



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 the 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, beam and operating characteristics of the vessel.

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

Suite 102 7825 – 51st 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):

Address:

City:

Province:

Postal Code:

Email:

Phone #:

SECTION 2: BOAT INFORMATION

Boat Name:

Boat Year:

Make/Model:

Displacement:

Length (ft.):

The overall length of the craft includes all spars, brackets, swim grids, motors or other extensions

Beam (ft.):

Colour:

Hull ID #:

Insurance Co.:

Policy #:

Expiry:

SECTION 3: APPLICATION PROCEDURE

1. A \$100 deposit is required for all waiting list Applicants.
2. Upon issuance of a slip, the entire deposit will be applied to the slip holders' account
3. There will be no deposit refund in the event that slip availability is refused, or if a response is not received within the availability period. The entire deposit will be forfeited to cover administrative fees.
4. If the applicant withdraws from the list prior to being offered slip, the waiting list deposit will be refunded minus an administrative fee of \$50.00. A written request is required for all withdrawals from the waiting list.
5. In the event that the future vessel of record is, or will be, owned by a partnership of two or more individuals, that partnership must be declared and the names of the partners recorded at the time of application. A second name cannot be added at a later date.
6. Applicants are responsible for providing written notice to the City of Cold Lake, keeping them advised of current address and telephone numbers and for providing emergency contacts for use in the event that they cannot be located/reached.

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 *Freedom of Information and Protection of Privacy Act*, Sec. 33 (c), which regulates the collection, use, and disclosure of personal information. If you have any questions or concerns, please contact the FOIP Coordinator by email (legislative@coldlake.com) or phone (780) 594-4494 ext. 7915.

SECTION 4: AVAILABILITY/ACCEPTANCE

1. When a slip becomes available, the individual at the top of the marina waiting list will be contacted according to the information on file notifying them of slip availability.
2. If the applicant is unable to be reached by phone or email, a letter will be sent through Canada Post.
3. Within fifteen (15) days of the postmark date of the letter, the applicant must respond in one of the following ways, or their application will be removed from the waiting list with no further rights to slip under that application:
 - a. 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 \$50.00 for an administration fee.
 - b. When the applicant accepts a slip assignment, they will be required to show proof of ownership and Insurance of the vessel that will occupy the slip. If the Permittee does not own a vessel at the time of assignment, he/she will be given thirty (30) days to provide satisfactory documentation of ownership or will forfeit the slip assignment.

SECTION 5: ACKNOWLEDGEMENT

By signing and submitting this agreement, I confirm that:

1. I am (one of) (the) Applicant named in the within form.
2. The information provided on this form is true, complete, and correct.
3. I have read and understand the above Application Procedure and Availability/Acceptance, and the Cold Lake Marina Operations and Allocation Policy (Policy Number: 141-RC-12)
4. I understand that this is an application form, and that if this application is accepted I will be asked to complete an agreement with the City.
5. I 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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