



Inner Harbour Downtown
349 Wellington St. At Bay, Kingston, Ontario, K7K 6N7

Office: (613) 549-7747

Fax: (613) 542-6515

e-mail: kmarina@metalcraftmarine.com

March 22, 2018

Dear Clients,

I would like to introduce myself to you and welcome you to the 2019 boating season at Kingston Marina. As your new Marina Manager, my goal is to make this an enjoyable boating season for all of our valued customers and their guests.

To get things going, I have enclosed our 2019 summer contract for your completion and return. Our Customer Loyalty Rate for returning customers is \$60/ft. and our rate for new customers is \$65 per ft. . Please submit the form with payment by April 22, 2019. **Please contact me directly before March 31st 2019** to reserve your slip, **UNFORTUNATELY PAST YEAR'S SLIPS CANNOT BE GUARNATEED AFTER THIS DATE.**

Please include your e-mail address with your application so that we can keep you informed of events during the year.

If you know you are not returning this season please call, or leave a message to let us know, it would be appreciated.

Parking will be charged at \$100.00 for the season, per vehicle per vessel. Additional vehicles may be parked at the seasonal, weekly or daily rate, with approval as required. If vehicles are being left overnight please notify staff so security is aware, and for multi-night drop off please arrange to leave vehicles on the Metal Craft Marine site.

It is the policy of the Marina that all boat owners have proper coverage on their boat while at the marina. **Proof of insurance will need to be presented before any slips will be assigned.** It may also be **useful for owners to know if their policy covers oil spills.** Please keep your bilges clean as even the smallest of spills can be expensive.

I have taken some time to update the rules and regulations of the Marina, to hopefully make his summer even more enjoyable for everyone. Please familiarize yourself with these, and do not hesitate to discuss any concerns or suggestions with me directly. Our goal is to make this season and every season, a safe and enjoyable boating experience for everyone.

Regards,

Victoria McLaren

Marina Manager