



Moorage Request

Part I

There are two parts to the Moorage Request Form. Please complete Part I (Moorage Request) and Part II (Moorage Payment Agreement) and submit both forms to the Operations Department at the Port of Astoria. Please note that your moorage request will not be considered until the Moorage Payment Agreement (Part II) is received. Once received, a Moorage Agreement will be sent to you for signature at your preferred form of contact. You may submit your request by using any of the following.

Email forms to: operations@portofastoria.com

Fax forms to: (503) 741-3345

Questions: (503) 741-3300

Moorage Request									
Location Requested:									
Dates Requested:									
Contact Information									
Name:									
Street Address:									
City, State, Zip Code									
Home Phone:									
Work Phone:									
Cell Phone:									
Email Address:									
Preferred Form of Contact: <i>(Specify if email, mail, fax, etc.)</i>									
Emergency Contact Name(s):									
Emergency Contact Phone:									
Vessel Information									
Name of Vessel:									
Owner:		Owner DL#/State Issued:							
Operator:		Operator DL#/State Issued:							
Registration #:		Coast Guard DOC #:							
Type of Vessel:		Length Overall:							
Make/Model:		Beam:							
Fuel Type:		Draft:							
Hull Material:		Inboard or Outboard:							
Last Haul Date:		Location of Haul:							
Primary Use: <i>(Please check all that apply)</i>									
<input type="checkbox"/>	Recreational	<input type="checkbox"/>	Commercial Freight	<input type="checkbox"/>	Commercial Fish	<input type="checkbox"/>	Other <i>(Please specify)</i>		
<input type="checkbox"/>	Passenger	<input type="checkbox"/>	Commercial Tow	<input type="checkbox"/>	Charter				
Utilities (Electricity)									
Electricity Needed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Please specify type of power needed.				
Voltage				AMP					
Miscellaneous (Water / Storage / Parking / Other)									
<i>(Please specify services needed.)</i>									
Water	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Parking	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Garbage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Other	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Storage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Please specify:				
Additional Comments:									



Moorage Payment Agreement

Part II

Please complete and submit this form, along with your Moorage Request Form, to the Operations Department at the Port of Astoria at operations@portofastoria.com or fax to 503-741-3345. Please call the Administration Office at 503-741-3300 if you have any questions.

Vessel Name & Contact							
Vessel Name							
Tenant/Lessee's Name							
Method of Payment							
<i>***This highly sensitive information will be kept on file in the Finance Department locked file cabinet.***</i>							
	Visa		MasterCard		Check		Cash
Credit Card Information							
Name on Credit Card							
Credit Card Number							
Expiration Date							
Security Code							
Payment Due Date							
<p>PAYMENT DUE DATE: Payments will be processed on the 10th day of each month, unless otherwise negotiated. Payments on outstanding lease invoices will be processed on the 10th day of each month using the credit card listed above. Tenant/Lessee is obligated to notify the Port of Astoria if there are any changes to the method of payment specified on this agreement.</p>							
Payment Options							
<p>PAYMENT OPTIONS: Please select from one of the following payment options below.</p> <p>Option I: _____ I authorize my monthly lease payments to be automatically processed on the 10th of each month with the credit card listed below.</p> <p>Option II: _____ I will send monthly lease payment to the Port of Astoria, but if my payment is not received by the 10th of each month (or on the negotiated due date determined by Port), I authorize the Port to charge the credit card listed above.</p> <p>Discounts: The Port of Astoria offers a five percent (5%) reduction for all annual lease payments made upfront if paid by cash or check.</p>							
Authorization of Payment							
(PLEASE READ CAREFULLY)							
<p>Upon signing this agreement, the Tenant/Lessee authorizes the Port of Astoria Finance Department to process payment for the first month's rent and an additional one month's rent using the payment method specified in this agreement. The first month's rent will be applied to the first month the Tenant occupies the space. The additional month's rent is calculated based on the date of the original moorage agreement and will be kept by the Port as a pre-paid, last month's rent and held without interest, until this Agreement is terminated by either party. Should any of the Lessee's payment information change or need updating, it is the Lessee's obligation to notify the Port of Astoria Finance Department of any payment changes.</p>							
Signature (Required)							
Tenant/Lessee's Signature						Date	
Port's Signature						Date	
FOR OFFICE USE ONLY							
Original in Finance file		Copy (w/o credit card #) in Tenant File		Copy Sent to Owner		Initials of Approving POA Staff:	
Due Date Assigned: _____				Approved: Yes: _____ No: _____			