

# CAYLABNE BAY RESORT & MARINA

## Rules and Regulations

Caylabne Bay Resort & Marina's Mission is to "offer the best environmentally safe recreational boating facility (in Cavite/near Metro Manila). Providing safe, well-run programs and events that enhance the quality of life of our Caylabne Bay Resort & Marina (CBRM) boat owners and family members through social and nautical experiences."

Please, take a few minutes to read this important information. The following rules and regulation are similar to those routinely enforced at other Marina Clubs. It is expected that each member will abide by them as he/she agreed to upon becoming a member of our Marina.

### Objective of Marina Rules & Regulations

The objective of these Marina Rules and Regulations is to put forth guidelines for use and operating of Caylabne Bay Resort & Marina. These were developed with thoughts in mind of safety, environmental protection and overall providing a friendly and enjoyable environment.

#### **1. Arrival at the Marina**

- a. All boats entering the Marina will receive a copy of the CBRM Rules and Regulations of which the owner (or the owner's authorized representative) will be required to sign that he/she fully understand his/her responsibilities and that they, along with their guests and crew will comply with the Marina Rules at all times.
- b. The Marina Management reserves the right to deny access to anyone who refuses to comply with the Marina Rules and any other rules set by the property.
- c. All boat entering the Marina will be required to complete a Boat Registration Form and a Release Waiver (link to be available on CBRM website).
- d. All boats staying in the CBRM are expected to have adequate third party insurance.
- e. All boat traffic will be regulated by the Marina Office. Boats must communicate with the Marina Office via radio, mobile phone, e-mail, What's App messaging or Viber messaging when available.
- f. Boats must clear with the Marina Office before entering or exiting the Marina by radio, mobile phone or in person.

#### **2. Allocation of Moorings and Anchorages**

- a. Mooring and anchoring locations are assigned solely by the Marina Management and boats may be reassigned to different locations by the Marina Management at its sole discretion.
- b. Vessels cannot assume that a space allocated to them at any time is their permanent location.
- c. Moored boats connected to the Marina power and/or water supply are required to pay for the services used before departure, unless the departure is temporary and the owner is continuing to pay mooring fees.

#### **3. Boat Owner's Responsibilities**

##### **a. Mooring and Anchoring**

- a.1. Boats moored or anchored must be seaworthy and capable of moving under their own power. No boat shall create a fire hazard, sinking hazard, or unsightly condition.

a.2 Boat owners shall be responsible for properly securing their vessels in the event of severe weather.

a.3. The Marina assumes no responsibility for improper moored boats and improperly tied lines.

**b. Movement and Access to Boats**

b.1. Owners authorizing the Marina to move their boat, as may be required in the event of emergency, agree that the Marina shall not be liable for any damage to the boat caused by such movement.

b.2 In an emergency where clear and present danger is manifested, such as fire, rapid flooding or where there is the possible commission of a crime on board, Marina or Resort personnel may be compelled to destroy parts of the boat (e.g., smash open a hatch using a fire axe), in order to prevent loss of life or damage to property, if no other means of entry is immediately available. The owner shall not hold the Marina accountable for such actions.

b.3 The Owner and Boat Operator are responsible for any damage to other boats and the Marina.

b.4 A responsible representative from each vessel shall immediately report to the Marina Office any accident or injury, damage to any property in which a vessel is involved and within 24 hours submit an incident report.

**c. Boat Equipment**

c.1 All boats are required to have Personal Floatation Device for each person aboard.

c.2 All boats will be required to have safety equipment as defined in the Marina Office. The list may include but not be limited to. A full complement of marine illuminations appropriate to the boat, a functioning marine band radio, a first aid kit, personal floatation devices for each person on board, fire extinguishers and a functioning ground tackle.

c.3 The Marina Management shall have the right to inspect any boat for the presence of such safety equipment prior to entering or exiting.

c.4 All boats must state the number of persons allowed on board, and this number must not be exceeded.

c.5 Boats moored in the Marina wishing to store items permanently or temporarily on shore or on the breakwaters must obtain permission from the Marina Management. Encroaching items will be removed by Marina Staff.

**d. Right of Entry**

d.1. Owners must give the Marina access to their boat, to be used in case of emergency. Such access includes duplicate keys to doors and hatches, whether there is crew on board or not.

**e. Marina Staff**

Procedures, protocols, instructions must be coursed directly through the Marina Office and not through a staff such as our boatman

**f. Carrying of Weapons and Illegal drugs**

f.1. Bringing into the whole Resort any manner of weapons, such as firearms, knives and any items deemed by Marina/Resort Management to be hazardous is strictly prohibited. Carrying weapons shall only be permitted for Resort security officers in proper uniform, security personnel accompanying the President of the Philippines and those authorized by Marina Management.

f.2. Any anyone detected in possession of a harmful substance at CBRM will be reported to the Authorities.

**g. Advertising, Solicitation and Commercial Activities**

g.1. Unauthorized commercial advertising or printed announcements shall not be posted and will be removed by the Marina Management.

g.2. Commercial and personal events photo and video shoots (such as but not limited to TV shows, films, music videos, publications, pre-nuptials and event shoots are not permitted unless prior written approval and fees are settled with CBRM Management).

g.3. Renting, hiring or leasing of boats in CBRM is not permitted without prior approval of the Marina Management.

**h. Conduct**

h.1. Owners and their guests are expected to act responsibly in accordance with the highest standards of courtesy, honesty, integrity towards other boat owners, guests, staff and crew.

h.2. While maintaining standards of dignity, owners and their guests and are expected to dress appropriately at all times.

**4. Marina Management Responsibilities**

a. The Marina Management will take all reasonable measures and precautions to ensure the safety and security of owners and guests using the Marina. However, it should be understood that boat owners and their guests use the marina at their own risk and the Marina Management shall not be responsible for any incident or accident resulting in damage, loss, injury or death.

b. The Marina will be operated 24/7 (unless restricted by weather or Government restrictions). Night operations will be limited mostly for safety and security. Members wishing to use their boats at night must coordinate with the Marina Office.

c. Emergency services, including firefighting, crash pumping and limited rescue service outside the breakwater will be available during night operating hours. However, charges for these services will be higher than daytime hours.

d. The Marina will only admit boats that meet its own standards of appearance, mechanical and electrical condition and safety. These standards will be set solely by the Marina Management at its own discretion.

e. The Marina Management may expel any boat it deems an eyesore, dilapidated, poorly maintained either mechanically or electrically, or otherwise unsafe and in a condition that poses a danger to itself or other boats in the Marina.

**5. Environmental Protection and Pollution Control**

The Marina is fully committed to minimizing its impact to the environment and will provide guidelines for creating an eco-friendly and sustainable Marina club.

a. Vessels are not permitted to expel anything but clean water into the Marina basin. Only biodegradable washing materials may be used to wash the outside of boats which are then washed off into the basin.

b. For clarification, this ban does include the flushing of heads (toilets), discharge of washing water used to clean food matter, discharge of washing machine water and bilge water.

c. Refuelling of boats and transfer of fuel is strictly prohibited within the basin. The only exception being refuelling and fuel transfers under the strict personal supervision of the Marina Manager

d. Minimize the creation of waste. It is mandatory for all owners, guests and their crew to comply with the Resort's waste segregation. Clearly marked trash bins for different categories of waste are placed in the common areas.

- e. A fine will be imposed on the user for any act causing water pollution or harm to the environment. The fine will go towards funding the club's eco-initiatives.

## **6. Repairs and Maintenance**

The Marina Office will provide a list of acceptable repair services, limited to those which can be performed without noise, pollution, disruption or other disturbance to the Marina. The Marina's services will at all times be given priority over outside service providers. If the Marina already offers a service, it may charge a fee to Marina users for bringing in a contractor to perform the same service. Before repairs and maintenance work can be conducted outside normal working hours, permission must be sort from the Marina Office

- a. Hot Works, such as welding, brazing, painting, sanding involving power tools, which could cause risk to other boats, noise or pollution, is strictly prohibited in the Marina. This includes work done in the interior of the boat that may be considered by the Marina as hazardous, at its own discretion
- b. The Marina will only admit accredited contractors. This includes those offering warranty services. Contractors, whether individuals or corporate entities, must secure accreditation from the Marina Office
- c. All repair work to be carried out on a boat, whether by owner's crew, marina staff or outside contractors must complete a Request for Repair form and await approval by the Marina Office.

## **7. Noise Control**

- a. Public address systems, karaoke systems, portable music players and other electrical devices that emit music or sounds that could disturb other marina users shall not be allowed in the facility unless they are part of an approved function or event.

## **8. Swimming, Diving and Fishing**

- a. Swimming and diving in the Marina mooring area for recreational purposes is prohibited.
- b. Swimming and diving for the purpose of inspection and maintenance or Marina-sponsored and supervised water safety training are permitted but must be cleared with the Marina Office before undertaken to avoid accidents.
- c. Fishing within the entire Marina area is prohibited. Designated fishing areas will be displayed at the Marina Office where fishing fee payment of fishing fee can be made.

## **9 Jet Skis or Motorized Watercrafts**

- a. Jet Skis and other motorized Personal Motorized Watercrafts are not permitted to operate within the Marina.
- b. Jet skis are launched at the West Bank (river) slipway and are permitted to proceed at under 4 knots directly to the Marina exit and on return to proceed directly from the Marina entrance back to the slipway.

## **10. Speed Limit**

- a. The Marina Basin is a no Wake Zone with a 4-knot maximum speed limit. Owners / drivers exceeding this limit will be subject to a fine on the first offense, a fine and final warning for a second offense and expulsion from the Marina on a third offense.
- b. Owners are liable for any and all damage caused to any property by boat's wake.

## **11. Children**

Children under the age of 12 must have an immediate and constant supervision of parents or other responsible adults. Non- swimmers or children under age 12 must wear life jackets when on the docks or boat decks.

## **12. Employees and Boat Crew**

- a. Boat crew is defined as all crew employed by the boat owner and assigned to the boat regardless of function be it chef, steward, security personnel, nannies / caregivers and other persons who may be assigned to the boat
- b. All boat crew must be registered with the Marina Office. All registered crew will be issued with identification cards which must be worn at all times when in the Marina facility. This does not apply to day visitors.
- c. Boat crew are not allowed to live aboard smaller vessels. Larger vessels requiring liveaboard crew must obtain separate approval from the Marina Office for each crew designated to live aboard. Regardless of the size of the vessel living aboard permission will not be granted to vessels without an operative holding tank system.
- d. Boatman, captain and crew are not allowed to bring companions, friends and relatives into CBRM without prior notice from Boat Owner and approval by CBRM Management.
- e. To maintain high standards, crew must be neatly and appropriately dressed at all times. Outside showering, hanging of clothing, rags, life vest, linens, carpets, etc. on boats will not be permitted.
- f. Cleaning of fishes, food preparation, cooking, dining and cleaning of kitchen utensils are not allowed in the Marina waters and shall only be withing designated crew dormitory quarters.

### **13. CBRM Staff**

- a. Boat owners are strictly prohibited from hiring Marina Staff as their own employees to work in the marina as a boat owner's crew if the said staff member has been terminated for cause.
- b. Marina Staff who have resigned, retired or have been separated from the Marina for similar reasons (e.g. retrenchment) not involved in any anomaly, may be hired as owner's boat crew upon written agreement of the Marina Management. However, 'pirating' any marina staff by offering them any incentive to resign and join the owner as an employee (even outside the Marina) may result in sanctions against the boat owner, not limited to expulsion from the Marina.

### **14. Pet Policy**

- a. Domestic pets are only allowed ashore in the Marina premises provided they are on a leash. Owners are expected to clean-up after their pets.
- b. Each boat is to have no more than two (2) pets, each with a maximum weight of 50lbs.

### **15. Disclaimer**

CBRM shall not be responsible for any injuries, deaths, illnesses, loss and damage to property in the Marina, or in the course of using any of the Marina facilities. Persons using the Marina facilities do so at their own risk.

### **16. Amendments**

The CBRM Rules and Regulations may be amended or modified from time to time by the Board of Directors of CBRM.