



Spring 2015

Happy Spring to one and all,

After this winter's weather we are all feeling the excitement for the upcoming season. The marina basin and Resort, like a lot of us has been dealing with historic amounts of snow, ice and wind and the damages that came along with it. We have been working hard and will continue to get everything shipshape for the boating season.

We invite you to visit us at the Marina Service Center for all your boating and marina services and look forward to making your experience at our resort, your summer getaway. So let's get you prepped and ready for the water:

We ask that service and launch scheduling requests be submitted in writing so we've enclosed both our **Launch Request** and **Commissioning Request** forms. These forms are also available on our website at [www.CapeAnnMarine.com](http://www.CapeAnnMarine.com) and can be returned via fax or e-mail as well as regular post. Carefully fill out and sign each form as needed and return as soon as possible for entry on both the Launch and Service schedules. All requests will be processed on a first come first serve basis. Due to the increasingly high volume of boats to prepare for the season, some requests beyond the realm of standard commissioning work may have to be scheduled separately as summer work. Specific details can be addressed by calling (978) 283-0806 or email [service@capeannmarina.com](mailto:service@capeannmarina.com). Winter storage agreements end on May 15th, please plan to launch your boat prior to this date. Boats and trailers in the yard after June 1<sup>st</sup> will be charged a daily rate and may be subject to yard relocation fees. All shrinkwrap will be removed by May 22<sup>nd</sup>, unless you make prior arrangements and receive a confirmation.

We are proud to announce that Cape Ann Marine Sales & Service is now a Master Certified YAMAHA Dealer! Congratulations Master Technician, Nathaniel Levie.

Be sure to visit our website and sign up for our E-Newsletter so we can keep you posted about all the seasonal happenings here at the marina including Mile Marker One Restaurant & Bar as well as special events including the annual Strawberry Festival, Bluefin Blowout, Fall Fest and more. Don't forget to check out our used boat listings, or call us if you'd like to list your boat. As always we appreciate your patronage and your cooperation with our policies and procedures. Don't hesitate to contact us with any questions to make this transition to the next season as smoothly as possible.

Sincerely,  
Marina Service Team

Enclosures: Commissioning Request Form/Policies, Procedures & Policies, Launch Request, Credit Card Authorization Form.



75 Essex Avenue ♦ Gloucester MA 01930  
(978) 283-0806 ♦ Fax (978) 283-2560 ♦ [www.CapeAnnMarine.com](http://www.CapeAnnMarine.com)





## POLICIES AND PROCEDURES

No new work, hauling or launching will be performed unless your account is paid in full, this also includes your storage contract with Cape Ann Marina, if it applies. There are no exceptions.

State, Federal, and Environmental laws and regulations drive the changes we have had to make over the 43 years we have been in business. Persons found improperly disposing of hazardous materials will be subject to fines. Cape Ann Marina is under surveillance 24 hours a day. Here is a reminder about our latest policies in the yard:

- **All shrink-wrap for boats must be removed by CAMSS staff only.** Proper separation, recycling, and/or disposal of all related materials are necessary. NOTE: The charge for removal and recycling of all shrink-wrap is/was included in your shrink-wrapping charge in the fall. All shrinkwrap will be removed by May 22<sup>nd</sup> unless you make prior arrangements and receive a confirmation.
- **Boat Bottom Preparation** – a boat owner can do this work; however, when sanding, a dustless sander attached to a vacuum must be used. To help facilitate this Cape Ann Marine Sales & Service will make rental machines available on a first come first serve basis. In addition you must use tarps to cover the ground under your boat while working. Please contact the Yard manager or service department for specific instructions regarding materials disposal.
- **Zinc Anodes and Bottom Paint:** If you are planning on changing your boat's zinc anodes, or painting the boat bottom yourself, we request that you to purchase your supplies from our ships' store. When you purchase zincs, bottom paint and other products that require environmentally friendly disposal from our store, we will provide for proper disposal and/or recycling of those items. We offer very competitive rates for major zinc and paint manufacturers including Pettit, Interlux, Camp and Godfrey.
- **Waste Oil Disposal:** You may not under any circumstance leave unattended waste oil containers on the premises at any time. We will dispose of oil that you purchased with us at the Boat Works 2 building. You will need to leave your waste oil with one of our staff there during regular business hours. If left unattended, you could be subject to a fine.
- **Outside Contractors:** Are allowed into our yard; however they must abide by Marina rules, and sign an agreement, yearly or upon arrival. A \$5 per hour fee will be charged to the contractor while they are here to cover general overhead, parking and liability. No outside contractors are to be here on Saturday or Sunday without prior approval. Ask for more details if needed. Contractors must sign in and sign out at our Marina Service Center each day work is being performed. If the store is closed at time of sign in or out, we ask that each contractor abide by an honor system of tracking their time and reporting those hours to us during the next business day.

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this form, I agree and understand the policies and procedures outlined.*



# LAUNCH REQUEST 2015

75 Essex Avenue - RT. 133 Gloucester, MA 01930  
 978-283-0806 • Fax: 978-283-2560 • www.CapeAnnMarine.com

Cape Ann Marine Sales & Service must have signed request forms at least **one month** prior to launch request date for scheduling purposes. Please fill out completely and return as soon as possible. Please notify us if you plan to postpone your requested launch date. Requested launch dates are not guaranteed.  
 Boats will not be launched without a signed LAUNCH REQUEST and a CERTIFICATE OF INSURANCE. Customers with a balance from marine services or storage will not be entered into the schedule until accounts are paid in full.

Cape Ann Marina or Cape Ann Marine Sales & Service are not liable for damage to spray rails, bilge keels, transducers, through-hull fittings, roll dampening components or any similar hull protuberances while hauling and/or launching. The vessel owner is responsible for providing any special equipment required for the protection of those hull components during the aforementioned operations. \_\_\_\_\_ (initial here)

Please fill out completely.

Boat Name & Registration #'s	POWER or SAIL L.O.A.:	SIZE OF BOAT: BEAM:	DRAFT:
Owner information	Tele #'s		
	Email:		
Launch Week Requested:	WEEK OF:	STEP MAST* YES or NO	*Please make arrangements with Marine Services at (978) 283-0806 with as much notice as possible for mast stepping.
Assigned Summer Slip if known:	If you do not have a Summer Slip what is your expected departure date*:		

REMARKS: \_\_\_\_\_

*Schedule additional boat services at our Marine Service Center or by calling (978) 283-0806.*

**No launching or hauling on holidays, Saturdays or Sundays without special request. Different rates may apply.**

**Owner is responsible for: providing and installing drain plugs, opening thru-hull fittings, dock lines (4 min.), fenders (3 min.), paint, throw-away brush in cockpit, safety equipment, bilge pump and battery operation. \_\_\_\_\_ (initial)**

\*We will notify you when your boat has been launched. Unless you are a summer slip customer you will have 2 days to remove your boat from the temporary slip, prior to May 15 and 1 day after. Otherwise, current dockage rate will be charged daily. For slip storage, contact our Dockmaster and make a reservation or request dockmaster@capeannmarina.com.  
All trailers must be removed within 2 days after launch, if not a Daily Yard Storage Fee will be charged.

**Yard Labor** \$65.00 per hour (Min ½ hr)      **Marine Mechanic Labor Rate** \$100.00 per hour (Min ½ hr)  
**Daily Yard Storage Fees:** 19' and under \$5.00/day. 20' and up is a \$10.00/day (this applies to service or launching work orders)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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### 2015 COMMISSIONING REQUEST FORM

Sign and Submit 30 days prior to requested completion date. Request dates are not guaranteed.

Date: \_\_\_\_\_ Launch/Completion date requested: \_\_\_\_\_

Owner: \_\_\_\_\_ Vessel Make and/or Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

I am launching my vessel at CAM and have completed a launch request form.  I trailer my boat.

**\*\*KEY LOCATION:** \_\_\_\_\_ or **Lock Combo:** \_\_\_\_\_

\*Failure to note key location may result in delay in service.

**Bottom Paint Spring Special Only!**  
If we paint your bottom (boats up to 25') We will launch it for only an additional \$60.

**Shrink Wrap Removal Date:** \_\_\_\_\_ **Note: Only Cape Ann Marine can remove shrink wrap.**

\*No fee if wrapped by CAMSS. All Shrinkwrap will be removed by May 22<sup>nd</sup>, unless prior arrangements have been made.

Yes  No

**Bottom Paint:** Tape waterline, and paint.  
Specify Brand if desired \_\_\_\_\_ Color \_\_\_\_\_

**Bottom Painting**  
Up to 25' \$11/ft + paint & materials  
26'- 40' \$13/ft + paint & materials  
45' + up \$15/ft + paint & materials  
**Hull Wash & Wax**  
Up to 25' \$11/ft + materials  
26'- 40' \$13/ft + materials  
45' + up \$15/ft + materials  
**Deck Wash**  
Up to 19' \$80  
20' - 25' \$125  
26' and up - call for pricing

Yes  No

**Clean and Wax Hull:** Waterline to Rub Rail.

Yes  No

**Compound and Wax Hull:** Waterline to Rub Rail.

Yes  No

**Wash Boat Decks:** Deck surfaces

Yes  No

**Fresh & Raw Water Systems:** Connect plumbing. Flush and fill water tank(s).  
Pressurize systems. Test all water pumps including live well and wash down pumps.  
Reconnect and test hot water heater, head system and A/C units as applicable. Check for leaks.

Yes  No

**Zincs:** replace as needed  Externals: shaft, rudder, trim tab zincs **and/or**  
 Internals: closed cooling zincs

Yes  No

**Basic Boat Commissioning:**  
Load test, charge, and install batteries as needed. Clean and service battery leads and hold downs.  
Inspect engine, belts, hoses and wires. Check fluids and fill as needed. Change low pressure and water separating fuel filters and prime with fresh fuel. Check fuel filter sample for water/debris. Test run engine(s), and verify proper function of steering and controls. Verify operation of navigation lights and bilge pumps. Commission generator in same manner if equipped. Install stern drive if applicable.  
Provisions for additional service recommendations as needed.

**OR**

Yes  No

**Boat Commissioning with Engine Tune Up:** Includes all of the above plus services outlined in manufacturers owners manual i.e. water pump service, spark plugs, thermostats, distributor caps, rotors and stern drive service as applicable. Tune up service is generally recommended at 200-300 hour intervals, or after 2-3 years since last performed.

**ADDITIONAL REQUESTS:** Call: (978)283-0806 or e-mail: Service@capeannmarina.com

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

By signing this form, I agree and understand the policies and procedures outlined above and on the back or page 2 of this document.



Cape Ann Marine  
Sales & Service

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### Cape Ann Marine Sales & Service POLICIES for all Service Work.

- No new work, hauling or launching will be performed unless Customer's account is paid in FULL, this also includes customers that have a storage contract with Cape Ann Marina. Full remittance of all balances must be paid prior to taking boat from marina lot or docks.
- A completed, signed work order or seasonal commissioning or de-commissioning checklist with customer and boat information along with a detailed description of work requested and provision of keys and or combo is required prior to job scheduling or commencement. Service requests will not be entered on to the schedule if any of this information is missing.
- **Owner is responsible for: drain plugs, opening thru-hull fittings, bilge pump and battery operation.**
- **Storage Fees** Boats that are dropped off for Service, without an appointment are subject to the Daily Yard Storage Fee. Boats without wet or dry storage contracts must be removed from the premises no longer than 4 business days following notification of job completion. Daily Yard Storage Fees: 19' and under is \$5.00/day. 20' and up is \$10.00/day.
- Trailers must be picked up after launching within 2 days, or daily storage fee will be charged. Customers who want to pick up boats or trailers after hours can do so **anytime before 8 p.m.** providing that payment is made in full prior to pick up.
- All trailers brought to yard must be labeled with customer name, or vessel name on tongue. Failure to do so may result in a delay in service.
- Cape Ann Marine is not responsible for damage caused to boat, motor or trailer due to poor trailer adjustment i.e. improper tongue weight. Cape Ann Marine is not responsible for proper tie down upon completion of work, and customer pick up.
- Cape Ann Marine will provide for disposal of waste engine oil during normal business hours as long as the oil was purchased from our Ship's Store. Any persons caught leaving containers of waste oil on the grounds unattended will be subject to a fine and reported to Clean Harbors. This will also apply to any inappropriate disposal of hazardous materials on site.
- Labor performed at Cape Ann Marina must meet or exceed ABYC standards. ABYC non-compliance is grounds for job refusal.
- Weather Related Damage - Cape Ann Marine is not responsible for damage caused to boats or trailers caused by acts of nature. We are also not responsible for damage caused to boats or trailers in our yard by other patron's or visitors.
- A 1.75% Environmental Fee will be assessed to all work.
- By law, hazardous spills need to be reported immediately. Spills must be cleaned at owner's expense.
- Jobs that exceed \$500.00 may require an initial deposit and be may subject to partial billing prior to job completion.
- Special orders for parts that exceed \$100.00 require an initial 25% deposit. A 15% restocking fee will be assessed for any returned or refused special orders.
- By signing this document (on front side), you are agreeing to the above policies.

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PRINT Name

Signature

Date



# CREDIT CARD AUTHORIZATION

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## CREDIT CARD AUTHORIZATION for 2015 Marine Service work

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

Name on Card: \_\_\_\_\_

Billing address of Card: \_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_ hereby authorize **Cape Ann Marine Sales & Service**  
(Please Print)

to charge \$ \_\_\_\_\_ on my \_\_\_\_\_  
(Type)

CC# \_\_\_\_\_ expires on \_\_\_\_\_.

Security codes: 4 digit code if American Express on Front \_\_\_\_\_

or 3 Digit Code on Back of all the other Credit Cards \_\_\_\_\_

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