



## 2010 Group Reservation Guidelines

**SOUTH BEACH HARBOR** is pleased to continue the tradition of Group Cruise-ins. We look forward to having your group stay with us. With advanced scheduling we can accommodate up to 15 boats during the week (Sunday through Thursday nights) and 10 boats on holidays and weekends (Friday and Saturday nights).

Following are the necessary steps and timetable for a successful cruise-in:

### **RESERVE YOUR DATE (one year to 61 days in advance of cruise-in date)**

- Group reservations can be made from **ONE YEAR** to 61 days in advance of a cruise-in date. Please fill out and submit a “**Group Reservation Request Form**” along with a \$10 per boat service charge (**non-refundable**).
  - Payment can be made with check (payable to South Beach Harbor) or Mastercard/Visa (*note: since the service charge is non-refundable and cancellations are frequent, cruise directors may want to collect the service charge from members in advance*).
  - The service charge is a separate fee and is **not** deducted from the final payment of berth fees.
- Reservation priorities are determined according to the date your application and payment are received in our office. However, if two or more reservations are received on the same day or **MORE** than one year in advance, the Harbor reserves the right to determine how best to accommodate these requests.
- A confirmation letter will be sent to the Cruise Director when the date has been secured. Please do not assume your date has been reserved without this letter.
- If you wish to book a cruise-in **less the 61** days in advance, you would not longer be considered a **group**, but as **the general public** (they can book up to 60 days in advance without a service charge). During this period each individual captain would be responsible for making both reservation and payment. Reservations would be made on a first come/first serve bases and there would be no guarantee of placement with other club members.

### **RESERVE YOUR SLIPS (approximately 70 days in advance of cruise-in date)**

- Once your reservation has been scheduled, you will be sent the “**Berth Assignment**” form approximately 70 days in advance of the cruise-in date. This form is used to determine the specific berths we will assign to your group. The information requested will include owner’s last name and LOA (length overall – including bowsprit, anchor pulpit, boomkin, swim step, etc.) Guest berths are available in 38, 46 and 50 foot lengths; we also can accommodate a limited number of vessels over 50 feet.

- Please return the “**Berth Assignment**” form as soon as you can. Remember that slips are open up to the general public 60 days in advance. Although we understand that coordinating and getting commitments from club members is often challenging, our flexibility to accommodate your club often becomes limited as we move closer to your cruise-in date.

***Important: (1) we only allow one foot overhang on our slips regardless if the vessel bows or sterns in. Be sure to stress to your members that we need OVERALL (shadow) lengths; (2) if you have larger vessels, 50’ and up, please let us know as soon as possible – these spaces are very limited.***

#### **MAKE YOUR FINAL PAYMENT (two weeks prior to cruise-in date)**

- Final payment is **due no later than two weeks prior to your arrival date**. The total charge will be equal to \$1.25/foot per night times the total LOA for all boats. *(Note: The service charge is a separate fee and is **not** deducted from the final payment).*
- Our preference is to receive one payment for the total amount (either check or credit card) from either the cruise director or the yacht club. In some cases, individual members can pay us directly **in advance** (payment upon arrival is highly discouraged as it often causes bookkeeping problems).
- If the two week deadline cannot be met, please call us to make other arrangements. We will try and be as accommodating as possible, but we can only hold slips without payment for a limited time.
- Any cancellations after final payment has been received will be nonrefundable.
- With prior approval of the Harbor Master or Group Cruise-in Coordinator, you may arrange for a substitute for last minute cancellations – if the boat will fit into the originally assigned slip.

For further information, please contact:

Jon Wessel  
415-495-4911 x1046 (Thursday-Saturday)  
jon.wessel@sfgov.org