



MANSON BAY MARINA POLICIES

(November 14, 2024)

Manson Bay Marina is a 32-slip marina located in downtown Manson. The facility was constructed in 2003 with funds received from the Washington State Recreation and Conservation Office (RCO) and Manson residents. Slips are available with or without power and water hookups. A marine sewage pump-out station is also available at no charge.

All use of Manson Bay Marina and all conduct of persons including marina tenants, respective families and guests, employees, contractors, agents, and invitees of any marina tenant, shall be in accordance with these Rules and Regulations.

- “District” shall include authorized representatives or agents of the Manson Park and Recreation District.
- “Tenant” shall mean any person leasing a slip in the marina.
- “Common Areas” shall mean parking areas, piers, docks, bulkheads, public dock space and walkways within the marina and shall also include the surrounding waters of Manson Bay.

RESERVATIONS

Reservations will be accepted commencing at 12:00am on January 1st by emailing the Park Office at info@mansonparks.com, or calling 509-687-9635. Reservation requests will be accepted on a first-come, first-served basis. Requests will be processed as they are received, based on the digital timestamp of each email or voicemail. Please be sure to include your contact information, boat registration number, check-in and check-out dates, and slip number preferences. We will do our best to accommodate each guest, however, slip availability is not guaranteed. Reservations shall not exceed 14 consecutive days during the High Season. Requests for multiple 14-day or less time periods during the High Season may be submitted in one email or voicemail. District staff observe the New Year’s holiday and will begin processing and confirming reservations when they return to the office. A non-refundable administrative fee of \$5.00 will be charged for each reservation (per slip). A \$10 Change Fee will apply to any changes made after the initial reservation. Reservations will be made at the District’s discretion.

MOORAGE SEASONS

- High Season: 2nd Saturday in May through Labor Day. Any vessel may stay up to 14 consecutive days per reservation period. The vessel shall be removed from the marina by checkout time on the 15th day for 1 day (24 hours) before re-occupancy.
- Low Season: Tuesday following Labor Day through the 2nd Friday in May. There are no restrictions to length of stay during this period. Stays of 30 days or longer will be subject to 12.84% Leasehold Excise Tax.

PAYMENT

During the High Season, payment is required in full at the time of booking. A valid credit card will be kept on file. Returning customers in good standing will be required to pay for the first reservation in full at the time of reservation. All subsequent stays will be charged to the card on file approximately 10 days prior to the next arrival date. Long-term customers who cancel and/or alter more than two times during the high season will be required to pay all future reservations in full at the time of booking.

HIGH-SEASON HOLIDAYS AND WEEKENDS

Reservations for Memorial Day, July 4th, and Labor Day weekends require a 3-night minimum stay. From June 15th thru August 31st there is a 2-night minimum stay on weekends.

CHECK IN time is 12:00pm; CHECK OUT time is 10:00am

CANCELLATION POLICY

Cancellations made 3 or more calendar days before scheduled arrival date will incur a \$20 cancellation fee. Cancellations made less than 3 calendar days prior to the scheduled arrival date will not receive a refund. No-shows and early departures will not receive a refund. Please notify our office if you are unable to occupy your slip for any full days during your scheduled stay (12pm until 10am the following day). In an effort to increase slip availability, we will refer to our Wait List to attempt to fill your unused dates. If another guest books any of your unused days, they will be charged the daily rate plus taxes, and you will be credited or refunded the daily rate plus applicable taxes for the same dates. This is offered as a courtesy at the sole discretion of the District. Subleasing of moorage slips or sharing a slip with another vessel is not permitted. Refunds will not be given for circumstances out of the park District's control, including, but not limited to, weather, wildfire smoke, driftwood, etc. Wildfire smoke is not uncommon during the summer months. Driftwood can be heavy in July and August, making slip access extremely difficult. Manson Parks does not remove driftwood. Jet boats or vessels with impellers are discouraged from mooring when driftwood and debris are present.

COMMERCIAL USE

Per Recreation and Conservation Office (RCO), the Marina is allowed 120 linear feet of dock space (roughly 6 slips). These spaces are available to businesses licensed to conduct business in the State of Washington. Slips will be assigned at the District's discretion in accordance with the Concession Policy.

15TH DAY FAILURE TO VACATE

Vessel owners who fail to vacate the marina after a 14-day consecutive stay will be subject to a fine of double the daily moorage rate and may be barred from future reservations.

INSURANCE REQUIREMENT

All vessels mooring in the marina shall carry liability insurance against damage to vessels in the marina. Vessel owners therefore shall, upon request of the District, furnish appropriate evidence that such insurance is in full force and effect.

MARINA RULES

- Maximum vessel width is 10'6" overall.
- Quiet hours are 10:00pm to 8:00am.
- No firearms, fireworks, or weapons of any type on Park property.
- No swimming.
- No alcohol allowed on docks.
- No bikes, scooters, or skateboards allowed on common areas.
- Open fires are prohibited on Common Areas.
- Fishing is permitted at the breakwater only.
- Smoking or vaping is not allowed in the Common Areas.
- Guests operating watercraft must be of legal age and must abide the County's boating and water use regulations.
- All walkways are to be always kept open and free of personal items and debris.
- Cleaning of fish and game is prohibited on Common Areas.
- All persons shall conduct themselves courteously, in compliance with all laws, and so as not to constitute a public nuisance.
- No advertising or soliciting allowed on Common Areas.
- Illegal buoys in the Manson Bay area under District control will be removed.
- Fueling is strictly prohibited.
- All restroom usage shall be in accordance with the following provisions:
 - No smoking, drinking, or other activity other than consistent with the normal use of a restroom may be conducted in said restrooms.
 - Each user of the restrooms is expected to comply with customary sanitary practices including flushing of commodes, cleanup of unusual dirt, removing all personal items, and utilizing trash disposal otherwise appropriate in a restroom. Other items are to be deposited into the garbage receptacles elsewhere in the Common Areas.
- All vessels moored in the marina must be seaworthy, fully sound, in an insurable condition, in compliance with all local, state, and federal safety regulations, and capable of getting underway within one hour of notice. It is the responsibility of the vessel owner to keep the vessel in such a condition that it does not become unsightly, or in the opinion of the District, reflect unfavorably on the appearance of the marina.
- No laundering or drying of laundry is permitted on any deck or rigging of any vessel or on the Common areas.

MARINA RULES (cont'd)

- All shore power connectors for any vessel shall be properly sized to be equal to, or more than, that required for service requested.
- Water conservation shall be practiced at all times. All water hoses shall have nozzles and shall be turned off when not in use. Only a Tenant and those expressly authorized by the District may use the water and electrical power service provided to Tenant.
- Oil, gas, spirits, paints, flammables, and other substances which are deemed pollutant substances under the provisions of any state or federal law may not be discharged into the marina waters, or on the docks or Common Areas.
- No discharge of sanitation effluent is permitted at the marina except at the pump-out station located on the breakwater.
- No explosive or other hazardous materials of any nature may be stored in the marina, or on any vessel except for (a) fuel within Coast Guard approved tanks in a vessel and (b) lubricants and normal cleaning materials used in the ordinary course of operation.
- Common Areas shall be kept clean at all times.
 - Storage of loose gear on the Common Areas is not permitted.
 - Hoses and electrical power lines shall not cross piers, docks, or walkways.
 - The finger pier between slips is for the use of the vessels on each side, and the location of private gangways should be governed accordingly. In no case may a single gangway block access to another vessel.
- In order to maintain proper security procedures for the marina and to prevent unauthorized use of mooring slips, Tenant shall furnish the District with the name and registration number or document number of Tenant's vessel. Any vessel with respect to which the District has not been furnished such information may be refused moorage.
- No structure may be erected on any Common Areas. Any additions or changes by Tenants to any of the Common Areas are prohibited.
- No refuse (including cigarette butts) shall be thrown overboard or on the Common Areas. All garbage shall be securely wrapped, tied in plastic trash bags, and deposited in receptacles supplied for that purpose, and other debris placed where specified by the District.
- Only one vessel may be moored in a slip. No vessel may overhang any mooring space without the prior approval of the District.
- Tenant is responsible for mooring and maintaining the security of their vessel. All vessels shall be moored in berths or at moorings in a manner acceptable to the District or shall be removed from the marina.
- No major maintenance (such as shaft pulling, spray painting, engine removal, or any action that might induce irreversible flooding), or any major topside conversion work may be undertaken while the vessel is moored in the marina, except to the extent expressly approved in advance by the District.
- Any vessel which may sink in the marina shall be immediately removed by the owner thereof.

PETS

- Pets must be on a leash at all times and may not be left unattended.
- Owners are responsible for cleaning up after their pets.
- Aggressive behavior or excessive barking will not be tolerated.

DISCLAIMERS

- The District may, at any time, require the immediate removal from the marina of any vessel in violation (or whose owner, owner's guests, agents, employees, or invitees are in violation) of these Rules and Regulations, and may have any such offending vessel removed at Tenant's expense.
- The District may bar Tenants from future leasing who violate these Rules and Regulations, for such a period of time as seems appropriate.
- The District may enforce a system of fines and or cost reimbursement for infractions of these Rules and Regulations as the District may from time to time adopt.
- Neither the District, nor any agent of the District, shall be responsible for loss or damage to vessels in the Marina. Each owner of a vessel shall be responsible for damage to other boats in the marina, and for damage to any Common Area or facilities (including, without limitation, docks, pilings, piers, and bulkheads) as a result of any actions by the Tenant or their vessel. Limits of liability may, from time to time, be established by the District.
- Tenants are responsible for cleanup costs of all spills of any petroleum, other pollutants, or other prohibited discharge.
- This facility is provided for guest, public, and recreational boating uses. It is the goal of the District to operate this facility in a manner which reflects the Washington State Recreation and Conservation Office (RCO) board's values of diversity, equity, and inclusion.
- All uses of this facility will remain in accordance with RCO Manual 9 Boating Facilities Program rules and regulations.
- The District is currently testing an online reservation system in an effort to improve accessibility and overall operations. While we will do our best to notify guests of any changes in reservation procedures, please be advised that the reservation process may change at any time.

NON-COMPLIANCE WITH RULES MAY RESULT IN EXPULSION FROM MARINA. IF ASKED TO LEAVE, NO REFUND WILL BE ISSUED, NO EXCEPTIONS.

FEE SCHEDULE

HIGH SEASON (2nd Saturday in May – Labor Day)

Slips with Power and Water: \$26.00/night

Slips without Power and Water: \$20.00/night

LOW SEASON (Tuesday after Labor Day – 2nd Friday in May)

All Slips (no water hookups available): \$11.00/night

RESERVATION CHANGE FEE: \$10.00/change

CANCELLATION FEE: \$20.00

ADMINISTRATIVE FEE (NON-REFUNDABLE): \$5.00

(Leasehold tax of 12.84% will be applied for stays of 30 consecutive days or longer. Sales Tax will apply to stays under 30 consecutive days.)

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