



Rhode Island Mooring Services Inc.

Mooring Services & Marine Construction

Spring 2010 is around the corner and Rhode Island Mooring Services is gearing up to welcome you back. Please come in or snail mail the enclosed forms at your earliest convenience.

The following forms are enclosed with this letter and require your immediate attention:

Spring Commissioning form **White copy must be returned by 15 March** (otherwise we can not guarantee launching by May 31st)

Hurricane Haul out form **Prioritized by the date application and fee are received** (we can not accommodate everyone) **\$15.00 filing and related communications fee is due with form**

We need the commissioning form to schedule your launch date NO EXCEPTIONS! Return the white copy and follow up with us to be sure your request is not delayed. If you need to change your scheduled launch date you will be re-scheduled **at the next available opening**. Repeated changes will be subject to additional charges.

If you need a weekend launch date schedule it early, they are the first to fill up. If you require additional services, other than launching, return your commissioning form **NOW**. Late requests will delay your desired launch date. **Spring work is now being scheduled.**

- **If you do not plan to launch in spring '10 call us NOW to avoid extra charges later**
- Provide **accessible** dock lines & fenders **prior** to launch to avoid being invoiced by RIMS
- Avoid rescheduling & **bring us a copy of your cabin key** or combo prior to your launch date
- As a courtesy we allow a **1 day** stay dockside (transient rates apply for longer stays)
- All boat-related service bills must be paid in full prior to launching
- Unpaid balances are charged to your credit card 5 days after the invoice date
- Spring work is billed upon completion. **Do not send prepayment for service work**
- "Boat for sale" A seasonal fee of \$160.00 to RIMS and your broker's name are required
- All guests must be accompanied by a boat owner or their representative
- Subcontractors and brokers must sign in and out for each visit
- Subcontractors and brokers must verify updated certificate of insurance has been filed
- Fees for Subcontractors/Surveys \$10. p/hr. Minimum 4hrs
- Subcontractors and Brokers are allowed on the premises Mon. – Fri. 8:00am to 4:00pm
- Failure to comply with visitor policies will result in access being denied
- If you are not familiar with our environmental policy please stop in to pick up a copy

The combo for the pedestrian gate is #2628

The large gate will be closed and locked at 5:00 pm. You can access your boat after hours and on weekends through the pedestrian gate. You may use the large gate for loading and unloading purposes however there is **NO PARKING INSIDE THE GATE** during regular business hours.

Office hours Monday-Friday 8:00 - 4:00 until April 5th April 5th to Memorial Day open Saturdays 9:00 – 12:00

As always let us know if we can be of service to ensure that your boating experience here at RIMS is a pleasurable one.

Thank you,

Dona Giglio

• 15 Patrol Rd • North Kingstown RI 02852 • Tel (401) 295-2502 • Fax (401) 295-4718 • email: rims@rimoorings.com•



Spring 2010 Commissioning and Launch Authorization Form

Name: _____ Email: _____

Boat Name: _____ Day Phone: _____

*Desired Launch Week: _____ *Deliver Boat to: _____

We must have key or combo to launch Key Location _____ Combo _____

****Weekend dates fill quickly and are scheduled based on return date of this form**

Spring Service

Provide same service as last year

_____ Shrink Wrap Removal	Removal T & M (Do Not Place Shrinkwrap Material in Dumpsters) Bags are provided at Rims office
_____ Step Mast	Time & Materials (T & M)
_____ Tune Mast	Ask for a 2010 Rate Schedule
_____ Sail Rinse & Wash	\$3.25 lb • Mildew wash quoted if needed • All sail inspections \$42.00 (removal is T&M)
_____ Wash & Wax Hull	\$11.00 ft. (Plus Materials) Decks Quoted - Compounding Additional
_____ Antifoul Transom	Time and Materials(Assembly & Outdrive)
_____ Paint Bottom	\$17.95 ft up to 34' & \$20.45 ft for 35'- 42' (Includes Prep and Materials) T&M over 43' vessels
_____ Delivery of Boat	*Based on hourly rate (dock to dock) and limited area (N/C for Allen Harbor boats)
_____ Sea Trial	\$88.00 dock to dock (1/2 hour plus 2 man crew)

Commissioning

Provide same service as last year

_____ Commission Engine	\$110.00 per engine plus Materials	(Check fluids,belts,seacocks, stuffing box, bilge pumps)
_____ Tune Up	Time and Materials	
_____ Outboards	Time and Materials	Make/H.P. _____
_____ Outdrives	Time and Materials	(Includes commissioning & installation)
_____ Fresh Water System	Time and Materials	
_____ Generator	Time and Materials	
_____ Salt water pumps	Time and Materials	
_____ Head & Hold Tank	Time and Materials	
_____ Hot Water systems	Time and Materials	
_____ Change Oil & Filters	Time and Materials	
_____ Change Fuel Filters	Time and Materials	
_____ Change Hull Zinc's	Time and Materials	
_____ Service, Charge & Connect Batteries	Time and Materials	
_____ Sanitation Check	\$35.00	<i>Owner must be present, can only be done PRIOR to launch.</i>

RIMS OFFICE USE

Return Date _____ WO Date _____ WO# _____

Excel ___QB___ Incomplete notify cust date _____

Request key/combo date _____

Cust drop off date _____ Rims rack# _____

TIME AND MATERIAL REFERS TO RIMS HOURLY RATE (\$88.PER HR) PLUS THE COST OF MATERIAL

INVOICED WORK MUST BE PAID IN FULL BEFORE THE BOAT LEAVES THE YARD - DO NOT MOVE BOAT STANDS (contact office)

Special Instructions:

I hereby authorize the above work to be done with the necessary materials, and hereby grant you and/or your employees permission to operate the boat/motors herein described for the purpose of testing and/or inspecting. An express mechanic's lien is hereby acknowledged on above boat/motor to secure the costs of repairs thereto. I understand that any boat services billed after the boat is launched is due upon receipt, any bills over 5 days old will be charged to the credit card on file or on this form.

Important Notice - the vessel and its contents maybe sold at public auction for unpaid storage or service charges. The boat owner will be responsible for all costs of collection including attorney's fees.

Required credit card# (for file even if you enclose a check) _____ **Exp date** _____

Signature _____ Date _____



Rhode Island Mooring Services
 Little Allen's Harbor
 15 Patrol Rd
 North Kingstown, RI 02852

Hurricane/Storm Haul Out

Name:	
Address:	
City, State	
Work#	Home#
Email:	
Fax #	

Cell/ Pager/Fax	
Vessel Name/Type	
Beam/LOA/Draft	
Key location**	Combo**
Mooring Location:	
Harbor Number:	

I authorize Rhode Island Mooring Services, Inc to haul my vessel in the event of a hurricane watch. I understand that my vessel will be re-launched at RIMS discretion based on weather and safety conditions. I agree to maintain insurance on my vessel and have left keys or combo with office. **There is a \$15.00 filing and related communications fee due with this form. The fee will be charged to the credit card listed below on the date RIMS receives the form in our office. If you prefer to pay with a check it must be enclosed with this form. Other fees listed below will only be charged in the event of a weather related emergency.**

Office Use Date rec'd _____ Ck # _____ Incomplete no fee rec'd _____ Incomplete date notified _____	Credit Card# _____ Exp Date _____ Customer Signature _____
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Haul,Block,Launch	\$22.00 per foot	<input type="checkbox"/>
Haul & Load to Owners Trailer	\$ 9.00 per foot	<input type="checkbox"/>

*Pick up vessel from mooring/dock is limited to an 8 mile radius from our facility. We can only offer this on a first come first serve basis. Price is based on our hourly rate dock to dock.

Comments: _____

**** This completed form must be returned with your key and/or combo and with your spring commissioning form to ensure that we can get your boat in an emergency. There is a limit on the number of vessels we can haul out.** Without this form and a cabin/engine key on file, requests for haul out during a hurricane watch or warning are not guaranteed and will only be done when or if our schedule permits.

****Sailboats must have sails OFF** when vessel arrives at dock (RIMS WILL NOT remove sails)**

Mandatory Removal for all furling head sails

Mainsails can stay only **IF** they have sail covers on

ENVIRONMENTAL POLICY

Rhode Island Mooring Services has adapted the EPA (Environmental Protection Agency) & DEM (Department of Environmental Management) policies with specific protocol related to marine industries and the waste generated from them. In essence, all waste generated by marinas must have a hazardous waste determination and must be contained and handled according to the new compliance mandate. Compliance is not optional. **RIMS will be significantly fined for any waste that is mismanaged by our customers, subcontractors & our staff.** Please keep the following policy in mind as you plan your future boat projects.

The new regulations require the proper handling, containment & storage of environmental waste. Common items like paint brushes and rags with any amount of solvent on them are considered environmental waste. E-waste can not be placed in boat yard containers. The same E-waste is perfectly legal for you to dispose of as household waste at your own residence.

Complete compliance by boat owner's doing their own vessel maintenance is required. Clients that have the yard paint for them have these new costs built into the price of the job along with an environmental surcharge for proper disposal of materials

RIMS customers that provide their own vessel maintenance such as painting & engine services must dispose of their environmental wastes off of the marina property. They are suggested to be disposed of at either your residence or at a Town or City waste transfer station.

- All used engine oil, oil filters, oily rags, gasoline, hydraulic oil and antifreeze is hazardous waste & cannot be placed anywhere on our property.
- All bottom paint, aerosol sprays, all empty cans, paint brushes, paint stirrers, paint rags must be removed by the owner from the RIMS site.
- Paint left for the yard to touch up small areas on boat bottom prior to launching will be placed in your vessel's cockpit when completed.
- Maintenance operations which result in the production of waste such as dust, film, residue, leakage, spillage and debris are considered an environmental hazard. All waste from these operations must be contained and removed from the property. All materials used to contain the waste must be disposed of away from RIMS property. Operations such as sanding, stripping or grinding of paints can accomplish this with a high quality vacuum sander or by completely tenting off the work area. In all cases a plastic ground covering is mandatory in order to prevent accidental contamination.
- All shrink wrap must be recycled. The recycled bags are available in our store. The plastic must be free of strapping & dirt if rolled up tightly a cover for a 30ft – 35ft boat should fit in a single bag. Full bags should be placed in our designated area for plastic recycling.

We are asking you to comply. Fees will apply if RIMS has to expend time or dispose of any wastes generated by the maintenance operations of clients. See link below for more info:

www.sec.state.ri.us/rules/index