

**EMERGENCY TELEPHONE NUMBERS**

**FIRE.....911**

**POLICE.....911**

**AMBULANCE.....911**

<b>U.S. COAST GUARD</b>	<b>773-768-4093</b>
<b>HAMMOND MARINA OFFICE</b>	<b>219-659-7678</b>
<b>HAMMOND MARINA SECURITY</b>	<b>219-473-0591</b>
<b>HAMMOND MARINA FUEL DOCK</b>	<b>219-473-9907</b>

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<b>WEBPAGE</b>	<a href="http://www.hammondmarina.com"><b>www.hammondmarina.com</b></a>

**HAMMOND MARINA MONITORS CHANNEL 9**

**HAMMOND PORT AUTHORITY  
HAMMOND MARINA  
701 CASINO CENTER DRIVE  
HAMMOND, IN 46320**

**Revised and approved February 25, 2020**

**RULES AND REGULATIONS  
REVISED**

**HAMMOND MARINA  
RULES AND REGULATION**

**Section A. PERMITS**

No person shall moor, store or launch a boat within the Hammond Marina without a permit, nor shall any person charter a boat for hire without first obtaining a permit.

**1. TYPES OF PERMITS**

a. "DAILY LAUNCH PERMIT" means the nontransferable, revocable privilege to move a boat from land into the harbor and out between sunrise and sunset on any particular day during the extended harbor season.

b. "SEASONAL LAUNCH PERMIT" means the non-transferable, revocable privilege to move a boat from land into the harbor and out between sunrise and sunset any day during the extended harbor season.

c. "SEASONAL SLIP PERMIT" means the nontransferable, revocable privilege to use a specific slip within the marina from May 1<sup>st</sup> to October 15<sup>th</sup>.

d. "TRANSIENT SLIP PERMIT" means the nontransferable, revocable privilege to use a specific slip for a limited period, which be it four hours, twenty-four hours, weekly or monthly.

e. "CHARTER PERMIT" means the nontransferable, revocable privilege to use a specific slip within the marina for the purpose of hire, fishing, entertainment or other service. Appropriate Federal, State, insurance and local requirements must be met before a "Charter Permit" is issued.

f. "LATE LEAVER PERMIT" means the nontransferable, revocable privilege to use a specific slip within the marina October 16<sup>th</sup> to December 1<sup>st</sup>. (For an additional fee.)

g. "VEHICLE PARKING PERMIT" means the nontransferable, revocable privilege to park a motor vehicle on Hammond Marina property. Motor homes, vehicles designed for eating and sleeping, trucks, trailers and other commercial vehicles are prohibited.

1. "*Seasonal Slip Holder Parking Permit*" means the nontransferable, revocable privilege to park in the reserved boater section of the marina from May 1<sup>st</sup> to October 15<sup>th</sup>, based on availability. Two permits are issued for each seasonal slip. No more than two additional parking permits may be purchased per year. I-dock ( PWC lift) slip holders will receive 1 parking permit.

2. “*Transient Slip Holder Parking Permit*” means the nontransferable, revocable privilege to park in the reserved boater section of the marina for the period of the permit, based on availability. One permit is issued for each transient slip.

3. “*Boater Guest Parking Permit*” means the nontransferable, revocable privilege to park in the reserved boaters section for one day at a time. This permit is issued only when space is available, and is not issued on busy weekends, holidays or for special events during the boating season.

4. “*Visitor Parking Permit*” means the nontransferable, revocable privilege to park in the designated visitor parking area within the marina fenced property. This permit is issued only when space is available. Visitors may park in designated areas outside the marina fenced in property without a permit.

5. “*Disabled Visitor Parking Permit*” means the non-transferable, revocable privilege to park in designated disabled parking spaces within the marina. This permit is issued on a daily basis to those whose vehicles have “disabled” designations.

6. “*Seasonal Boat Trailer Storage Parking Permit*” means the nontransferable, revocable privilege for a Seasonal Slip Holder to park his boat trailer in a designated section of the Hammond Marina property from May 1 to October 15, based upon the availability. Trailers can only be removed from storage during normal business hours. A Marina employee must accompany anyone removing their trailer from storage after having confirmed the permit sticker number with an office employee.

h. “WINTER STORAGE PERMIT” means the nontransferable, revocable privilege to store a boat in the Hammond Marina, either on land, in-water or live-a-board in-water, between October 15<sup>th</sup> and April 15<sup>th</sup>. This permit requires a written agreement. Boaters obtaining a “Winter Storage Permit” do not require a “Late Leaver” permit.

i. “PERSONAL WATERCRAFT PERMIT” means the nontransferable, revocable privilege to have a PWC in addition to a “Seasonal Slip Permit” as defined in i.c.

## II. PERMIT APPLICATION AND ASSIGNMENT

a. APPLICATION: A boat owner desiring a permit to moor his/her boat in the Hammond Marina shall complete in full, agree to the conditions, sign and file the application provided, which will include boating information, registration and Certificate of Insurance. The Hammond Marina must be listed as additionally insured. All slip holders must provide a Certificate of Liability Insurance with a Watercraft Liability Limit or P&I (Protection and Indemnity) limit of not less than \$300,000 per occurrence. A nonrefundable deposit must accompany the application. Submitting an application does not guarantee a slip at the Hammond Marina. All slip applications for a permit will be approved by the Port Authority director. All Slip Permits will be reapplied for annually with the above requirements.

b. ASSIGNMENT

1. Renewing permit holders shall automatically be assigned their permit spaces from the previous season upon annual slip application submission, approval of the Port Authority director and payment of deposits and fees per schedules provided.
2. New permit applicants will be assigned in order of receipt of application, approval of the Port Authority director and payment of deposits and fees per schedules provided.
3. Transient permit applicants will be assigned unoccupied slips whenever possible. The Hammond Marina reserves the right to assign a transient in a permitted slip when the permittee is not occupying it.
4. The Hammond Marina, after issuance of a permit and at any time after the issuance of a permit, may change the permittee's assigned mooring at any time for any reason or no reason at all at the sole discretion of the Director.
5. Permittees may change same slip size assignments anywhere in the marina once without incurring an administrative fee. Thereafter, a \$25.00 change fee will be charged. This fee does not apply for changes to larger or smaller slip size assignments.

## **Section B. HARBOR RULES**

### **I. DOCKS AND GROUNDS RULES**

#### **a. MOORING OF BOATS:**

1. No person shall moor his/her boat at any mooring other than authorized by the permit or by authorization from the Port Authority Director.
2. No person shall allow any other boat to moor in his/her permitted mooring unless authorized by the Port Authority director. Subleasing of slips is prohibited. Subleasing of boats is also prohibited, i.e., Airbnb.
3. A permittee shall provide adequate ground tackle including spring lines to secure his/her boat to assigned dock. The permittee will be liable for damage caused by improperly tied boats.
4. All boats moored in the Hammond Marina must have a name with letters at least three inches in height affixed to the transom or both sides of the hull.
5. All permitted boats must affix assigned decals prominently, either on the windshield, porthole, mast or transom, on the side closest to the finger pier assigned. Decals must be visible at all times and cannot be covered by canvas, boat covers or sail covers.
6. All permitted boats must display state registration decals and/or U.S. Coast Guard registration as required.
7. Permittees vacating their moorings for more than forty-eight hours must notify the marina office specifying departure and return. Permittees not notifying the marina office twenty-four hours before return cannot be guaranteed their slips will be open upon return.

8. Permittees must inform the marina office when a permitted boat is sold or when a different boat is purchased. Slips are not transferrable to new owners.

9. Boats, including bowsprits, swim platforms or other appendages, dinghies and PWC's must not be longer than the assigned slip's length. Boats that overhang must move to the correct length slip and pay fees accordingly.

b. GENERAL SAFETY:

1. Loose hoses and lines on the docks are prohibited. Boat lines cannot go across slips even if the slip is vacant.

2. Cords must be of marine standard. Cords must be unplugged from the pedestal outlet when the boat is away from its slip. Cords cannot be strung across docks for extra service.

3. Open fires, charcoal grills, gas grills or external electric grills are not permitted on boats or docks. Grills can only be placed on concrete

4. Open flame heaters and Coleman-type lanterns are prohibited.

5. Riding of bicycles, mopeds, skateboards, roller blades, etc. on the docks is prohibited.

6. Fire hoses and extinguishers may be used in emergencies only and for the purpose intended.

7. Swimming, diving, waterskiing, jet skiing and/or wind surfing are prohibited in the Hammond Marina. However, jet skis and powered personal water crafts leaving the marina will be allowed at idle speed.

8. Sail boats equipped with auxiliary power must use their engines inside the mouth of the Hammond Marina.

9. Beach rules as posted at the lifeguard station will be enforced. Use of the beach for special events, parties and other functions must be approved in advance by the Port Authority Director. Fires on the beach or any part of the Hammond Marina's property are prohibited except for special events approved in advance by the Port Authority Director.

10. Docks and walkways must be clear at all times. Docks and walkways may not be blocked with tables, chairs or other equipment and items. Overlooks and patios are provided throughout the marina for parties and gatherings.

c. FUELING SAFETY: While marina staff will supervise and assist, boaters will fuel their own boats according to the following U.S. Coast Guard Fueling Safety Procedures. Boats can only be fueled at the fuel dock. Fueling your boat at your slip is strictly prohibited.

- Make sure the boat is securely tied to the fuel dock.
- No smoking or open flames of any type.
- Turn off all engines and electrical equipment. Do not operate any switches or electrical gear.
- Close all ports, windows and hatches before fueling.
- Fill all portable tanks on dock.
- To avoid static electrical sparks, keep dispensing nozzle in contact with fuel tank metal fill pipe.
- Do not block dispensing nozzle opening.

- Wipe all gas or diesel oil spillage. Then hose down with water.
- Keep fire extinguisher nearby.
- Open ports and hatches after fueling to ventilate.
- Smell for fumes and run bilge blower for at least four minutes before starting engine.
- If engine fails to start or stalls after starting, ventilate for an additional four minutes.

d. ENVIRONMENTAL SAFETY:

1. Fuel spills are the responsibility of the boater.
2. Pumping of oil or fuel from bilges is strictly prohibited. Boaters with bilge oil, fuel or other pollutants must provide absorbers or other equipment to eliminate spillage until the problem can be fixed.
3. No permittee shall have on his/her boat any toilet system that is or can be connected to a through-hull fitting in a manner that would allow the disposal of waste materials into the waters of the Hammond Marina.
4. No permittee shall allow garbage, litter, fuel, oil, refuse, paints, sewage waste or fish waste to be thrown or discharged from his/her boat or assigned dock into the waters of the Hammond Marina or to be deposited on the piers, docks or land of the Hammond Marina. Painting on the docks is prohibited.
5. No permittee shall conduct or allow to be conducted any substantial repair on his/her boat while in the Hammond Marina. Painting on docks is prohibited.
6. Engine oil must be disposed of properly in designated recycling containers within the marina. Anti-freeze must be non-toxic and approved for marina use.
7. Dockboxes are provided. Only one dock box per slip is provided and boater may not use a dock box assigned to another slip. Permittees may not install their own Dockboxes. Dockboxes may not be used for storage of batteries, paints, caustics, corrosives, fuels or other hazardous substances. Dockboxes must be kept latched at all times.
8. Stair units are available for a rental fee through the Marina office. Permittees may provide their own stair units upon approval of the Port Authority Director.
9. **No permittee shall erect or cause to be erected any railings, mooring whips, carpeting, tires, or other structures on the docks. Stairs are permitted if approved by Port Authority Director. Approved fendering systems and stairs are available at the marina office for a fee. All others require the approval of the Port Authority Director prior to installation. Nails and other sharp fasteners are strictly prohibited.**

II. GENERAL RULES

- a. The speed limit in the Hammond Marina is five miles per hour and/or no wake.
- b. Dinghies, Inflatables, Personal Water Crafts:
  1. May not be longer than 19.5'. Fee depends upon the length.
  2. Must be state registered if motor-powered.
  3. Must be identified as belonging to a permittee with a pwc sticker and have proof of insurance.

4. Must fit in the slip with permittee's boat by not exceeding the length of the finger pier. Or a pwc space fee will apply and is assigned by the marina office.
5. Operators must wear life jackets.
6. Must not be operated within the marina by a person under the age of 16 years unless properly supervised by an adult, such operation is permitted by State Law.

c. No permittee shall fail to comply with all city, state and federal law and regulation governing ownership, mooring and operation of a boat.

d. No permittee shall refuse to allow any duly authorized employee or officer of the Hammond Port Authority to board his/her boat while within the marina to conduct reasonable inspections of his/her boat to determine compliance with the terms of this code or with state or federal law or regulations. All employees or officers authorized to board boats for inspection purposes shall carry appropriate identification.

e. Except as to fees and other payments specifically authorized by law, no permittee shall offer or cause to be offered anything of value to any person or entity with the intent of causing, preventing or influencing any action relating to the issuance, transfer, modification or revocation of a permit, the assignment of a mooring or the enforcement of harbor rules.

f. Pets are permitted only if they do not disturb other boat owners and their guests. Pets must be leashed within the confines of the marina. Owners must clean up after their pets. Pet waste bags are located throughout the marina, also, pet relief grass is located on the main dock. Pets are not allowed in any marina building.

g. Fishing off piers or boats in the marina is prohibited. Fish must be cleaned at the fish cleaning station and not on boats or piers. Snagging, trolling, spear fishing, or fishing with bow and arrow are prohibited.

h. Advertising or soliciting on marina property prohibited, including, but not limited to, flyers, notices or other materials. The only exceptions are on the bulletin boards located outside the boater bathrooms and on the bulletin board in the Administration Building. Staff must approve any advertisement posted in the Administration Building. No materials may be placed on boats, cars or any marina structures. "For Sale" signs on boats may not exceed 10 inches by 14 inches.

i. All providers of boating services must be authorized by the marina office. Providers must have on file a "Certificate of Liability Insurance," naming the Hammond Port Authority as Additional Insured, a "Hold Harmless" agreement and other requirements specified by the marina office. There are no exceptions.

j. No permittee shall operate the engines, generators, bilge pumps, hailers, public address systems, sound systems of his/her boat in a manner which substantially interferes with the use and enjoyment of the harbor by other Permittees or persons.

k. Sailboat owners are required to tie down halyards and noisy rigging.

l. Children and guests are the responsibility of permittees. Small children and those who cannot swim should wear life preservers on the docks. No running on docks. Water fights are prohibited.

m. Curfews on docks and grounds are as follows: children under 13 - 10:00 p.m., children 13-18 – 11:00 p.m. The Binwall public promenade will be closed at 11:00 p.m., except to fishermen who must display fishing licenses and gear to access the fishing piers after 11:00 p.m. The City of Hammond Noise Pollution Ordinance is enforced. Quiet time for boaters and docks is 11:00pm. Music should be turned down/off.

n. Cars and other vehicles without permits or parked in “no parking” areas/zones will be ticketed and towed at their owners’ expense.

o. Charter boat signs must be approved by the Port Authority Director.

p. Two key cards (per slip) will be issued each year. Boaters may purchase or re-key two additional key cards per year. No more than two additional key cards are allowed per slip, per year.

p. Dock carts are provided as a courtesy to the boaters. Please be respectful of other boaters and return the cart when finished unloading.

### **Section C. ENFORCEMENT PROCEDURES**

The Port Authority Director may revoke or refuse to renew the permit of any person at any time for any reason or for no reason at all. Upon order to vacate a slip, a person shall vacate his/her slip and remove their boat and all property from the slip within twenty-four (24) hours of the Director’s notice. If the slip is not vacated within twenty four (24) hours, the Director may hire a service to remove the boat and all other personal property and may charge a fee of five hundred dollars (\$500.00) for said removal and storage charges of one hundred dollars (\$100.00) a day for storage until said property is retrieved or deemed abandoned.

#### **I. IMPOUNDMENT OF BOAT**

a. **IMPOUNDMENT PROCEDURE:** The Hammond Marina may impound a boat or trailer by removing it to a designated impoundment area or by forbidding a boat from being moved from its mooring during the period of impoundment.

b. The Port Authority Director may impound a boat or boat trailer, or may allow city, state or federal officials to impound a boat or trailer for the following reasons:

1. The boat is moored in the harbor without a valid permit.
2. The boat is operated in such a way as to be an unreasonable hazard or impediment to navigation within the harbor, or in such a way as to present an unreasonable danger of injury to persons or property within the harbor system.
3. When a boat or boat trailer has been reported stolen and the owner of the boat or boat trailer is not present at the location of recovery.
4. When a boat or boat trailer is abandoned or left unattended on marina property. Boats abandoned at the Hammond Marina shall be subject to sale per the IC 32-34-10 Sale of Abandoned Watercraft Regulation.

5. Other circumstances in which impoundment of the boat or boat trailer is necessary to prevent a clear and present danger of injury or damage to the boat, boat trailer or to persons or property within the harbor.

6. Failure of the owner of the boat or boat trailer to pay fines or fees lawfully imposed by the Hammond Marina.

7. Any other cause justifying impoundment under state or federal law.

c. **RECORD OF IMPOUNDMENT:** Upon impounding a boat or boat trailer, the Port Authority Director shall record the name and description of the impounded boat or trailer; the circumstances under which it was impounded and a description of the condition of the boat or boat trailer at the time it was impounded.

d. **NOTICE TO OWNER OF IMPOUNDED BOAT**

1. Whenever the Port Authority Director has impounded any boat or boat trailer, he/she shall immediately ascertain, if possible, the name of the owner(s) or other persons legally entitled to possession of such boat or boat trailer. Thereafter, he/she shall immediately cause a notice to be sent by certified or registered U.S. Mail for return receipt requested to such owners and other persons entitled to possession, if known. Such notice shall contain a full description of the boat or boat trailer, the circumstances of its impoundment, where it is impounded and shall request that the recipient immediately contact the Port Authority Director.

2. Whenever the director is unable to ascertain the name of the owners or other persons entitled to possession of a an impounded boat or boat trailer, and therefore is not able to give notice, the Director shall send a written report of said impoundment by mail to the Department of conservation of the State of Indiana and the U.S. Coast Guard.

**II. FEES AND FINES**

a. The Hammond Port Authority shall establish from time to time the fees to be charged for harbor permits and other services, including the conditions for any refunds.

b. **FINES:** Violations of harbor rules shall subject the permittee or operator of the boat to a civil fine of up to \$500.00 per day.

c. **EMBARKATION FEE FOR COMMERCIAL VESSELS:** The operator of each commercial vessel shall pay unto the Hammond Port Authority the sum of \$1.00 for each excursion passenger who embarks upon said commercial vessel engaged in carrying passengers whether on tours, general recreational excursions, gaming excursions or any other commercial enterprise from the Hammond Marina facility, whether the vessel itself departs the docking facilities or not. The fee will be imposed upon each operator of a commercial vessel, including those commercial vessels operating regularly from the Hammond Marina and/or those vessels which call at the port for a special excursion/event. The embarkation fee shall be paid within twenty-four hours of a special event/excursion and shall be paid by a regular operator from or about the Hammond Marina by 12 PM Wednesday for the immediately preceding calendar week ending on the preceding Saturday at 12 AM. The term excursion passengers shall not include all others who board such vessel(s) whether or not the vessel

departs its mooring. The term commercial vessel shall not include those vessels which carry six or fewer passengers and are the holders of a charter permit operating from a specific slip within the 918 slips.

***These rules approved on February 25, 2020 are subject to revision by the Hammond Port Authority***