



Thank you for choosing Lake Roosevelt Adventures, the Northwest's premier houseboat vacation company. Since 1997, our goal has been to offer unique outings on beautiful Lake Roosevelt. For many, this has truly been a life-altering experience, one they return to enjoy year after year.

Here is a brief description of the proceedings from this point: Included are several documents that I suggest you add to a "Houseboat Vacation" file as you may need to reference them as your trip draws near. Please pay particular attention to the Statement Page as this outlines your payment due dates.

First, Lake Roosevelt Adventures requires our customers to submit a deposit **within five (5) business days**. For vacations priced less than \$5000.00, the deposit will be \$500.00. For vacations priced at \$5000.00 or more, the deposit will be \$1000.00. Your deposit amount will be displayed on your Statement Page along with a link to Lake Roosevelt Adventures Houseboat Vacation Payment Center. Please click this link to make payment by credit card. If you prefer to make your payment by check, please see the address listed on the Statement Page.

The **CHARTER RESERVATION AGREEMENT** details our Payment Process and Rental, Cancellation & Pet Policy. This document needs to be electronically signed via DocuSign® **within five (5) business days**.

The **STATEMENT** gives the due dates of your two payments, so mark your calendars. We accept checks and credit cards. If you would like to make a payment by credit card, please click on the link provided or visit Lake Roosevelt Adventures Houseboat Vacation Payment Center on our website located under "Our Fleet."

The **PASSENGER MANIFEST** is to be filled out and sent back with your second payment or brought with you to the lake. This information is invaluable to everyone at Lake Roosevelt Adventures in case of an emergency or weather alert. It is confidential, but will be made available at the marina during your trip should the need arise.

I hope that you'll have a memorable trip and that this becomes a tradition for you and your family or friends. Please don't hesitate to call with any questions. Thank you for your business.

Warm regards,

Velda Thrams
Lake Roosevelt Adventures
(800) 816-2431, 509-725-7229

CHARTER RESERVATION AGREEMENT

CUSTOMER:

VACATION DATE:

I hereby submit a deposit in the amount of \$500.00 as a reservation deposit for my houseboat vacation. I understand that this reservation deposit will be credited towards my first payment which is due SIX (6) Calendar Months prior to my vacation's departure date.

Submission of the First Payment is required SIX (6) Calendar Months prior to the start date of this vacation. Cancellation of the trip after this date will result in the forfeiture of the Reservation Deposit and First Payment.

Submission of the Second Payment is required Four (4) Calendar Months prior to the start date of this vacation. Cancellation of the trip after this date will result in the forfeiture of the Reservation Deposit, the First Payment, and the Second Payment.

RENTAL POLICY: We reserve the right to refuse the use of our equipment to anyone if, in our judgment, the renter is not capable of safely operating the vessel, or poses a safety concern to themselves, to others, or to the vessel. We reserve the right to recall the vessel if it is being operated improperly or unsafely. Furthermore, if a recall is necessary, we will retain all moneys paid as liquidated damages. If a previous renter has broken the houseboat intended for your charter making it unavailable at the reserved time, our financial responsibility to you will be limited to a full refund of your fare. **The Captain must be over 25 years of age to sign for and operate the vessel. The Captain will be required to sign a Charterer's Contract prior to departure. Furthermore, a "Hold" will be placed on The Captain's credit card in the amount of \$5000.00 to act as a damage deposit. Provided the vessel is returned in the same condition in which it departed, the "Hold" will be released from the Captain's credit card.**

CANCELLATION, REFUND & PET POLICY: Cancellation of this reservation Five (5) days from the date of this contract (see date below) will result in **forfeiture of your reservation deposit**. Additionally, after you have made your First and/or Second Payment towards your vacation's balance, Lake Roosevelt Adventures will refund your payment(s) only if your vacation is sold to another customer. Lake Roosevelt Adventures **does not allow any pets on our houseboats**. No exceptions.

I have read and acknowledge all terms set forth in this contract.

Charterer Signature

Print Full Charterer Name, Address, Phone #, and Email

Date

THIS AGREEMENT MUST BE SIGNED VIA DOCUSIGN® WITHIN SEVEN (7) BUSINESS DAYS

STATEMENT

Send Payments to:

Lake Roosevelt Adventures
1250 Marina Dr.
Davenport, WA 99122

Customer:

Houseboat Class: LUNA

Season: MID

CHECK IN: 3pm

CHECK OUT: 10am

DESCRIPTION:

<u>5</u>	<u>\$3675.00</u>	<u>\$294.00</u>	<u>\$3969.00</u>
# Of days	Price	Tax(8%)	Total

Your RESERVATION DEPOSIT of **\$500.00** is due on or before _____. Failure to process your deposit by this date will result in CANCELLATION WITHOUT NOTICE. Please note, this deposit will be credited towards your first payment.

Date Deposit Paid

Check or Reference #

Two payments will be made Six (6) Months and Four (4) Months prior to your trip.

Payment #1	\$ _____	_____	_____
(6-Months Prior)	Amount Due	Check or Reference #	Date Paid

Payment #2	\$ _____	_____	_____
(4-Months Prior)	Amount Due	Check or Reference #	Date Paid

OPTIONAL

Lake Roosevelt Adventures has a ski boat, pontoon boats and a fishing skiff available for rent. Please call (800) 816-2431 for availability. These additional rentals will be billed separately.

PASSENGER MANIFEST

Please fill out this form with each passenger's name and contact information and return it with your last payment. We are required to maintain this information while you are out on the houseboat in case of an emergency. Furthermore, with the sensitive nature of Grand Coulee Dam, the Department of Homeland Security requires us to keep this information on file. If other guests join you, they can be added at our dock office. Our emergency contact number at the Keller Ferry Marina is **(509) 647-5755**. If you're closer to the Seven Bays Marina, please call **(509) 725-7229**.

Please note that the maximum number of persons allowed on the vessel while underway is 10.

Captain's Name:

Houseboat Class: LUNA

Names

Phone Numbers

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

WHEN YOU ARRIVE AT THE KELLER FERRY MARINA

Now that you have successfully navigated the steep hill down to the lake, notice the signs to the Keller Ferry Marina. Once you make the left turn towards the marina, you will come to a “T”. There is a very large parking lot and boat launch to the right, and our store to the left. **Head towards the store**, park, and come on inside. Please introduce yourself as a houseboat customer to the person behind the counter. They will direct you to our houseboat dock (*which is not obvious*) and answer any questions you might have. If you are towing a boat, it is a good idea to load your gear and groceries into your boat before you leave home; that way you can launch your boat and drive it over to the stern of your houseboat for unloading. This would be a great time for your ski boat to be launched. Once your small boat has been splashed, the driver of that car should proceed to our private parking lot reserved for houseboat customers. This private lot is near the houseboat dock. (DO NOT PARK IN THE LOT NEAR THE LAUNCH.)

To speed up the departure process, the Captain and anyone else who needs to observe the walk-through orientation will proceed directly to the houseboat with the assigned instructor. Pre-assign the task of going to the marina store to buy ice. I suggest at least ten bags for the large ice chest located on the aft deck of the houseboat. Our store is a fair distance from the houseboat dock, so plan your ice purchase accordingly.

If you have children, they will be very excited. You may want to occupy them with an ice cream at the store while some of the adults are going through the briefing. Fewer *distractions* make for a much faster orientation. The National Park Service requires everyone be on board for the final safety briefing, which includes a lesson about carbon monoxide.

After the orientation, the Captain will sign the Charterer Agreement, and you will depart the marina with your instructor for a Beaching Drill. You will be shown how to secure the houseboat for the night and how to deal with the rise and fall of a dam-controlled lake. Then you'll be off on your adventure.

VACATION IS OVER...

We expect that you will be floating by the marina's log boom by 10:00AM. Please be prompt as we charge a **\$250.00/Hour late fee**. When you're ready to come in, call us on Channel 16 or at **(509) 647-5755** and a marina pilot will come out to your boat to bring you in. Please have all your belongings packed up and ready to offload. Remember, you must pay for the gas used during your vacation. Sometimes the gas dock can become hectic and payment can be forgotten. Please designate one person to stand by with a credit card. At this time, your prop will be inspected for damage. Please gather all garbage off the back deck and remove it while on the gas dock. Send drivers up to get the cars and stage them in the single-file loading area. After fueling is complete, we'll move the boat to the houseboat dock where you may unload all of your things. Please don't unload anything but garbage onto the gas dock as it becomes too cluttered for the other marina customers.

With this prior knowledge, I hope your arrival and departure will be as smooth as the lake at sunset.