

# Instructions

## and Tips for making group reservations at the Port of Poulsbo

If this is your first time organizing a rendezvous or making group reservations at the Port of Poulsbo, don't worry. These instructions were drafted to help the process go smoothly. If, at any time, you have questions about organizing your rendezvous, please give us a call at 360-779-3505. A Port staff member will be happy to help.

If you have worked with the Port before, then these instructions will help you through the parts where policies and procedures have been changed. A checklist has been included to help keep track of which parts have been completed.

1. **Decide on the dates you would like to hold your rendezvous at the Port of Poulsbo.**  
(Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_)  
\* TIP – be sure to have firm dates nailed down with your group before notifying the Port. It can be difficult to switch dates once they've been set. DONE
2. **Call Port office with reservation dates and approximate number of slips needed.**  
\* TIP - the final number of slips needed can be modified at a later date, once you have compiled your rendezvous participant list. DONE
3. **Compile a rendezvous participant list. The information needed for each participant includes member name, boat name, boat length-over-all, and beam.**  
\* TIP – set a registration deadline for your fellow members. This helps discourage people from waiting to the last minute to sign up. Once the Port has the final number of slips needed, it can be difficult to modify them. The Port cannot guarantee that there will be slips available for late add-ons. DONE
4. **Fill in the contact information on the Group Reservation Agreement.**  
\* NOTE: this is where you will give us the final number of slips needed.  
\* TIP - please write legibly. The Port staff will thank you for it. DONE
5. **Carefully read all policies and regulations on the Group Reservation Agreement** DONE
6. **Sign the Group Reservation Agreement and return to the Port office.** DONE
7. **Make slip assignments on the diagram provided.**  
\* NOTE: slip assignments are not the responsibility of the Port when it comes to group reservations. This task must be performed by the group organizer.  
\* TIP - pay particular close attention to the vessel beams, it is the single most limiting factor in slip assignments. DONE
8. **Send in reservation fee.**  
\* NOTE: the reservation fee is due to the Port office no later than 14 days prior to the arrival date and must be in the form of either a single check or credit card. The Port will not accept individual payments for group reservations. The fee amount will be calculated by Port staff prior to this step. DONE