



22307 Dock AVE South \* Des Moines, WA 98198

## **Group Reservation Information**

The City of Des Moines Marina accepts guest moorage reservations for any group of 5 or more vessels. Group reservation dates are only reserved if the reservation form is filled out and returned to the Marina office by mail, email, or fax.

## **Group Reservation Policy**

Group reservations must consist of 5 or more vessels paying for overnight moorage for the duration of the stay. We can reserve a maximum of 30 spaces for one reservation, however groups reserving space for more than 20 boats will be required to either stern tie and/or raft. If that is not an option for your group then the limit would be 20 boats maximum.

Reservations can be made a minimum of 7 days in advance or up to 1 year in advance by calling 206-824-5700 or emailing [marinainfo@desmoineswa.gov](mailto:marinainfo@desmoineswa.gov). Please fill out the reservation form available online and send to the Marina office. Once received the office will confirm that the requested date(s) are available.

**Groups are responsible for their own attendee list. Please do not have your attendees contact the Marina if they are a part of your reservation**

A non-refundable reservation fee of \$5.00 per vessel is due 30 days prior to group's arrival date. The reservation fee must be made by **one** transaction by the groups Commodore, Fleet Captain or treasure. We accept VISA or MasterCard, cash and checks. Individual payments will not be accepted.

The Marina will guarantee available space for the number of vessels requested on the reservation form. Adjustments to this number can be made up to 30 days in advance however, please note that **adding additional vessels to the reservation will be pending available space and Marina approval** at the time the change request is made. Groups are recommended to start a waiting list when adding additional boats to the number of vessels originally submitted on the reservation form.

*Cancellation Policy* - To cancel a reservation, call Des Moines Marina at 206-824-5700.

*Change Policy* - Any changes in reservation must be made by calling the Marina at 206-824-5700, up to 7 days prior to your arrival date. A change fee of \$5.00 will be assessed each time you change the **date** of your reservation.

All overnight moorage fees must be paid at time of arrival to the **Fuel Dock**.  
(Visa, MasterCard or Cash only)

At times multiple clubs can reserve the same date(s) depending on number of boats. First club to reserve has 1st choice to Activity Float, pavilion, BBQ, tables & chairs, etc.

The City of Des Moines Marina reserves the right when necessary to modify reservation policies without notice.

### **City of Des Moines Marina Reservation Contact**

*Reservation Coordinator:* Katy Bevegni

Email: [marinainfo@desmoineswa.gov](mailto:marinainfo@desmoineswa.gov)

Main Office: 206-824-5700

Visit us at [www.desmoinesmarina.com](http://www.desmoinesmarina.com).