

## 2025 RV Group Reservations

- A group consists of 8 or more Sites and Stay a minimum of 2 consecutive nights.
- Each group must have a Group Coordinator (G.C.) for the purposes of communication, signing agreements, financial responsibility of the group, etc.
- Must be booked at least Two Months out prior to Event Arrival Date.
- Dates Based on First Come First Serve Availability
  - If the reservation fees for the number of sites requested are not paid within 7 calendar days of the request, the dates will be forfeited and available for other groups or the general public.
- 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)
- Once the number of sites 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 site charges corresponding to their request
- The G.C. must provide a roster of the Guests 14 calendar days prior to arrival. If any changes are made before the arrival date, they must notify us of the said roster changes.
- If the Group drops below 8 Sites, the group booking will be cancelled, and reservation fees will be forfeited. Individuals will then be responsible for making their own independent reservations just like the general public.
- The G.C. will be financially responsible for all fees. **1 group = 1 payment.**
- 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
- G.C. 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.
- 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 the information to individuals in their group upon their arrival.
- G.C. will coordinate:
  - Reservations
  - Site assignments
  - Cancellations
  - Site Changes
  - Distribution of Facilities Code
  - Collecting payment from group members