

# WELCOME ABOARD!

## BASE MANAGER:

**Check-in Time:**

**Check-out Time:**

**Check-in Base:**

**Check-out Base:**

## SUPPORT ON SITE:

**Ms. Sofia Mavrou**  
**+30 6977 418 040**

Yacht should be returned to base, the day before the end of the charter period, the latest by **18.00pm**

**Head Office:** Arch. Makariou III, Loukaides Court, 4th floor, Office 401, Mesa Geitonia, 4000 Limassol, Cyprus

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Tel: [+442032876848](tel:+442032876848)

## 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

Please help us best process your documentation by stating your Yachtland booking reference code in your e-mail or fax subject.

## ARRIVAL IN PORT

### **Transfer to Base**

### **Private Transfer**

## **ARRIVAL TO BASE**

Base Manager & staff have been advised on the details of your arrival and will be expecting you at the Base office located inside Lavrion Port at the spot indicated on the map above.

## **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 welcoming 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 Yachtland's Welcome Desk the documents require 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).

#### **SECURITY DEPOSIT**

As stated in the booking terms & conditions please note that Security deposit is to be paid via Master or Visa credit card only, no debit cards or personal checks accepted.

### **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.

## **CHECK-OUT PROCEDURE**

Yacht should be returned to Base, a day before the end of the charter period, latest by 18.00pm. 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 Port, you will need to refill the fuel tank on spot in the Port of . For more information, please ask the Base Manager. Once you are done refueling, you can enter the marina, 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. 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.

## **GENERAL INFORMATION**

**Port Location & Services**

**Typical Itineraries**

**WE WISH YOU A WONDERFUL SAILING VACATION!**

**THE YACHT AGENDA TEAM**