



Swantown Marina
1022 Marine Drive NE
Olympia, WA 98501
Office phone: 360.528.8049
marina@portolympia.com

Group Reservation Application

Please email your completed application to marina@portolympia.com

Group Name: _____

Group Coordinator: _____

Phone number: _____

Email: _____

Event Name: _____

Reservation Arrival: _____ Departure: _____

Please select the number of slips per slip size:

36ft: _____

40ft: _____

50ft: _____

50+ft: _____ (please indicate LOA for 50+ slips, eg. 1x60 ft, 1x55 ft boat, 1x65 ft boat)

Total Number of Slips: _____ x \$ 10.00 Reservation Fee = \$ _____

Slips are based on availability at the time of your application. We will communicate with you in case we cannot accommodate your entire group. You will receive . Please note we do not allow any overhang and reserve the right to ask boats to move to appropriate slip sizes outside of group block.

Notes:

Important Information

- Slips will **be held up to 4 weeks prior to the arrival date**. If the spaces held by the group are not **reserved and paid for by the individual group members by the 4 week before arrival mark**, those spaces become publicly available.
- Group reservation fees are **non-refundable**.
- Guest reservation refunds for individual reservations are available **if cancellation is made no less than 14 days in advance of the arrival date**.
- The Marina holds the right to move boats to appropriately sized slips outside of the group reservation block to accommodate as many boaters as possible.



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Party Rental Reservation Form

Please email your completed application to marina@portolympia.com

Group Name: _____

Group Coordinator: _____

Phone number: _____

Requested rental date: _____

In the event that you have to cancel your reservation, Swantown Marina will retain a \$50 Reservation Fee.

	Rental cost per day	Requested number of items	Total price
Party Package (Includes: Picnic Pavilion Rental and 2 extra picnic tables, 2 propane grills, 3 garbage cans, 1 spider box. Excludes: utility fee)	\$300		\$
Picnic Pavilion (10ft x 20ft), including 6 picnic tables	\$75		\$
Tent 10x10 ft (max 2)	\$50 ea		\$
Extra Picnic Table (max 4)	\$10 ea		\$
Traffic Cones	\$1 ea		\$
Sign Boards	\$3 ea		\$
Banquet Tables (max 3)	\$6 ea		\$
Folding chairs (max 45)	\$2.50 ea		\$
Propane Grill BBQ (including propane) (max 2)	\$75 ea		\$
Garbage Can with Bags (max 3)	\$5 ea		\$
Electrical Spider Box (max 2)	\$75 ea		\$
Utility fee for use with Spider Box 0-4 hours	\$50.00		\$
Utility fee for use with Spider Box >4 hours	\$100.00		\$
Yard Games (Ladder Ball, Corn Hole, Bocce Ball)	\$25 ea		\$
Total rental fee			\$



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Group Reservation Information

A group reservation can be made for 2 or more boats for a future date. The group coordinator pays the reservation fees equal to the number of boats in their group. Slips will be held until two weeks before the date of arrival. Group members must make their individual reservations and pay their guest moorage fee (based on their boat size and electricity needs) ahead of arrival date. Reservation fees will not be added to individual group members invoices.

How to make a Group Reservation?

- Fill out a Group Reservation Application (the form is provided in this reservation package)
 - Name of group and contact information
 - Reservation dates
 - Number of slips of each size range (Please note that all boats are required to fully fit inside the slip dimension as we do not allow any overhang)
 - 36ft, 40ft, 50ft, 50+ft
 - When making your reservation please note any desired slips, configurations, and specific needs. We are happy to assist you the best we can.
- After your group reservation has been confirmed by Swantown Marina, we will provide the group coordinator with an email to send out to the group members. This email includes information on how group members can make their individual reservations online, and **needs to be sent out to each group member by the group coordinator**.
- Group members can then make reservations individually using the group code. They will use a specific group code. Only group members with the group code can make reservations for these slips that are reserved.
- The group reservation code will **expire 4 weeks before your arrival date**, and the slips become publicly available for anyone to make reservations. It is therefore important that the group members make their reservations **on time** to secure their space in the marina!

Important Information:

- Slips will **be held up to 4 weeks prior to the arrival date**. If the spaces held by the group are not **reserved and paid for by the individual group members by the 4 week before arrival mark**, those spaces become publicly available.
- Group reservation fees are **nonrefundable**.
- Guest reservation refunds for individual reservations are available **if cancellation is made no less than 14 days in advance of the arrival date**.
- The Marina holds the right to move boats to appropriately sized slips outside of the group reservation block to accommodate as many boaters as possible.

Are you celebrating? We have everything you need!

We have a rentable covered picnic pavilion, popup tents, tables, grills, electrical spider boxes and more! Please see the reservation form for pricing and availability.

Group Frequently Asked Questions

- **Do we have to know the slips sizes ahead of time?**

Yes. This allows Swantown Marina to guarantee slip availability and group your party together. If boat sizes of your group change after your reservation has been completed, we are happy to rearrange based on availability.

- **Can we reserve the entire marina if we don't know how many boats are in our group?** While you can reserve as many spots as you need for your group, we ask you to make an honest and realistic estimate of the slips you need. Some weekends are very desirable for group reservations, such as Memorial Day Weekend and Labor Day Weekend. As a public marina, we would like to make the marina as accessible as possible for as many boaters as possible! We reserve the right to limit the amount of spaces that are on hold for a group, based on the historic record of the number of slips that were reserved, and the actual reservations made in previous years. If you have questions about estimating your group size, please contact us and we can help you make a decision.

- **Where can I park my vehicle and where can I pay for it?**

Parking for your vehicle is available in the Boat Launch Parking Lot located north of the boat launch area. Day parking for your vehicle is complimentary. **Overnight parking is not included in the reservation fee**, and you may purchase a ticket at the Launch Ramp Kiosk. Parking is \$11.00 per night, or \$50 per week.

- **Are there restrooms, showers, and laundry available to guests?**

Yes! Restrooms are open during the day at the guest dock. To access the guest restrooms after hours or the guest coin operated laundry and showers please use the access code provided in your confirmation email.

- **Can we set up tables on the docks?**

Dock walkways must remain accessible for safety. If you are setting up a table or chairs, they may not take up more than half the width of the walkway and be promptly removed after use. If you are planning a larger gathering, consider using the reservable picnic area and inquire with the office about making reservations.

- **Can we bring and or stay in our RVs or Motorhomes?**

Unfortunately, camping is not allowed on Port of Olympia premises. Olympia offers some beautiful camping in nearby State Parks, and privately owned campgrounds.

- **Can we grill on the docks?**

While grilling on the docks is not allowed, you can grill on your boat! We also have propane grills and covered picnic areas available to rent. Please ask our office for more information.

- **Are dogs allowed?**

Yes! Please note that all pets must be leashed when on Port of Olympia premises.

- **What are your quiet hours?**

Quiet hours are from 9:00 PM to 8:00AM.

- **What is your cancellation policy?**

Guest reservation refunds for group reservations are available if cancellation is made no less than 14 days in advance of the arrival dates of your group reservation. The reservation fee of \$10.00 per slip that was paid to make a group-reservation is non-refundable.

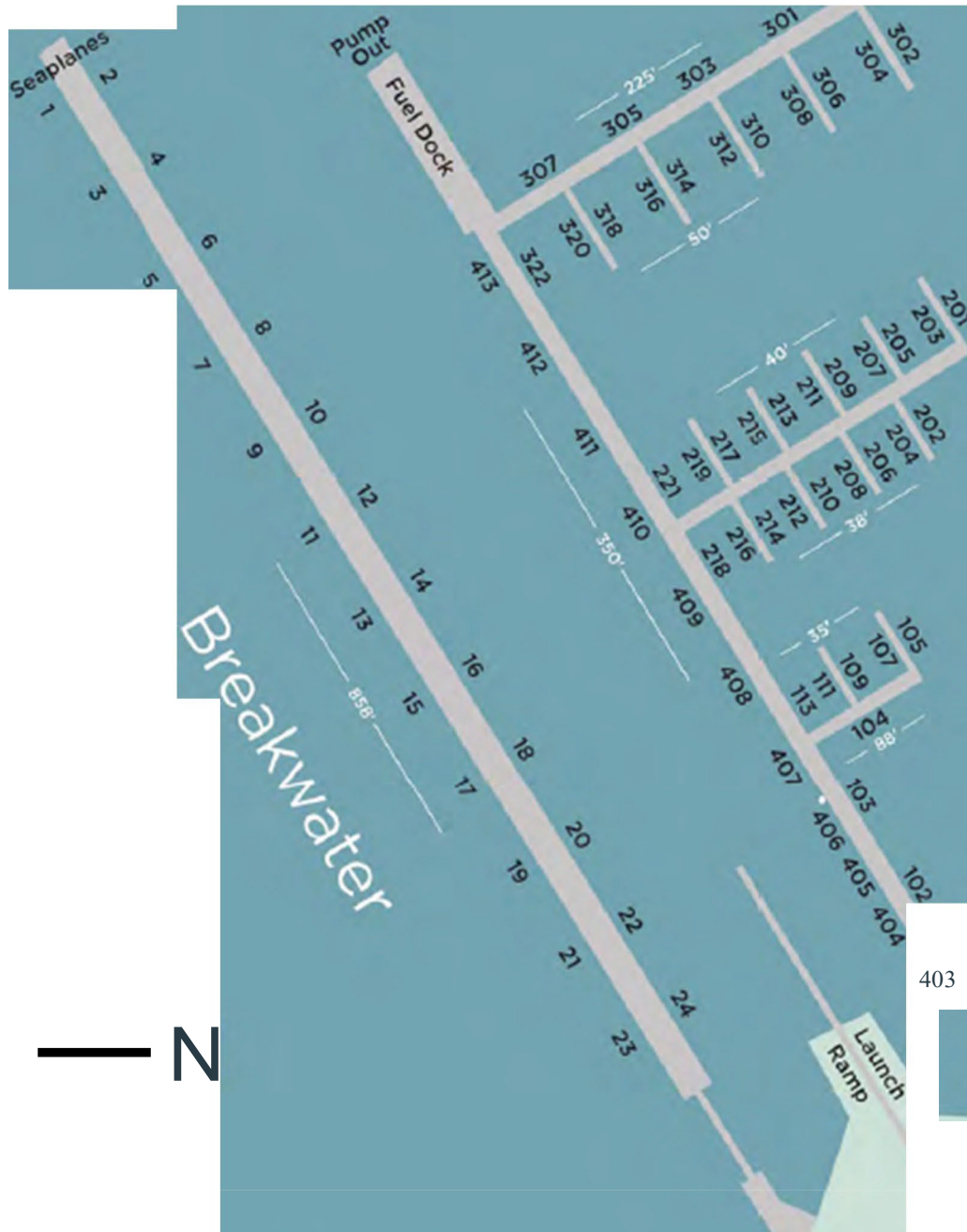
- **Does it matter what slip I park in?**

Yes! We do dock audits daily. To avoid confusion, please moor in your assigned slip. If you would like to change slips, please call or visit our office and we are happy to help you based on availability.

- **Where can I find additional information about Olympia, tourist information and events?**

Check out the website of www.experienceolympia.com for tourist information, and www.portofolympia.com for events organized by the Port of Olympia and Swantown Marina.

A-Dock



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