

## 2025 Marina Group Reservations

- A group consists of 8 or more Slips and Stay a minimum of 2 consecutive nights
- Each group must have a Group Coordinator (G.C.) for the purposes of communication, distributing reservation code, assisting group members with reservations, signing agreements, financial responsibility of the group, etc.
- Must be booked at least two Month out prior to Event Arrival Date.
- Dates Based on First Come First Serve Availability
- Requests can be submitted beginning the First Tuesday of January each year at 12:01 am PST
- Must Submit Request via email to [pointhudson@portofpt.com](mailto:pointhudson@portofpt.com)
- Slips must be reserved with the following parameters:
  - Slips must be reserved for both sides of a double berth.
  - 70' slips must be reserved at full length
  - Club can utilize the entire beam and length of the slips as long as there is no overhang.
  - All docking plans are subject to approval and modification by port staff.
- Once the number of slips and dates are confirmed. Groups have up until 30 calendar days prior to arrival to reduce the number of sites (again, it is a minimum of 8 Sites) or increase the number of sites based on availability.
  - After that release date the Club/Group is financially responsible for all slip charges corresponding to their request
  - Any Slip not reserved by the release date will be available for the general public to reserve in our reservation system.
- If the Group drops below 8 Slips:
  - The group booking will be cancelled,
  - All reservations for the Group will be cancelled and individual reservation fees will be forfeited.
  - Individuals will then be responsible for any new reservations just like the general public.
- The G.C. will be financially responsible for all fees. **1 group = 1 payment.**
- The G.C. must provide a roster and docking plan of the Guests & Vessels 14 calendar days prior to arrival. If any changes are made before the arrival date, they must notify us of the said roster and docking plan changes.
- Group booking will not be available for the following times:
  - Memorial Day Weekend
  - 4<sup>th</sup> of July and adjacent weekend
  - Labor Day Weekend
  - Wooden Boat Festival
- Groups may only block the dates of the group event, booking additional days before/after to accommodate early arrival/late departure will not be allowed.
  - Guests wanting to arrive early/stay late will need to make a separate reservation via our website [www.portofpt.com](http://www.portofpt.com).
- Failure to comply with our Rules, Regulations and Procedures can result in forfeiture of current and future Group Reservations.

## **Group Coordinator Responsibilities**

- The Group Coordinator (G.C.) primary responsibility is to be the absolute liaison between the Group and The Point Hudson Marina & RV Park Office.
- In order to serve you best, please communicate to all individuals within your Group that You, as the G.C., will facilitate all questions, concerns, reservation alterations, and all other inquiries with Point Hudson.
- The G.C. shall pay all fees associated with the Group Bookings and Reservations. It is the responsibility of the G.C. to collect all fees from the individuals in their Group.
- The G.C. will submit the following:
  - **Group Reservation Agreement** (within 7 days of requesting the Group Dates)
  - **Final Number of Sites** (No Later than 30 days prior to arrival)
  - **Roster** (14 days prior to arrival)
  - **Facilities Agreement** - If Applicable (within 7 days of requesting the Group Dates)
  - **Reservation Fee for the number of Site** (within 7 days of requesting the Group Dates)
  - **All Other Fees**: Reservation Balance, Facilities Use, etc. – Due upon submission of Final Roster
- G.C. will arrive prior to the rest of the group to direct and provide all information to individuals in their group upon their arrival.
- G.C. will coordinate:
  - Reservations
  - Site assignments
  - Cancellations
  - Site Changes
  - Distribution of Facilities Code
  - Collecting payments from group members

