

Hot Berthing Policy

PORT OF POULSBO

Draft: June 12, 2013

Executive Approval: June 20, 2013

Commission Adoption: June 20, 2013

Revised: December 2, 2021

Review Date: December 2, 2024

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| **1. POLICY STATEMENT** |

This policy is intended to provide the Port of Poulsbo with the means to utilize temporarily vacated permanent slips for transient moorage. Additionally, it is intended to help alleviate, for the permanent Licensee, some of the financial burden of paying for an empty berth.

The result of this policy will be expanded services for the Port’s permanent and transient Licensees alike.

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| **2. POLICY GUIDELINES** |

1. Definitions
	1. Permanent Licensee – A long term Licensee. A vessel owner who calls the Port of Poulsbo his/her home port.
	2. Transient Licensee – A short term Licensee. A vessel owner who is seeking a harbor or refuge, day use, or overnight use of a private moorage facility on a space-as-available basis.
2. Licensee Responsibilities
	1. Permanent Licensees
		1. Licensees are responsible for all monthly charges agreed upon in the Port’s Permanent Moorage Agreement, except the following: damage to Port property caused by a Transient Licensee or electrical charges incurred by a Transient Licensee during berth occupation. At no time is a Licensee excused from paying his/her monthly moorage.
		2. Licensees must notify the Port office of their departure and return dates a minimum of ten days prior to departure in order to participate in the Hot Berthing program.
		3. Licensees must complete and sign the Hot Berthing Agreement prior to departure.
	2. Transient Licensees
	3. Transients must complete, sign and comply with the terms of the Transient Moorage Agreement.
	4. Transients may NOT live aboard without prior authorization by the Port Manager.
	5. Transients must comply with the Port’s adopted Rules and Regulations.
	6. Transients are responsible for paying transient moorage rates to the Port office on or before the time specified by the Transient Moorage Agreement.
	7. Transient Licensees are responsible for and shall save, defend and hold the Port harmless from damages to Port property, caused by Transient Licensee or anyone on Port property arising from the Transient Licensee.
	8. Transient Licensees occupying a boathouse are responsible to the boathouse owner for damages to the boathouse structure and all contents therein caused by Transient Licensee or anyone on Port property arising from the Transient Licensee.
	9. If deemed necessary, Transients must vacate the assigned berth on or before the date specified by the Port.
3. Port Responsibilities
	1. Manage the logistics of the Hot Berthing program.
	2. Conduct inspections of Transient vessels.
	3. Provide a minimum of 15 days notice to Transients to vacate an assigned berth.
	4. Administer credits to Permanent Licensees taking part in the Hot Berthing program.
4. General
5. Hot Berthing Agreements will not be accepted for a period of less than one month.
6. Inspections may be conducted on vessels moored for more than a month.
7. Credits issued will be equivalent to the time a berth is occupied by a Transient Licensee, multiplied by the permanent moorage rate. Daily and/or monthly rates may apply.
8. In the event a Permanent Licensee returns to port prior to the return date given, he/she will have to make alternate arrangements until the end of the term set forth in the Hot Berthing Agreement.
9. Transients who remain in a berth after the date of termination will be moved to the Guest Moorage facility and impounded, where they will accrue daily guest moorage fees and impound fees.
10. Hot Berthing during peak season (May 1st – September 30th) is preferred so licensees can benefit from this program. During the off-season (October 1st – April 30th), Winter Moorage takes precedence over the Hot Berthing program. Hot Berthing will only be allowed if Winter Moorage is full.