



19 Wing Comox Yacht Club (19WCYC)

Keelboat Rental Process

1. The **Keelboat Captain** or his **Designate**, draws up a **DUTY BOSUN** roster and enters the names on the Club website calendar.
2. The Website Administrator provides the **Keelboat Captain**, and the **Treasurer**, and **DUTY BOSUNS** with permissions to modify the website calendar.
3. **Renters** check boat availability on the website calendar and call the current **DUTY BOSUN** (**not** the **DUTY BOSUN** for the rental period) to make a booking. Click on the **DUTY BOSUNS** name to obtain the phone number.
4. If the requested booking meets the timeline criteria specified in the **DUTY BOSUN** Duties document, the **DUTY BOSUN** enters the particulars of the charter on the website calendar, in accordance with the **DUTY BOSUN** Duties document. Initial bookings are listed as “**Tentative**” and will remain that way until the **Treasurer** changes it to **Confirmed**.
5. **Renters** must place full payment in the clubhouse box by the deadline specified in the **Keelboat Rental Policy** document in order to obtain a confirmed booking. **Renters** **MUST** also include a deposit cheque in accordance with the Rental Policy for the first charter of the season.
6. **Renters** may book a half-day or one-day rental on the day of the charter or the day prior, subject to boat availability, with the approval of the **DUTY BOSUN** and providing payment is deposited in the clubhouse prior to departure.
7. The **Treasurer** collects payments from the clubhouse at least weekly.
8. The **Treasurer** updates the website calendar to change **Tentative** bookings to **Confirmed** bookings for renters who have made full payment within the stipulated timeframe prior to charter commencement.
9. The **Treasurer** updates the website calendar to cancel **Tentative** bookings when payment has not been made within the stipulated timeframe prior to charter commencement.
10. **Renters** are to contact the current **DUTY BOSUN** (**not** the **DUTY BOSUN** for the charter period) if they wish to cancel a booking for any reason. The **DUTY BOSUN** will amend the booking on the website in accordance with the **DUTY BOSUN** Duties document.
11. Failure to cancel a booking prior to the day of departure will result in forfeiture of that day’s rental amount.
12. The **Treasurer** will record a full credit for any cancellation for which payment has been made.
13. **Renters** who are unable to use a credit for a valid reason such as being posted are to contact the **Treasurer** to request a refund.

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