



Village of Suttons Bay Marina  
231-271-6703 [sbmarina@suttonsbayvillage.org](mailto:sbmarina@suttonsbayvillage.org)

**Transient Rental Policy  
Reservation Request Form**

Please mail or email this completed form to the address above. After your reservation request has been received, you will be contacted for confirmation and payment. Please note that this request does not confirm a reservation.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Boat Type: \_\_\_\_\_ Power/Sail: \_\_\_\_\_ L.O.A. (Length Overall): \_\_\_\_\_

Beam: \_\_\_\_\_ Draft: \_\_\_\_\_ Vessel Name: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

**Reservation Policy:**

1. Advance reservations can be made after April 15<sup>th</sup> by contacting the Marina office.
2. Reservation request forms may be filled out on the website.
3. 2-day minimum stay is required for advance reservations.
4. 14-day maximum stay for advance reservations.
5. All reservations must be paid for in advance and are non-transferable.
6. All vessel information must be provided prior to slip confirmation.
7. Slip assignments are based on vessel length, beam and draft.
8. Reservations are made on a first come first serve basis, no slips will be held without payment.
9. All transient slip assignments are subject to change at the discretion of the Harbor Master.
10. Check In/Out is 11:00 a.m.

**Cancellation Policy:**

1. 5 day prior notice to the reservation date will receive a full refund, minus a \$25.00 processing fee.
2. Cancellations made less than 5 days will receive a 50% refund.
3. There is no refund for cancellations made less than 48 hours in advance.
4. Failure to show or contact the Marina will be deemed a 'no show' and the slip will become available for rent.