

# CHARTER CHECK OUT

VESSEL: CLARA EVE RETURN DATE: 20 AUGUST @ 9AM

CHARTERER: SLIP #:



CHARTER POLICY	Initials
1. <b>LEAVING THE BOAT REQUIREMENT:</b> The attached "SCHEDULE E." outlines your responsibilities prior to checking in with our office. Charterers are responsible for returning the boat as per these requirements. Failure to do so may result in additional charges. <b>You must REFUEL and PUMP OUT before return. PLEASE ATTACH A COPY OF YOUR FUEL RECEIPT. Failure to do so will result in a \$200 penalty.</b>	
2. <b>ORIENTATION:</b> You must prepare a full <b>Navigation / Route plan</b> and present this to our team showing a detailed routing, hazards and conditions for your first passage. You will conduct this planning every day without fail and present it to your crew prior to starting the engine <b>OR</b> a <b>Skipper</b> will be appointed by Island Cruising.	
3. <b>Marine Protection zones:</b> you will ensure that you never enter the <b>Marina protection zones</b> and acknowledge liability for the Fines issued by Transport Canada for this transgression during the cruise.	
4. <b>RAW WATER FLOW:</b> The skipper will record an <b>image</b> of the exhaust water flow each time the engine is started and do 15minute checks during the running of the engine	
5. <b>Anchor tackle:</b> Only trained crew may drop anchor at the bow, inspect tackle and the <b>chain to rode joint</b> and record image of joint. Only <b>skilled crew may raise anchor</b> and ensure good passage of joint <b>No Exceptions !!</b>	
6. <b>HEADS:</b> Absolutely <b>NO TOILET PAPER</b> can be flushed down heads. <b>A \$800 (plus materials) fine will be charged to your credit card per head if the head is plugged up.</b>	
7. <b>DECK SHOES:</b> Only <b>NON MARKING DECK SHOES</b> are to be worn while on-board. You will be responsible for any additional costs associated with cleaning and/or damage to the deck due to non -compliance of this policy.	
8. <b>LUGGAGE:</b> Only <b>SOFT BAGS AND LUGGAGE</b> (such as duffle bags) are permitted on-board. You will be responsible for any additional costs associated with damage to the interior finishing due to non -compliance.	
9. <b>Electronics:</b> Please do not change any of the settings on our navigation instruments, only metric units that coincide with the charts aboard may be selected. You are required to reference to the Canadian charts aboard.	
10. <b>DO NOT DETACH CANVAS.</b> Removing the canvas damages it and you will be responsible for repairs.	
11. <b>GUARANTEE:</b> You are aware of our <b>GUARANTEE</b> and specifically that we don't service the outboard engines. Make sure you know how to run this engine and that it's in good working order before you leave our docks as it's a free addition to the service. <b>Refuel the tank on return.</b>	
12. <b>ASSISSTANCE:</b> If you require an Island Cruising staff member to assist you with a chase boat for anything outside of our guarantee, the cost is \$300/hour plus fuel.	
<b>13. CUSTOMS CLEARANCE</b> <b>a) CUSTOMS CLEARANCE COMPLIANCE</b> You are expected to fully comply with customs procedures when entering both the US and Canada. No demands are to be made on officials and any contravention will be considered blatant breach of Section 3 of your security deposit. <b>You will be held fully responsible for any charges should the yacht be impounded.</b> <b>b) CUSTOMS DOCUMENTS</b> If going into the US during your charter you will need the following documents: <input type="checkbox"/> Your Island Cruising Booking and Cruising Agreement <input type="checkbox"/> Your paid Island Cruising invoice <input type="checkbox"/> Boat registration documents (on board in NAV table)	
<b>14. LATE RETURN:</b> If you are going to be late for any reason, you must contact the office. Charter return times do affect the following charter. In the event of late return, you hereby agree to be responsible for the added cost of preparing for the next charter ( <b>30% of weekly rate</b> ). <div> <div>VESSEL DUE</div> <div>MARINA: Deep Cove Marina</div> <div>SLIP #:</div> </div> <div> <div>RETURN DATE: AUGUST 20</div> <div>CHECK IN TIME: 9AM</div> </div>	
<b>15. BOAT CONDITION REPORT</b> The attached <b>ORIENTATION "VESSEL CONDIITION REPORT"</b> is to be completed during your orientation and returned to the Island Cruising office. If <b>BOAT CONDITION REPORT</b> is not <b>SIGNED AND RETURNED</b> to the Island Cruising office you acknowledge: <b>a)</b> That there is no prior damage noted on the <b>BOAT CONDITION REPORT</b> and that you accept full responsibility for how the boat is returned. <b>b)</b> In terms of the Canadian Boating Regulations the skipper is responsible for the safety of the crew and the vessel at all times and you will need to provide your route planning in case of an incident. <b>c)</b> That terms of the <b>SECURITY DEPOSIT AGREEMENT</b> and agree to reimburse <b>ISLAND CRUISING</b> , on behalf of the owner, as specified in the <b>CRUISING AGREEMENT</b> for any damages to the yacht associated with this charter.	

## VESSEL CONDITON REPORT – ISLA – 25 AUGUST 2022

PLEASE NOTE: All damage must be noted prior to leaving the dock. Interior and Exterior.

If no damage please put "n/a" on each line.

# of Fenders: \_\_\_\_\_

### Exterior STB Side

Hull: \_\_\_\_\_

Deck: \_\_\_\_\_

Cockpit: \_\_\_\_\_

Transom: \_\_\_\_\_



### Exterior PORT Side



Hull: \_\_\_\_\_

Deck: \_\_\_\_\_

Cockpit: \_\_\_\_\_

Transom: \_\_\_\_\_

### Interior ( Use the layout most appropriate to your vessel)

Forward Cabin: \_\_\_\_\_

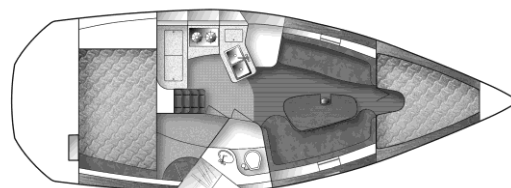
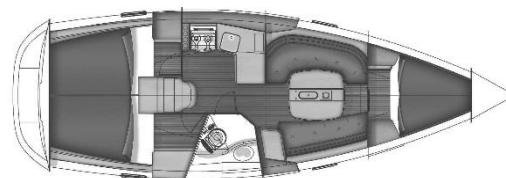
Main Salon: \_\_\_\_\_

Galley: \_\_\_\_\_

Nav. Station: \_\_\_\_\_

Heads: \_\_\_\_\_

Aft Beth: \_\_\_\_\_



- I acknowledge the condition of the yacht as detailed above
- I acknowledge the damage deposit agreement and agree to reimburse ISLAND CRUISING, on behalf of the owner, as specified in the Cruising Agreement for this charter.

If the space below is not signed, my initials on the CHARTER POLICIES applicable and I accept full responsibility for how the boat is returned

\_\_\_\_\_  
Charterer Signature

\_\_\_\_\_  
Date

# ORIENTATION

VESSEL: ISLA

RETURN DATE: 2 SEPT @ 9AM

CHARTERER:

SLIP #:

## ROUTE PLAN

Please provide us with your tentative route plan for the duration of your charter. Including if you are mooring or anchoring each night.

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

Day 7

## VESSEL ORIENTATION CHECKLIST

### SAFETY EQUIPMENT LOCATION AND USE

- ☐ Flares x 12
- ☐ Air horn & spare can
- ☐ Flash Lights
- ☐ Tool kit & Spares
- ☐ Fire extinguishers
- ☐ First Aid kits
- ☐ Bilge Pumps – Auto & Manual with handle
- ☐ Life Jackets x 6
- ☐ Harness x 6
- ☐ Life rings & MOB pole
- ☐ Emergency Tiller

### ELECTRICAL SYSTEM

- ☐ Location of batteries
- ☐ Battery switches
- ☐ 12 Volt system
- ☐ 110V System
- ☐ VHF & Instrument operation
- ☐ Refrigeration systems
- ☐ Heaters & switches & fan

### MAIN SALOON

- ☐ Operation manuals
- ☐ Entertainment system
- ☐ Light location
- ☐ Dinette & Bunks
- ☐ Starter pack
- ☐ Utensils, pots, Pans, & plates ETC.

### SLEEPING CABINS

- ☐ Hatches are closed
- ☐ Light location
- ☐ Blankets, Pillows and towels ETC
- ☐ Lights are off when not in area

### HEADS

- ☐ Use of heads and holding tanks operation
- ☐ Close seacocks when underway
- ☐ Shower & sump
- ☐ Light & Macerator operation
- ☐ Conserve water

Signature

Date

# COOLING WATER FLOW



Too many of the following incidents have occurred in recent times:

- overheating engines;
- destruction of the exhaust system;
- blockages of the intake piping;
- replacement of raw water pump impellers.

These incidents lead to:

- loss of future charters that we don't want to lose;
- stressful repairs to bring engine back into operation by our team;
- sustained damage to the boats engine over time;
- extensive corrosion of the wiring; and
- an unpleasant atmosphere...Island Cruising & customer & Crew.

**You, the SKIPPER, are duty bound to ensure continuous raw water flow through the engine, this is an industry wide expectation. No Island Cruising staff will be responsible for this activity during your operation of this vessel.**

We have no option but to implement the following rules:

1. **Any incident of engine overheating will result in the termination of your charter, without compensation;**
2. Your group will vacate the vessel immediately to allow for repairs to be conducted;
3. The costs of recovery of the vessel will be charged to your damage deposit; and
4. All costs of repairs to the boat, recovery back to our docks will be charged to your damage deposit.

Charterer Signature: \_\_\_\_\_.

# CHARTER RETURN



**VESSEL:** ISLA **RETURN DATE:** 2 SEPT @ 9AM

**CHARTERER:** **SLIP #:**

## CONTACT INFORMATION

### VHF Radio:

Channel 73 & 74: Whale watching boats

**Codes Numbers:** Wash room 0518 (lock) Gate 3524

### Phone Numbers

Office: 250-656-7070

24 hour Line: 250-415-2126 (Larry)

## US CUSTOMS

If going into the US during your charter you will need the following documents:

- ☐ Your Island Cruising Booking and Cruising Agreement
- ☐ Your paid Island Cruising invoice
- ☐ Boat registration documents (on board in NAV table)

You are expected to fully comply with customs procedures when entering both the US and Canada. No demands are to be made on officials and any contravention will be considered blatant neglect in terms of your security deposit. **You will be held fully responsible for any charges should the yacht be impounded.**

*US CUSTOMS ROCHE HARBOUR: 360-378-2080 (8:30 AM – 7:30 PM)*

## CUSTOMS CLEARANCE NUMBERS

INTO USA.: \_\_\_\_\_

INTO CANADA: \_\_\_\_\_

## VESSEL DUE

**MARINA:** DEEP COVE

**CHECK IN TIME:** 9AM

**RETURN DATE:** 2 SEPT 2022

**SLIP #:** \_\_\_\_\_

## INCIDENTS

TOUCH BOTTOM ☐ No ☐ Yes

BOAT INCIDENT ☐ No ☐ Yes

INSURANCE FORM COMPLETED ☐ N/A ☐ Yes

**Contact Island Cruising office immediately if you touch bottom or have a boat incident.**

## CHARTER DAILY MAINTENANCE LOG

Day	Oil	Belts	Cooling Water flow	Bilge	Holding Tank Empty	Approx. Daily Engine Hrs
1						
2						
3						
4						
5						
6						
7						

**TOTAL ENGINE HOURS** \_\_\_\_\_

# MAINTENANCE NOTES



**VESSEL:** ISLA

**RETURN DATE:** 2 SEPT @ 9AM

**CHARTERER:**

**SLIP #:**

All of our boats are professionally maintained to the highest possible standard. Unfortunately due to the nature of the business we understand that some problems may occur after you leave our dock. If a major problem does occur do not hesitate to call us at **1-250 656 7070**. **After hours follow voicemail directions to reach our 24hr maintenance line.** If you feel something should be brought to our attention that is not immediately affecting your cruise, please note it below and let us know upon your return so we can get to it on our next turnover day.

MAINTENANCE NOTES
Engine:
Rigging and Sails:
Electrical:
Safety Equipment:
Galley:
Nav. Equipment:
Head:
Dinghy:
Hull & Deck:
Fenders and Lines:

## MUST BE COMPLETED PRIOR TO CHECK IN

- |  |  |
|--|--|
| <input type="checkbox"/> Re-Fueled – Please attached copy of receipt     | <input type="checkbox"/> Sleeping bags folded on bunks                       |
| <input type="checkbox"/> <i>Out Board Fuel</i> - <b>FULL</b>             | <input type="checkbox"/> Towels & Linens all stuffed into pillowcases        |
| <input type="checkbox"/> Holding Tanks Empty                             | <input type="checkbox"/> Fridge emptied & wiped down, lip left open          |
| <input type="checkbox"/> Boat properly tied with fenders well spread     | <input type="checkbox"/> Dishes washed <b>Clean</b> and put away             |
| <input type="checkbox"/> Fenders in place, dock lines fitted correctly   | <input type="checkbox"/> Leftover food bagged and left on dinette            |
| <input type="checkbox"/> Canvas (Dodger & Bimini) secured                | <input type="checkbox"/> Garbage removed and disposed of correctly           |
| <input type="checkbox"/> Wheel and instrument pod covers - <b>ON</b>     | <input type="checkbox"/> Propane tank <b>closed</b>                          |
| <input type="checkbox"/> Power - plugged in                              | <input type="checkbox"/> Sail & other covers – <b>Fitted &amp; zipped up</b> |
| <input type="checkbox"/> Battery charger - <b>ON</b>                     | <input type="checkbox"/> Stove and pots in a clean state                     |
| <input type="checkbox"/> Windows & hatches closed                        | <input type="checkbox"/> Furling & Sheet lines secured                       |
| <input type="checkbox"/> Boat locked & key left in cock pit table        | <input type="checkbox"/> Water pump OFF                                      |
| <input type="checkbox"/> All inventory - In location where stored        | <input type="checkbox"/> Hot water heater - <b>OFF</b>                       |
| <input type="checkbox"/> Check in Documents - <b>returned to office</b>  | <input type="checkbox"/> Dinghy On Deck, Outboard on rail / locked           |
| <input type="checkbox"/> Decks rinsed, water filled                      | <input type="checkbox"/> Report any crockery needs replacement               |
| <input type="checkbox"/> Interior swept, poorly left boat will result in | <input type="checkbox"/> <b>REPORT ANY INCIDENT</b>                          |

penalty charge

## CHARTER POLICIES

**HEADS:** Absolutely **NO TOILET PAPER** can be flushed down heads. A **\$800 (plus materials) fine** will be charged to your credit card (damage deposit) per head if the head is plugged up.

**DECK SHOES:** Only **NON MARKING DECK SHOES** are to be worn while on-board. You will be responsible for any additional costs associated with cleaning and/or damage to the deck due to non -compliance of this policy.

**LEAVING THE BOAT REQUIREMENTS:** Please ensure that these requirements are followed. Any additional cleaning necessary due to this not being done will result in a cleaning fee being charged against your damage deposit.

## NOTES

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Thank you from the crew at Island Cruising!

We hope you had a fantastic vacation and look forward to seeing you on your next cruising holiday

# CHARTER EVALUATION

**VESSEL:** ISLA

**RETURN DATE:** 2 SEPT @ 9AM

**CHARTERER:**

**SLIP #:**



Please help us maintain the highest standards for sailing vacations on the West Coast and take a few minutes to complete our following evaluation. Thank you.

	Excellent	Good	Fair	Poor	Doesn't Apply
Handling of Booking Arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipt of Charter Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the information adequate about your vacation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How informative was the brochure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reception by Island Cruising at Deep Cove Marina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities at Deep Cove Marina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condition of your yacht	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condition of equipment on board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friendliness & pleasantness of skipper/crew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orientation to your yacht	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was your orientation what you expected?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Would you recommend Island Cruising to others?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
Would you sail with Island Cruising again?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
May we use you as a reference?	Yes <input type="checkbox"/> No <input type="checkbox"/>				

Is there anything you would like added to the Orientation? \_\_\_\_\_

What did you like most about your Island Cruising sailing vacation? \_\_\_\_\_

What did you like least about your Island Cruising sailing vacation? \_\_\_\_\_

Are you considering the purchase of a charter yacht? ☐ YES ☐ NO

If yes, what size or model are you interested in? \_\_\_\_\_

What was your biggest influence in choosing Island Cruising? \_\_\_\_\_

What yacht specifications most influence your choice of charter companies? \_\_\_\_\_

Would you like more information? ☐ YES ☐ NO

If yes, please specify: \_\_\_\_\_

Thank you for taking the time to fill out this evaluation!  
We look forward to seeing you again!



# Security Deposit Agreement

VESSEL: ISLA

Date: 25 AUGUST 2022



- 1) I, GUY CLARKSON, hereby authorize Island Cruising LTD to process pre-authorized charge of \$1650.00 to my credit card number \_\_\_\_\_, expiry \_\_\_\_/\_\_\_\_/\_\_\_\_  
CSV # \_\_\_\_\_ to cover losses, damages, or services that arise during my rental of the following yacht, ISLA. I understand the contents of this agreement and will not dispute any charge relating to the pre-authorization against my credit card. I hereby agree to the schedule that Island Cruising LTD has set out for the inspection of the vessel and should I want to witness the inventory check, diving inspection, or condition inspection, I will advise the Supplier and make myself available at the time laid out by the Supplier. Should I require a surveyor to assess and oversee the repairs, I will appoint an Island Cruising LTD approved professional within 24hrs of return of the vessel at my cost. (Not included in the damage deposit)

\_\_\_\_\_  
Signed CHARTERER

- 2) **Marine Protected Zone Penalties:** hereby authorize Island Cruising LTD to process any fines issued by Transport Canada for transgressions into these areas that arise during my rental of this yacht.

\_\_\_\_\_  
Signed CHARTERER

- 3) Warranty of competence:
- a) The Charterer hereby warrants and certifies that he is not less than twenty-one (21) years of age, that he understands and is competent in the navigation of the class of Vessel, the subject hereof, and is capable of properly operating the equipment provided. Provided that if such warranties are not given hereby, the Charterer hereby undertakes to engage, and give command of the Vessel to a qualified skipper, approved by the Owner.
  - b) Charterer has reviewed the prepared charter information on our website "<https://www.islandcruising.ca/prepare-for-charter>"
- 4) SECURITY DEPOSIT: This deposit will be held by ISLAND CRUISING LTD and will be returned to the CHARTERER within 14 days of completion of the Rental, less any costs or charges.
- 5) RETURN OF VESSEL:
- a) The vessel shall be returned to its berthing location on time for termination of this cruise. It shall be free of all liens or encumbrances (inclusive of Customs clearance, if applicable, but except for salvage liens) and shall be clean, in good general condition, and fully equipped. (Ordinary wear and tear resulting from proper use accepted)
- 6) LOSS OR DAMAGE:
- a) In the event of loss or damage, ISLAND CRUISING LTD, must be contacted immediately and no attempt to carry out repairs must be made. All liability insurance will cease should the charterer fail to comply with the reporting, or to complete an insurance incident report to initiate a claim.
  - b) The Charterer agrees to a pre-authorized payment for PERSONAL & PUBLIC LIABILITY, HULL AND MACHINERY INSURANCE COVER;
    - i) This damage deposit will cover the deductible in the event of damages or loss caused by the charterer.
    - ii) 100% of the security deposit will be forfeited with any grounding. The Owner reserves the right to terminate the charter immediately.
    - iii) The charterer is responsible for any loss or damage not covered by the insurance resulting from operation of the yacht in breach of this agreement or the insurance policy.
    - iv) Full charter fees are payable in the event of damage before the charter completion as a result of the negligent act by the charterer. Should this render the yacht unavailable for succeeding charters, the charterer will be responsible for the lost charter fees or costs of an alternate yacht.

- c) The options herein are subject to the rights of the insurer of the vessel and hereinbefore mentioned. Any monies due after this clause, shall, if not paid on demand, bear interest.

7) **SHORTAGES:**

- a) The vessel shall be delivered to the charterer with fuel and portable water tanks topped up and all equipment necessary to charter in place as per the inventory list. The charterer shall return the vessel to the owner or his management agent at the expiration of the cruise, similarly topped up and with all the said equipment in place and in good working order, or in default thereof, pays to the owner for any shortages or repairs at the current retail price.

8) **OPERATION OF THE VESSEL:**

- a) The charterer hereby undertakes to operate the vessel for purposes of pleasure cruising only, and in accordance with the undernoted principles, and with any additional rules or regulations made by the Owner or his agent:

- i) The Vessel shall be operated in accordance with Canadian Maritime Law insofar as the same applies to small vessels, as well as in such a manner as shall not impair any insurance policy covering the vessel.
  - ii) The vessel shall be used where applicable under any special rules or directions given by the Owner.
  - iii) The vessel shall at all times be well clear of commercial shipping.
  - iv) Subject to any directions given by the Owner as set out herein, the vessel shall not be operated:
    - (1) In fog; or
    - (2) Whilst unsafe to do so on account of weather or any other factors; or
    - (3) Between the hours of sunset and sunrise; or
    - (4) Outside the coastal water of British Columbia and North West Washington bounded by lines drawn between the following points: Cape Flattery and Owen Point, Cape Sutil and Mexican Point, Cape James and Allison Harbour; or
    - (5) On the coastal waters and inlets of the West Coast of Vancouver Island between Owen Point and Cape Sutil; or
    - (6) On the Fraser River above the mouth of the Sumas River.
  - v) The vessel shall not be used for, nor engage in racing, whether formal or informal, except as permitted by the owner or his authorized representative.
  - vi) The vessel shall not at any time be overloaded, or operated by any person under the influence of alcohol or any drugs.
  - vii) The vessel shall not be used for carriage of goods or animals, or for the carriage of passengers for hire nor for the conduct of commercial purposes of any kind.
  - viii) The charterer shall not permit pet animals of any kind on the vessel at any time.
  - ix) The charterer shall not permit smoking, whether pipe, cigarettes or otherwise howsoever, below decks.
- b) The charterer shall not permit the vessel to be used to import into the United States or its territorial waters, any controlled drugs or drug paraphernalia in contravention of United States law.
- c) The charterer warrants that he is **fully capable of safely operating the vessel.**

7) **INSPECTION:**

- a) The charterer shall permit a management agent appointed by the Owner to inspect the sailing vessel at any time without prior notice.

IN WITNESS the parties hereto have set their hands and seals this agreement on \_\_\_\_\_ 202\_\_.

SIGNED, SEALED AND DELIVERED in presence of:

\_\_\_\_\_  
Charterer (Sign)

\_\_\_\_\_  
Island Cruising LTD – on behalf of the Owner of  
the vessel)

\_\_\_\_\_  
Name