

# Norwalk Cove Marina, Inc.

48 Calf Pasture Beach Road – East Norwalk, CT 06855

Service Phone: 203.838.3681 – Email: [service@norwalkcove.com](mailto:service@norwalkcove.com)

August 30, 2023

Dear Valued Customer,

The 2023/2024 Winter Season is, unfortunately, approaching and the crew at Norwalk Cove Marina, Inc. are preparing for an efficient hauling season!

We are very appreciative of all our returning customers, as well as our new ones - We could not be the marina we are without all of you! We hope you are enjoying a great summer on the water and gearing up for the last few months of the boating season. With that said the Service Department is preparing for the winter storage season just around the corner.

Please take note of the below items as a few have changed:

- 1) Please fill out the attached contract, decommissioning paperwork and credit card form, in full and send back with payment. A winter storage contract does not initiate any winterizing services, if decommissioning is requested, all forms MUST be filled out, in full.
- 2) ALL vessels must be available to be driven into the travel lift – if towing is a must there will be a \$75.00 towing fee. Towing is time consuming, many times very difficult due to winds and slows down the flow of haul outs.
- 3) Norwalk Cove Marina, Inc. can only honor so many haul outs per week – if paperwork is not submitted at least four weeks in advance Norwalk Cove Marina, Inc. cannot guarantee a haul out for the requested week (Applies to boats arriving at the marina, as well as slip customers).
- 4) When arriving for your designated haul out week you may arrive at the marina the Saturday OR Sunday, of the week, you are scheduled for a haul out; we cannot accept boats any earlier than scheduled haul out weeks. When arriving please contact the Dock Office at (203) 838-5899, or email [dockmaster@norwalkcove.com](mailto:dockmaster@norwalkcove.com), for a slip assignment.
- 5) When a boat is hauled out for the winter season, there is a chance the boat will be moved a few times before it will be left in the final spot for the winter season.
- 6) If decommissioning your own boat, it is your responsibility to inform the Service Department and leave a clear, well-marked, note on the boat. (As described above a towing fee will be applied if the boat has been winterized and needs to be towed to the travel lifts)
- 7) Shrinkwrap can be installed immediately or up to 3 weeks after the haul out date depending on weather, boat decommissioning and other circumstances.
- 8) Chains will be attached to stands within 10 days of the boat haul out (When applicable).
- 9) If you are preparing to perform any significant winter work on your boat, or hiring a subcontractor, it is your responsibility to communicate this to the office and inform the subcontractor to check in at the office upon arrival at the marina. Subcontractors without proper insurance will be asked to stop work and leave the property.
- 10) Due to keeping costs down, Norwalk Cove Marina, Inc. cannot use customer supplied materials – many times materials are incorrect, wrong size, improper amount and this adds time to the hauling process/decommissioning completion.
- 11) Please be sure to read the reverse side of the 2023/2024 Winter Storage Contract and familiarize yourself with the General Yard Rules and Terms of Agreement.

As always, if you have any questions regarding the services you may need on your boat, please call the Service Department for assistance!

Sincerely,

The Service Team at Norwalk Cove Marina, Inc.

**By signing this form, I acknowledge I have read the above bullet points, in full, and understand what is expected to ensure a safe and successful haul of my boat. I am stating my boat will be ready for my designated haul week and understand if the boat should not be ready, it is my responsibility to inform the Service Department, as Norwalk Cove Marina, Inc, in writing, by the Friday PRIOR to my desired haul week.**

Customer Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

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Winter Storage Contract (2023-2024)

## Owner Information:

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Boat Information:

Vessel Name: \_\_\_\_\_ Wood/Glass/Other: \_\_\_\_\_ Power/Sail: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Length: \_\_\_\_\_ Length Overall(LOA): \_\_\_\_\_

Beam: \_\_\_\_\_ Draft: \_\_\_\_\_ Reg/Doc#: \_\_\_\_\_

Desired Hauling Week: \_\_\_\_\_ Key Location/Combo: \_\_\_\_\_

## Engine Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Serial #(s) Port: \_\_\_\_\_ Starboard: \_\_\_\_\_ Center: \_\_\_\_\_

## Generator Information:

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Serial #: \_\_\_\_\_

## Payment Terms

**\*\*No refunds after November 20<sup>th</sup>. Cancellations subject to \$150.00 fee\*\***

Charge Winter Storage payment in full

Two Part Payment: 50% deposit and balance due in 30 days

## Storage Choice

**\*\*Outside Dry Fees Include Haul-Out, Bottom Washing, Block, Launch in Spring\*\***

**\*\*Vessel on Owner's Trailer Storage Fees Include Haul-Out, Bottom Washing, Load onto Trailer, Launch in Spring\*\***

Outside Dry Storage - \$84.50/ft (LOA)

Boat Storage on Owner's Trailer - \$84.50/ft (LOA) ○ Trailers must be registered and marked with owner's name

Catamaran/Trimaran Outside Dry Storage - \$8.75/Square Foot (LOA)

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Terms and Conditions on Reverse Side\*\***

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Office Use Only

Date: \_\_\_\_\_ Payment: \_\_\_\_\_ Initials: \_\_\_\_\_ Amount Due: \_\_\_\_\_

**Winter Land Storage:** Season is October 15<sup>th</sup> to April 15<sup>th</sup>. (Electricity will be metered/charged a flat monthly fee) All boats MUST be launched by July 1<sup>st</sup>, 2023 – Long Term Land Storage is no longer available as of July 1<sup>st</sup>, 2024.

**Winter Storage Dry with Mast-In:** Owner agrees Norwalk Cove Marina, Inc. will not be held responsible for any damages due to this type of storage, whatsoever. (Do not tie covers to poppits.) All sails must be removed before hauling.

**Wet Winter Storage:** Electricity may be metered. The wet storage season runs from November 1<sup>st</sup> to April 15<sup>th</sup>. Owners are required to have the Service Department winterize all in-water seacocks. Seasonal wet storage customers are required to depart by April 15<sup>th</sup>. It is the owner's responsibility to make arrangements with the Dockmaster, if otherwise. Vessels not under summer contract will be charged at the transient rate of \$3.50/ft/day plus electricity. Full payment is due with the return of this contract and prior to the vessel occupying a slip.

### **General Yard Rules and Terms of Agreement**

- 1) Prior to hauling, owner agrees to leave keys or combination with Service Department.
- 2) No outside labor is permitted unless Norwalk Cove Marina, Inc. permission is obtained in advance. Outside contractors shall: 1) check in with the Yard office 2) Provide insurance certificate and 3) sign in/out each day.
- 3) All vessel owners agree to carry hull (i.e. fair market value of the vessel) and liability (i.e. a minimum of \$300,000.00 insurance for pleasure and \$1,000,000.00 for commercial insurance). Proof of insurance is to be provided prior to hauling. Owner agrees the yard will not be held liable for damages due to fire, storm, theft, wind, ice, act of God, outside labor, or the work of independent contractors and waives any claim for the same. Each vessel and its owner will be held responsible for damage caused to other vessels and/or the yard.
- 4) Bills will be mailed monthly and are due when received. When the balance of any account remains unpaid beyond 30 days, the owner agrees all work will be halted and will not resume until the account is paid in full. A service fee of 1.5% per month will be added to balances 30 days past due. All bills must be paid in full before summer slip contracts are accepted, or slips are reserved and prior to a vessel being launched.  
\*\*No adjustments will be made on invoices 30 days past bill date. It is the owner's responsibility to ensure their account is current. During the commissioning season preference will be given to those owners who have kept their accounts current. All charges shall be a lien against the vessel and will continue to be deemed so until those obligations are paid in full. If bill is not paid within 30 days, the Yard may return the boat to Norwalk Cove Marina, Inc. and haul the vessel at the vessel owner's expense.
- 5) The summer season runs from April 15<sup>th</sup> to October 15<sup>th</sup>. Vessels will be moved at the owner's risk and expense from parking areas to storage areas at a rate of \$4.00/ft/day. If they remain on land until September 1<sup>st</sup> and arrangements are not made with Norwalk Cove Marina, Inc., upon written notice to the tenant at their last contract address, the said vessel shall revert to Norwalk Cove Marina, Inc.
- 6) To prevent the possibility of fire, no electric cords may be left plugged in during winter storage, no electric heaters or open flames are allowed for any reason.
- 7) Do not tie winter covers to poppits or blocking because of the danger of dislodgement.
- 8) The owner is required to keep the area around the vessel clean and free from any debris. No storage permitted around or under the vessels. Norwalk Cove Marina, Inc. may clean the area at the vessel owner's expense.
- 9) Vessels without Norwalk Cove Marina Inc. Summer Contracts will incur additional storage charges if not launched by June 15<sup>th</sup>.
- 10) After a vessel, that does not have a summer contract (i.e. berth) with the marina is launched in the spring, it will be allowed free dock space until the following weekend, or three days; whichever is greater. Thereafter the transient rate of \$4.00/ft/day will be charged.
- 11) The display of any sign on/in a vessel which is in Norwalk Cove Marina, Inc. is prohibited unless prior written permission has been received from the Yard.
- 12) No work may be performed, or vessels plugged in on land after 4:00pm during the months of December, January and February.
- 13) For safety and security, nobody should be on land stored vessels after 4:00pm during the months of December, January and February.

### **Jurisdiction**

The parties agree any dispute and/or claims of whatsoever nature arising between the parties hereto shall be resolved exclusively in the United States District Court, District of Connecticut, sitting in Admiralty and that should any party have a right to a jury trial it is hereby waived. Additionally, the owner agrees to hold harmless and indemnify the Norwalk Cove Marina, Inc. for any claims of whatever nature, including negligence, which may be brought against the Norwalk Cove Marina, Inc. as a result of the vessel and/or its owners presence in the Yard, which relate in any manner to this agreement, including but not limited to guests brought on the premises by the owner.

### **Collection**

The owner agrees that should they default on their obligation under this agreement that Norwalk Cove Marina, Inc. shall be entitled to its reasonable costs of collection, including attorney's fees, plus interest at 18% per annum.

### **Changes to Agreement Required to be in Writing**

The terms of this agreement may not be altered in any manner unless in writing signed by both parties. Should any of the provisions of this agreement be held to be invalid, it is agreed that the remaining provisions hereto shall have full force and effect.

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## 2023-2024 WINTER SERVICES

Owner's Name: \_\_\_\_\_ Boat Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Hauling Week: \_\_\_\_\_ Key Location or Combo: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	X	X	X	X	X	X	X
22	23	24	25	26	27	28	19	20	21	22	23	24	25	X	X	X	X	X	X	X
29	30	31	26	27	28	29	30	X	X	X	X	X	X	X						
							X													

**\*\*PLEASE INDICATE THE MONDAY, OF THE WEEK, YOU WOULD LIKE YOUR BOAT HAULED\*\***

General Labor Rate: \$184.00/hr

**ALL PRICES ARE FOR LABOR ONLY, UNLESS OTHERWISE NOTED**

Materials, Tax, and 1.5% Environmental Fees are additional charges

Systems must be in operating order or additional charges may apply

Hazmat Disposal (Gas/Solvent/Antifreeze Disposal): \$13.25/gallon

All Work Orders are subject to a Miscellaneous Shop Supply Charge

**Haul Only** – Boat (Engine) must be available to run into the travel lift by a staff member of Norwalk Cove Marina, Inc. If boat must be towed the customer is subject to a \$75.00 towing fee.

### **MECHANICAL:**

- Winterize Engine **Single: \$165.00    Twin: \$310.00**
- Winterize Generator **\$162.00/Generator**
- Winterize all Water Systems: **Time and Materials**
  - o (Items checked: A/C units, Icemakers, Head/Waste Systems, Porta Potti Systems, Hot Water, Fish Wells, Salt Water Washdowns, Baitwells, Dockside Hookups, etc.) **Time and Materials**
- Pump Holding Tank (On land) **\$75.00/tank**
- Oil & Oil Filter Change and Engine Zinc Change (Sailboats) (Per Engine) **Diesel/Gas: \$279.00**
- Oil & Oil Filter Change and Engine Zinc Change (Gas Inboard Power) **Single: \$265.00    Twin: \$479.00**
- Oil & Oil Filter Change and Engine Zinc Change (Diesel Power Boat) **Time and Materials**
- Fuel Filters (Gas & Diesel) (Primary & Secondary) **Time and Materials**
- Change Generator Oil, Filter and Generator Zincs **Time and Materials**
- Engine Impeller Service **Time and Materials**
- Generator Impeller Service Time **Time and Materials**
- Service Seacocks **Time and Materials**

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**2023-2024 WINTER SERVICE CONTINUED**

## **STERNDRIVE + SAILDRIVE SERVICES:** Includes Removal, Storage and Spring Installation.

- |  |  |
|--|--|
| <input type="checkbox"/> Mercury Alpha Sterndrive Preventative Maintenance (Drive Off)       | <b>Single: \$1290.00 Twin: \$2400.00</b> |
| o Includes Water Pump Replacement Kit  |  |
| <input type="checkbox"/> Mercury Bravo/Volvo Sterndrive Preventative Maintenance (Drive Off) | <b>Single: \$675.00 Twin: \$1275.00</b>  |
| <input type="checkbox"/> Gear Lube Chang and Stern-Drive/Sail-Drive Zinc Change              | <b>Time and Materials</b>                |
| <input type="checkbox"/> Pod Drive Services – IPS/Zeus Gear Lube, Filter & Zinc              | <b>Time and Materials</b>                |

## **OUTBOARD SERVICES:** Decommission and Annual Maintenance

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> Removal/Storage/Reinstall (In Spring) of Outboard up to 9.9HP (No Services) | <b>\$200.00</b> |
|--|-----------------|

**\*\*Remove/Storage/Reinstall included with full service up to 9.9HP\*\***

### **4 Stroke Engines (Each)**

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> 1 Cylinder Engine 2.5-6HP     | <b>\$209.00</b> |
| <input type="checkbox"/> 2 Cylinder Engine 8-25HP      | <b>\$269.00</b> |
| <input type="checkbox"/> 3 Cylinder Engine up to 30HP  | <b>\$359.00</b> |
| <input type="checkbox"/> 4 Cylinder Engine up to 50HP  | <b>\$405.00</b> |
| <input type="checkbox"/> 6 Cylinder Engine 60HP-150HP  | <b>\$439.00</b> |
| <input type="checkbox"/> 6 Cylinder Engine 175HP-300HP | <b>\$510.00</b> |
| <input type="checkbox"/> 8 Cylinder 300HP and Up       | <b>\$535.00</b> |

### **2 Stroke Engines (Each)**

- |  |                             |
|--|-----------------------------|
| <input type="checkbox"/> Preventive Maintenance – All 2 Stroke Outboards | <b>Time &amp; Materials</b> |
|--|-----------------------------|

## **RIGGING:**

**\*\*Sails must be removed prior to the scheduled haul week or NCM will remove and store sails on owner's boat at owner's expense.**

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> Inspect Mast and Standing Rigging  | <b>Time and Materials</b> |
| <input type="checkbox"/> Prepare Mast to Unstep   | <b>Time and Materials</b> |
| o Preparing to unstep is disconnecting the electrical connections, clear the tape off turnbuckles from previous tune, remove boom/vang, remove boots and chocks for keel stepped masts, loosen turnbuckles, remove cotter pins, secure lines/remove from deck, etc. |                           |
| <input type="checkbox"/> Unstep Mast and Store Outside <b>(Does not include stepping in spring)</b> <b>\$17.50/FT (Mast Length is LOA of Boat)</b>  |                           |
| o Unstepping the mast includes removal of mast and once mast is removed NCM will remove spreaders, wind instruments, antennas, AWI and wrap in foam and place below deck  |                           |
| <input type="checkbox"/> Indoor Mast Storage (Limited Availability) <b>\$7.00/ft(Mast Length) (In addition to unstepping fees)</b>  |                           |
| <input type="checkbox"/> Remove Sails   | <b>Time and Materials</b> |
| o Sails will be placed inside customer's boat <b>UNLESS</b> customer has requested Norwalk Cove Marina to send out sails for repairs/wash   |                           |
| <input type="checkbox"/> Sails – Wash, Inspect and Minor Repairs  | <b>Time and Materials</b> |
| <input type="checkbox"/> Spinnaker Sails – Wash, Inspect and Minor Repairs  | <b>Time and Materials</b> |
| <input type="checkbox"/> Clean and Lube Turnbuckles   | <b>Time and Materials</b> |
| <input type="checkbox"/> Service Roller Furling   | <b>Time and Materials</b> |
| <input type="checkbox"/> Clean and Lube Winches   | <b>Time and Materials</b> |
| <input type="checkbox"/> Replace Lifelines  | <b>Time and Materials</b> |

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**2023-2024 WINTER SERVICE CONTINUED**

## SHRINKWRAP SERVICES/CANVAS SERVICES: Materials Included

- LOA includes Pulpit & Swim Platform. Covers are not warranted for winds over 50mph.
  - Vessels with 20' beam, or larger, will be charged 1.5 times the rate.
- Eisenglass/canvas must be removed prior to shrinkwrapping or NCM will remove and store eisenglass/canvas on owner's boat at owner's expense, free of liability of condition of eisenglass/canvas.
  - Owner has responsibility to inform marina of any painted hulls/dark gelcoats.
    - Covers will not be warranted for winds over 50mph.
- Norwalk Cove Marina is not responsible for cushions, or other loose objects, on board a boat • Shrinkwrap repairs will be made as soon as possible; charges may apply to repair orders.
  - All shrinkwrap boats are subject to \$4.50/ft fee to dispose of shrinkwrap in spring.

**\*\*Doors and vents are included in pricing on boats over 20'**

<input type="checkbox"/> Shrinkwrap up to 20'	\$20.00/ft
<input type="checkbox"/> Shrinkwrap 20'-29'	\$26.00/ft
<input type="checkbox"/> Shrinkwrap 30'-39'	\$28.00/ft
<input type="checkbox"/> Shrinkwrap 40'-49'	\$31.00/ft
<input type="checkbox"/> Shrinkwrap 50'-59'	\$32.50/ft
<input type="checkbox"/> Boats with Fly-bridges	\$300.00
<input type="checkbox"/> Sailboats with Mast in - Price is in addition to regular shrinkwrapping fees	\$3.75/ft
<input type="checkbox"/> Tape to Rail for Painted Hulls - Price is in addition to regular shrinkwrapping fees	\$7.00/ft
<input type="checkbox"/> Frame to Rail for Finished Toe Rails - Price is in addition to regular shrinkwrapping fees	\$10.25/ft
<input type="checkbox"/> Remove Eisenglass/Canvas and Store on Customer's Boat	Time and Materials

\*\*Does not include reinstallation in spring\*\*

## Additional Mechanical/Fiberglass/Rigging Work Requests:

(Line splicing, lifeline repairs, system upgrades, fiberglass repairs, engine work, etc.)

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**The owner agrees to hold harmless and indemnify Norwalk Cove Marina, Inc. for any claims of whatever nature, including negligence, which may be brought against Norwalk Cove Marina, Inc. as a result of the vessel and/or owners' presence in the Yard, which relate in any manner to this service request.**

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## ATTENTION!!!!

A credit card is needed to secure any work requested.

Norwalk Cove Marina, Inc will not process any work orders without one!

I am authorizing Norwalk Cove Marina, Inc to charge my card as necessary for work I have requested. I am aware I will be responsible for the charge posted to my credit card.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Credit Card Type (MC, Visa, American Express): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

## Certificate of Insurance Policy:

Norwalk Cove Marina, Inc requires all boat owners to provide proof of vessel insurance when stored for the summer or winter.. The policy Declaration of Coverage is to name Norwalk Cove Marina, Inc. as additionally insured. This coverage is at no additional cost to customers and should be in place for a minimum term of one year, running concurrent with the seasonal winter contracts. Please have your insurance agent prepare the Declaration of Coverage and submit to [Service@NorwalkCove.com](mailto:Service@NorwalkCove.com) at your earliest convenience.

The marina mailing address is 48 Calf Pasture Beach Road, Norwalk Connecticut 06855.