



*Sail your story!*



# Kos Base

Base Manager: **George Ritsiardis**

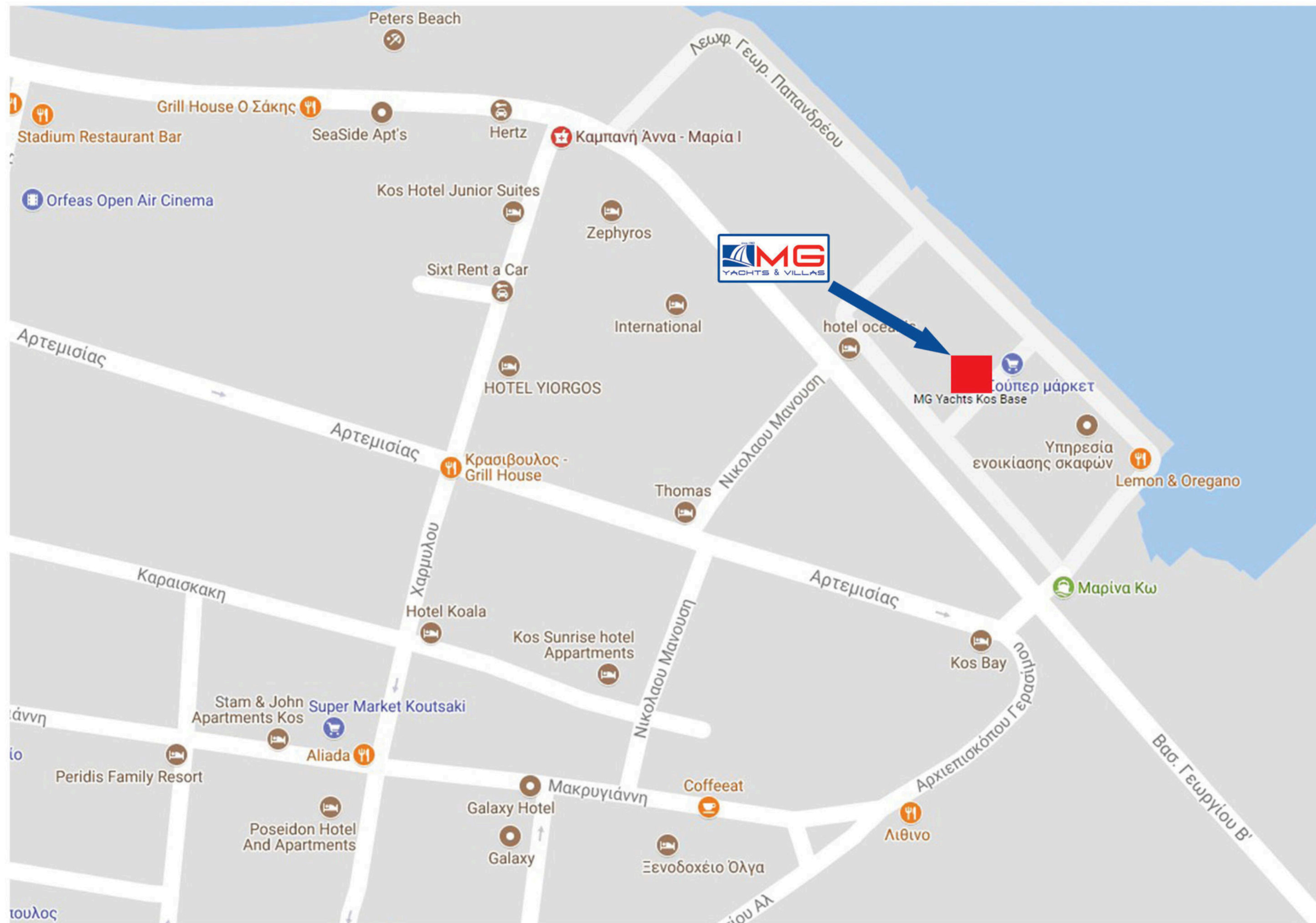
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## BASE DESCRIPTION AND GENERAL INFO

Kos marina is located at the island of Kos next to the island's old harbour at the heart of the Dodecanese islands at the Aegean Sea, one of the most charming resorts in Greece and one of the best sailing & cruising areas in Europe.

The marina today offers 250 berths with Mooring lines, water supply, Electricity supply 220 & 380 V from 16 to 250 Amps, Telephone connection and Satellite TV.

There is a dry storage area adequate for 150 yachts facilitated by a 100ton Boat lift and a 35ton Hydraulic trailer.

Entrance Coordinates: East: **27°18'07.4"** North: **36°53'25.4"**

## YACHT DELIVERY

Check-in time: 17.00pm

Check-out time: 09.00am

**Mandatory:** the yacht must return to the base the evening before disembarkation by 18:00 the latest.

## Prior to your trip

Kindly do make sure we have received the following documents, which are required during check-in, at least two weeks before embarkation and we will take care of paper formalities and save you from facing any inconvenience or delay during check-in procedure:

- **Passport Copies**

Skipper, Co-Skipper & Charterer if different person from the above

- **Sailing License**

Skipper's Sailing license, or attestation of his sailing experience

- **Crew List**

Already provided to you via e-mail must be filled in, complete with full names, passport numbers, dates of birth, gender & skipper's cell phone number

- **Arrival info**

Arrival date & time, Airline, Flight number, Departure airport, hotel you may be staying in Greece before your charter

- **Departure info**

Scheduled departure date & time

- **Special Requirements**

or extras (such as provisioning list, etc.) if any

## Arrival

**MG Yachts** Base Manager & staff have been advised on the details of your arrival and will be expecting you at the meeting point indicated on the map above. Make sure you inform us at least one week before your arrival in Greece about your arrival time, regardless if you want transfer or not. It is possible to organize your transfer to the marina on request.

### In case of late arrival

- Our staff will wait for you until approximately 20.00 hrs. at night. Your yacht will be ready & unlocked for you. Aboard you will find a well-coming message providing you with basic instructions for your first night aboard.
- Should you face any difficulty or problem, do not hesitate to contact our Base Manager (available to assist you on a 24/7 basis).
- Check-in procedure will take place the next morning.

## Check in procedure

Check-in procedure has to be attended by and performed with Skipper & Co-Skipper only. Check-in procedure involves 3 steps:

### 01. Formalities & Documentation

Before you check-in, you will be handing over at our Welcome Desk the documents required for check in and we will take care of formalities such as signing required documents, handing the yacht's formal documentation & concluding any pending payments (i.e., security deposit & any extras).

#### DOCUMENTS REQUIRED ON PORT

- Passport or valid Identity card
- Sailing license of the skipper - Mandatory
- Crewlist with names, birth dates and passport numbers

#### SECURITY DEPOSIT

The security deposit will be arranged before embarkation at the base. Payment by credit card, we accept Visa and MasterCard. The Security or the Non-Refundable Deposit applies per accident (damage or loss). This means that should an incident occur, in order to be covered against a 2nd incident, the Charterer must leave a new security or Non-Refundable deposit equal to the initial amount. In any other case, the charter agreement will be terminated.

### 02. Inventory list inspection

You will be provided with an inventory list so you may check and confirm inventory delivered with the yacht.

### 03. Technical inspection

Yacht condition is checked with our staff who will demonstrate basic functional/operational features of the yacht and her equipment.

**Certify** that you have inspected and understood all the systems, electrical and mechanical of the boat, and found them in a good condition. Make sure that you feel confident and assume full responsibility of the yacht as specified in the Charter Agreement, which you have studied and understood.

## Check out procedure

**Mandatory:** the yacht must return to the base the evening before disembarkation by 18:00 the latest.

To help us be of better service please advise our Base Manager of your expected arrival time to base, in advance. Upon your return and after mooring your boat at the indicated berth in the marina, you will need to refill the fuel tank on the spot in the marina. For more information, please ask the Base Manager. Our staff will be waiting for you where the yacht was moored on the day you departed from the marina.

If during your trip you have noticed any sort of problem or malfunction of the yacht, we would be very grateful if you could advise our staff timely fashioned. It is essential to maintaining a high-quality fleet of yachts for you, that you provide us with any remarks regarding the function and the condition of our vessels, even minor ones, as we believe that detail makes the difference.

During check-out you are kindly asked to allow our staff to come aboard and inspect the yacht and her equipment; your presence is not mandatory so you will not be wasting any time on this. This inspection is detailed, as we need to assure that the yacht will be in perfect condition, not lacking any inventory, for the following clients chartering her after you. After every charter, the yacht is also inspected underwater by the diver so as to avoid any inconvenience.

## Claim Policy

In case of complaints, MG Yachts must receive written notice within 24-hours of the incident and not after the end of the charter. Complaints received after the charter period has concluded may not be taken into consideration.