



CITY OF ALEXANDRIA MARINA
 DEPARTMENT OF RECREATION, PARKS & CULTURAL ACTIVITIES
 1108 Jefferson Street, Alexandria, VA 22314
<http://alexandriava.gov/recreation/marina/marina.html>
 Email: city.marina@alexandriava.gov



APPLICATION FOR SHORT-TERM PLEASURE BOAT SLIP DOCKING

All Questions Must Be Completed Date _____ 2009

Owner(s) Name _____ Boat Name _____

Address _____ City _____ State _____ Zip _____

Home Phone () _____ Bus. Phone () _____

Email _____ Cell Phone _____

Boat Registration # _____ Documented # _____

*Overall Length _____ Beam _____ Draft _____ Make & Model _____

(*Overall Length includes bow or stern pulpit, bowsprit, swim platform, dinghies, and outboard motors)

Make of Boat: Power Sail

One (1) 30amp connection Available Per Boat Slip. 50 amp connection available on T-heads. 100amp connection available on North T.

Note: Transient Pleasure Boats must Arrive after Noon on scheduled arrival date and must depart before Noon on scheduled departure date.

Fee of \$2.00 per boat foot, per day (\$4 per foot, per day for T-Head reservations) and an additional charge of \$4 per day for 1 (one) 30 amp electric connection for boat slip reservations (\$7 per day electric fee for each 50 amp electric connection) must be submitted with all reservation requests. Boat slip reservation requests submitted without appropriate fees and documentation will be returned to sender without consideration. Sub-leasing or loaning dock space is prohibited. Dock space is only for the boat described herein. This application will be given immediate consideration and every effort will be made to accommodate you. Please note, however, that **NO RESERVATION IS VALID** until you receive a formal confirmation card or RecTrac generated receipt for fees paid. Please note that there is a minimum stay required for all holidays and special events see back of form for additional information.

Cancellation policy: The City requires a minimum of fourteen-calendar days notice from the start date of the docking reservation in order for customers to receive the maximum refund. The maximum refund is the docking fee less a \$25 processing fee. Cancellation with less that fourteen calendar days notice from the start date of the docking reservation will forfeit 100% of all monies paid, including docking fees. Reservation must be canceled in writing, e-mailed to City.Marina@alexandriava.gov, or faxed to Attention: City Marina 703-519-3474. All other cancellations will forfeit 100% of remitted fees. We regret we cannot make exceptions to this policy for personal emergencies.

The undersigned signs that the information provided above is true and they understand that information provided here is subject to verification. The undersigned furthers acknowledges that they have read and understand the City of Alexandria Marina Reservation Procedures, Cancellation Policy and Rules and Regulations. It is the responsibility of the undersigned to ensure that the City of Alexandria Marina Dock Master is always provided a current address and telephone number.

Signature _____ Date _____

(FOR OFFICE USE ONLY)

Date Application Received _____ Received By _____
 Reservation Procedures

Reservations cannot be processed without having a complete, current boating season, approved Application for Short-Term Pleasure Boat Slip Docking on file with the City of Alexandria Dockmaster. Pleasure boat owners are required to submit one application per boating season, per vessel owned.

Overnight short-term boat slip reservations for the 2009 boating season (Mid-April – October 2009) will be accepted beginning April 18, 2009, 9am, at the City of Alexandria Marina. Application for Short-Term Pleasure Boat Docking and payment may be hand delivered to the marina or mailed to the Recreation Department office at Attention: City of Alexandria Marina, 1108 Jefferson Street, Alexandria, Virginia, 22314. Sorry, due to limited telephone service, telephone reservation requests cannot be accepted on April 18th. Beginning April 19th telephone reservation requests with Visa or MasterCard payment and completed docking application (sent via fax or PDF – city.marina@alexandriava.gov) will be accepted. *Please be sure to indicate requested docking dates with any docking reservation request.*

Reservation requests sent by mail will be recorded by the postmark date. Reservations received, whether hand delivered or postmarked, prior to April 18th will be returned unopened.

The marina computer reservation system will not allow staff to process docking requests or hold docking space until all docking fees have not been paid in full and a completed Application for Short-Term Pleasure Boat Docking has been received and approved by the Dockmaster.

Reservations are nontransferable. Sub-leasing or loaning the dock space is prohibited. Dock space is only for boat described Herein.

Docking reservations requests will be reviewed for stays of 1 to 5 nights. Docking for less than 1 (one) overnight stay is available on a first come-first-serve basis. City code prohibits transient docking for more 5 consecutive nights or days, which ever occurs first.

Reservations for Memorial Day, Labor Day, Waterfront Festival and City of Alexandria Birthday require a minimum stay of two (2) nights; please contact the dockaster for additional information. Independence Day reservations require a minimum of a three (3) night stay, please contact the dockmaster for additional information.

A waitlist will be maintained for dates as determined necessary by the dockmaster. Applicants will be selected from the waitlist based on the size of the available slip, size of their boat and position on the wait list. Waitlist applicant must contact the Dock Master with 24 hours of notification of their selection from the waitlist. If contact is not made within 24 hours the available slip will be offered to the next applicant on the waitlist.

Pleasure boats reservations will be held until 8:30pm on the requested arrival date. Boats arriving late will be offered slips on a first come first served basis.

Second and third party reservations will not be accepted this includes, yacht clubs, boat clubs, and other organized groups. A maximum of one boat reservation will be accepted per person, per calendar date.

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Telephone reservations with a Visa or MasterCard payment will be accepted once this completed docking application is received.

**City of Alexandria
Operating Hours**

City Marina Operating Hours:

April 16 to May 22

Monday - Thursday: 11am-7:30pm

Friday: 11am - 10pm

Saturday: 9am - 10pm

Sunday: 9am - 9pm

November to April 15

Sunday - Saturday: 11:00am – 7:30pm

May 22 to September 7

Monday – Thursday 11am – 9pm

Friday 10am – 10pm

Saturday 9am-10pm

Sunday 9am – 9pm

Please note: pleasure boats may dock at the City of Alexandria Marina during the above stated operating hours with the permission of the City Dockmaster. Pleasure boats will not be permitted to dock, drop off, or pickup passengers during non-operating hours.