

Based on Article 84 of the Maritime Domain and Seaports Act (OG 158/03, 100/06, 141/06 and 38/09) and Article 3 paragraphs 2 and 3 of the Regulations on terms and methods of maintaining order in ports and other parts of internal waters and territorial sea of the Republic of Croatia (OG 90/05, 10/08, 155/08, 127/10 and 80/12), Servisni centar Trogir d.o.o., Put brodograditelja 6, 21220 Trogir, hereby issues the following

## REGULATIONS ON MAINTAINING ORDER IN MARINA TROGIR

### I GENERAL PROVISIONS

1. This Ordinance regulates the terms and methods of maintaining order in MARINA TROGIR (hereinafter MT).
2. These rules apply to the entire area (land and sea) used by MT.
3. The Regulations on maintaining order in MT will be displayed at the reception desk and other appropriate places.
4. The order in MT will be enforced by the MT Management, as well as by other persons authorised by MT for this purpose.

### II RULES FOR BERTH USERS

#### 1. DETERMINING THE PLACE FOR MOORING VESSEL

1. The place for mooring vessels (hereinafter: berth) will be determined by the MT manager.
2. For safety reasons, or other justified reasons, MT reserves the right to move the vessel without prior consent of the vessel owner/operator.

#### 2. VESSELS ENTERING AND LEAVING MT

1. The vessel entering or leaving MT may not exceed the speed limit of 3 knots in the entire MT sea area.
2. When entering or leaving the marina, vessels which are already on the waterway shall have the right of way.
3. Every arrival at the MT shall be announced by the vessel operator via telephone, radio link via VHF channel 17 or in direct contact with the crew in the marina waters, and the MT staff shall, if necessary, give instructions and orders for entering.
4. The vessel operator is obliged to carry a valid navigation permit issued by the Harbourmaster's Office or a licence disc/sticker and the list of persons and crew onboard the vessel (crew list).
5. The vessel operator shall report the vessel's arrival at the MT reception desk without delay, and present their personal identification documents, vessel documents and the crew list, and fill in the GUEST REGISTRATION (PRIJAVA GOSTIJU) form for each person on board if there is a legal obligation to do so.
6. The vessel user who signed a Contract for Berth Use with the MT shall fill out the "Inventory List" (Inventar lista) form requested by the marina reception and enclose vessel ownership documents.
7. When leaving the marina for a period longer than one day, the vessel user shall announce the vessel's departure/return (in person, by phone or by radio link). Otherwise the MT cannot guarantee the berth will be vacant upon their return.

#### 3. ARRIVAL OF VESSELS BY LAND

1. When the vessel is arriving at the MT by land, on a trailer, the vessel user shall report its arrival at the MT reception desk.
2. At the request of the vessel user, the reception desk will create a work order for launching the vessel into the sea or storing it on land.
3. The vessel user shall obtain a navigation permit, or a licence disc/sticker from the Harbourmaster's Office if the vessel is placed at the sea berth, and shall also present at the reception desk all the required documents and fill in the GUEST REGISTRATION (PRIJAVA GOSTA) form for each person if there is a legal obligation to do so.

#### **4. MOORING AND ANCHORING**

1. The vessels are moored according to the mooring system set up at the MT and they have to be moored in a safe way, with appropriate ropes of correct dimensions.
2. Mooring ropes must not hinder the navigation of other vessels. No buoys may be affixed to anchor ropes.
3. For the purpose of safety of all vessels, it is strictly prohibited to use mooring chains.
4. Anchoring is prohibited at the MT. In exceptional cases, the MT manager may allow temporary anchoring if there is a justified reason to do so.
5. The entering/leaving of the marina is the responsibility of the vessel user, regardless of the assistance provided by MT mariners.

#### **5. STAY AT THE MARINA TROGIR**

1. The vessel user is responsible for the proper functioning of their vessel, as well as for the safety and navigability of the vessel, on the entire area of the MT, and for the entire period of their stay.
2. During its stay at the MT, the vessel has to be visibly marked by a name and a registration mark. Each change of name and registration mark has to be recorded in the vessel's documents and reported to the MT reception desk.
3. The vessel user who signed the Contract for Berth Use with the MT shall report to the MT reception desk each crew arrival on board, presenting personal documents for the entire crew for the purpose of registration of the guest's stay.
4. The vessel user may switch on the connections of the vessel to electricity and water installations only if the vessel has the proper piping and wiring intended for this purpose and adjusted to the Croatian standard, and if he/she or a member of the crew is present on the vessel. During temporary absence of the crew from the vessel, during the time the vessel is situated at the MT, the connections have to be switched off.
5. The vessel user shall equip the vessel with fire extinguishers which will efficiently serve its purpose on the vessel.
6. For the purpose of protecting other vessels, works on board (such as sanding, painting and similar) shall be permitted only at certain designated places in the MT.

#### **6. DEPARTURE FROM MARINA TROGIR**

1. When leaving the MT, the vessel user shall disconnect all the connections of the vessel to electricity and water installations.
2. Also, the vessel user shall close all valves on openings situated on the underwater part of the vessel's hull.
3. Every time the vessel leaves the MT, the user shall leave the berth in good order.
4. If the vessel is on a long-term berth in the MT, the vessel user shall leave a pair of spare keys at the MT reception desk. Only in emergency cases, when the vessel is threatened by an outside danger or by another vessel, shall the MT be permitted to use these keys to enter the vessel for the purpose of reducing the potential damage.
5. In case of departure from the MT by land, all activities concerning the lifting of the vessel and loading it onto a vehicle will be performed by the marina staff or workers hired by the marina for this purpose.
6. If the vessel under contract is leaving the MT permanently, the vessel operator shall report its departure at the reception desk, and terminate the contract on berth use in writing.

### **III RULES FOR ALL SERVICE USERS**

#### **1. HOUSE RULES**

The following is prohibited in Marina Trogir:

1. Starting a fire.
2. Fast boating, swimming, surfing, fishing, diving.
3. Letting dogs go without a leash, as well as letting them disturb other customers by constant barking.
4. Hanging out the laundry in the MT area.
5. Washing the dishes in the sanitary facilities.
6. Keeping dinghies, surf boards etc. fastened to the vessel.
7. Assembly or storage of any things on the pontoons and other MT areas.
8. Putting up signs, advertisements and other messages, that is, using any MT area for commercial purposes.
9. Disturbing the peace of other guests.
10. Shouting and making noise from 10 p.m. until 8 a.m.
11. Entering the service zone.
12. Obstructing the movement of vehicles and hydraulic trailers in traffic zones.
13. Leaving on gas and electric devices, and water installations while no users are present.
14. Keeping the vessel engines running; except while entering and leaving the port.
15. Moving the vessel to another berth without the approval of the MT manager.
16. Hiring third persons for the supervision, maintenance or servicing of vessels, without prior approval by MT.
17. Performing onboard the vessel any activities which can endanger lives, cause fire, pollute the sea or damage boats, the shore, port devices, equipment and facilities.
18. Using own vessel platforms for dry berth.

19. Parking passenger cars, trailers, motorhomes, buses, caravans, motorcycles, bicycles and other means of transport outside of designated parking spaces.
20. Camping.
21. Lending and borrowing of the parking card.

## **2. ENVIRONMENTAL PROTECTION**

1. The use of vessel toilets is prohibited in MT.
2. Waste oil and filters, petroleum, detergent residue, utility and other waste, have to be disposed according to the type of waste in eco-containers on designated locations in MT.
3. Any discharge and dumping into the sea will incur a very expensive fine.
4. For the purpose of preserving the cleanness of the sea and the environment, and with the intention of avoiding unintentional pollution, it is prohibited to use an automatic bilge emptying pumps.
5. The vessel operator shall place eco-sponges into the bilge.
6. Only biodegradable detergents may be used in the MT.
7. In the event of a major pollution MT will determine the cause, take measures to prevent contamination by the employees responsible for that kind of activity, remove the vessel to protect the environment, people and boats, and notify the Port Authority and other relevant national authorities, and the costs incurred will be charged to the vessel owner.

## **3. PARKING**

1. The loss of the owner's annual parking card will be charged according to the applicable price list.
2. The misuse of the parking card is charged in accordance with the applicable price list.
3. In the case of not having the parking card when exiting MT the price of four (4) weeks parking in MT will be charged.
4. Parking in MT is at the owner's own responsibility and MT takes no responsibility for any damages that may incur.

## **IV OPERATION AND HANDLING OF DEVICES FOR THE LIFTING AND TRANSPORT OF VESSELS**

1. The operation of devices for lifting and transport of vessels is to be performed in a designated zone visibly marked with signs.
2. Devices for lifting and transport of vessels are to be handled only by a person professionally trained by MT, or a person professionally trained by another company authorised by the MT Management for this purpose.
3. Before lifting, the vessel master/operator shall warn the person operating the crane about the equipment on the underwater part of the vessel and give exact data on its position. If it fails to do so, MT will not be responsible for any possible damage.
4. Crane services have to be ordered at the MT reception desk at least a day earlier.

## **V SERVICE**

1. All maintenance, repair or modification works on the vessels in MT should be performed by MT Service Center staff or cooperants engaged or approved by MT.
2. It is not permitted to hire third parties for the supervision, maintenance or servicing of vessels in the marina without the prior approval of the MT Management (including service works).
3. Fee for entry of outside service is defined by the applicable MT pricelist.
4. Working hours for the servicing staff working on vessels situated outside the servicing area is from 8 a.m. to 4 p.m.

## **VI CONTROL METHOD**

1. Control over the implementation of this Ordinance shall be performed by MT management or a person authorized for this.
2. In case of non-compliance with the provisions of this Ordinance, MT is authorized by the competent authority, to cease providing its services and charge any possible damage to a responsible user, in addition to official sanctions, which will charge the Harbour Master.
3. Control of entering, berthing, anchoring and leaving the ship in MT performed by mariners.
4. The control referred to in this paragraph is performed 0-24 h, visually, over VHF and by video surveillance.

## **VIII FINAL PROVISIONS**

All amendments arising from the changes in legislation will be made known on the MT notice boards and constitute an integral part of this Ordinance. For provisions not defined by this Ordinance the Ordinance on the terms and methods of maintaining order in ports and other parts of internal waters and territorial sea of the Republic of Croatia (OG 90/05, 10/08 and 80/12) applies.

This Ordinance enters into force on the date of its issue.

This Ordinance is endorsed by the Harbourmaster's Office Split in Trogir, on 30.09.2015.