanyard stop switch operation • Fuel filter replacement (primary and engine) • Check steering system for loose components or leaks • Flush outboard cooling system • Grease and lubricate all engine grease points • Remove and inspect or replace air filter • Inspect external anodes. Replace if required • Check PTT fluid. Inspect power trim and tilt for leaks and grease • Check throttle and shift cable linkages 	<ul style="list-style-type: none"> • Remove and replace water pump impeller and associated gaskets • Check idle speed and adjust if needed • Inspect cowling latches • Inspect exhaust and water hoses • Water pump inspection or replacement • Check outboard for tightness on transom • Inspect fuel system for leaks or deterioration • Inspect propeller for damage. Remove, grease shaft and reinstall • Inspect exhaust outlet for salt or corrosion, clean if required 	<ul style="list-style-type: none"> • Remove and inspect or replace spark plugs • Inspect belts, adjust as required • Drain gear case lubricant. Inspect for impurities (Replace with new) • Inspect battery • Check tightness of bolts, nuts, and hose clamps • Remove and replace oil and oil filters • Inspect wiring and wiring harness, check bonding wires • Inspect exterior motor • Fresh water flush outboard • Thermostat inspection or replacement
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- **1484** – Clean & Paint Outboard Transom & Skeg With Antifouling \$165 + Material

CHESTER POINT MARINA SPRING 2020 RULES & CONDITIONS

1. Payment in full for all services rendered, including subcontractor fees, is required **before** the vessel is launched or allowed to leave the marina. The balance of any slip fee is due by May 1st or prior to occupying a slip, whichever is earlier.
2. No boat will be launched until the area surrounding the boat is clean and clear of debris. If the yard is forced to clean the area around your boat in order to maintain our launch schedule, the owner will be charged at a rate of \$100.00 per man hour.
3. In accordance with State & Federal maritime law, the Marina reserves the right to retain the Boat without additional legal action until such time as all debts are satisfied. Any expenses associated with such retention shall accrue to the unpaid balance due and payable before release. If a Boat leaves the Marina with an outstanding invoice due, the Marina in no way relinquishes its claim to payment or right to regain possession of the Boat until all debts are satisfied. In addition, the Marina retains full ownership rights in all the tangible property installed as part of its work on the Boat until payment for such work is made in full, including the right to physically remove any such equipment from the Boat. All payments shall be final & non-refundable.
4. **All dock lines, fenders, batteries and bilge pumps must be on board and operative prior to launch. Sailboat tillers and wheels must be in place. The marina must have a lock combo or key location** to allow bilge inspection when the vessel is launched.
5. Boats not renting slips from Chester Point Marina will be provided courtesy dockage until the weekend immediately following your launch. Boats remaining after this grace period will be charged transient dockage rates. **Don't launch if your home port is not ready for your arrival.** Alternative arrangements may be made in advance with management.
6. Due to summer parking requirements all vessels must be launched or scheduled to launch by JUNE 15, 2020. Summer Land Storage is May 1st – Oct 31st and will be charged the same as winter storage, billed early June. Vessels moved to accommodate parking or for failure to meet launch schedule date will be charged a **Relocation Charge** at the prevailing rate.
7. All vessels must carry appropriate liability insurance and registration and/or documentation and be capable of passing a current survey certifying vessel to be seaworthy, safe and structurally sound. A current copy of **insurance & registration** must be **submitted annually** to the office.
8. **Outside Contractors:** Owners and their immediate family are allowed to work on their boats. No outside labor or vessel work is permitted on marina property unless authorized in advance by the Marina. The Marina requires all subcontractors to bill through the Marina. A qualified outside contractor shall:
 - a. Sign in at the Office each day before beginning any work & sign out each day, on their way out.
 - b. Provide a description of the work to be performed.
 - c. Provide a valid **Insurance Certificate, including Workers Compensation** and must have liability with a limit not less than two (2) million.
 - d. Outside contractors may only work in the yard or on the docks during our normal business hours, Monday thru Friday 8:00am – 4:30 pm. No work on weekends or holidays is allowed.
 - e. Remove all wastes or debris generated from work off Marina property.
9. A vessel Owner found to be in violation of these policies will be subject to immediate termination of this contract
10. The Marina must be notified in advance of work being done on any vessel that goes beyond seasonal maintenance. In the event, that the scope of the work will consume excessive yard provided resources (water, electricity, trash removal, space, etc.), the customer may be charged additional fees to cover costs associated with the project / work. Due to insurance restrictions / liability, we are no longer able to loan out ladders or tools.
11. As part of Chester Point Marina's participation in the **Clean Marina Program**, no open-air sanding or grinding is permitted. Sanding or grinding may only be performed using a vacuum sanding system to prevent air born particles from landing on unprotected ground or other boats in the area. A limited number of dustless vacuum sanding systems are available for spring boat prep, for rent, from the marina, on a first come, first serve basis. Scraping or sanding of a boat bottom is not permitted unless the ground below is covered with a tarp and the debris is collected and disposed of properly off site. Chester Point Marina also offers the service of sanding and painting of boat bottoms.
12. **DO NOT DISCHARGE NON-TOXIC ANTI-FREEZE ONTO THE GROUND** – As of December 2007, The CT DEP has determined that the discharge of propylene glycol (non-toxic anti-freeze) on the ground is a violation of the Clean Water Act, subject to notice of violation and fines up to \$20,000. This applies to boat owners as well as marina operators. All antifreeze must be captured, contained, and removed from the marina. **No Antifreeze, including non-toxic, can be discharged on the ground.**
13. All used oil, batteries, chemicals, and paints must be taken away from the marina and disposed of in a safe and legal manner. **DO NOT place or leave these items in or next to our dumpsters.** Severe fines are possible for violations if a DEP inspection takes place. Please see Marina Management with any concerns regarding the above.
14. Pets are to be leashed **AT ALL TIMES** everywhere on marina property and must NOT run loose on the DOCKS nor the grounds. Owners MUST clean up after their pet. We reserve the right to order a pet owner to remove the pet from the property at any time and for any reason, as well as banning any and all pets from the marina. No pets are allowed in the lounge or pool area.
15. All trailers, with or without a boat or jet ski on it, stored on the property must be identifiable with owner's name and will incur a \$250.00 per season charge. A signed trailer storage contract must be on file with the office, as well as proof of insurance.
16. Chester Point Marina reserves the right to refuse to launch a vessel for any reason including, but not limited to, legal, safety, and/or environmental issues.
17. **BOAT ACCESS:** No work may be performed by boat owners or vessels plugged in on land after 4:30 pm during the winter months (Nov – Mar) without the permission of the Marina. For safety or security nobody should be on land-stored vessels after dark without the permission of the Marina. **Overnight on a land-stored vessel is strictly prohibited.**

**CREDIT CARD
AUTHORIZATION**



CHESTER POINT MARINA

I HEREBY AUTHORIZE CHESTER POINT MARINA TO KEEP ON FILE THE FOLLOWING CREDIT CARD INFORMATION. I WARRANT THAT THE CREDIT CARD IS ISSUED IN MY NAME AND I AM AN AUTHORIZED SIGNER ON THE ACCOUNT. I FURTHER AGREE THAT THE CARD MAY BE USED TO SETTLE MY MARINA INVOICES WHEN AUTHORIZED TO DO SO IN WRITING OR VIA EMAIL BY ME, THE CARD HOLDER. I UNDERSTAND THAT ALL INFORMATION WILL BE KEPT CONFIDENTIAL.

CARDHOLDER NAME: _____

CARD BILLING ADDRESS:

STREET: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CREDIT CARD TYPE:

VISA MASTERCARD DISCOVER AMEX

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

CARD IDENTIFICATION NUMBER:

VISA / MC / DISC (3 Digits on back): _____

AMEX (4 Digits on front): _____

AUTHORIZED SIGNATURE: _____

DATED: _____

PRINTED NAME: _____
