

Instructions for boats hangar operation

- 1) The Tenant is entitled to visit his Vessel being placed for winter storage inside the boats hangar, having preliminarily agreed the visit with Haven Kakumäe (hereinafter referred to as the Port) during the working hours of the Port.
- 2) ANY FIRE WORKS ARE PROHIBITED.
- 3) In cases where the Tenant is willing to carry out at the Vessel any works ordered from a third party, such works are subject to preliminary written approval by the Port administration. An access card (key) is given at the Port reception with a limit of time (1 day) for each of the visits. Relevant entry is made to the log of boats hangar visits.
- 4) All the works shall be carried out during working hours of the Port.
- 5) All the works shall be carried out with observation of fire safety and all other relevant safety instructions. In case the works in progress create dust and other pollution factors that may affect other vessels, the area of external works shall be staked out with a suitable protective screen, and an auxiliary ventilation shall be arranged in case of necessity. In cases where the Port decides that the works are being carried out in breach of the fire safety and/or other instructions, the Port is entitled to suspend the works.
- 6) Haven Management OÜ is entitled to demand a compensation of communal and other expenses that arose due to the works conducted by the Tenant inside the covered berth. Accounting and settlements procedure for such expenses shall be fixed during the works list approval.
- 7) At the end of the day the workers, engaged for the job, shall clean all the garbage and remove their instruments. In cases where this condition is neglected, the Port is entitled to demand a compensation for cleaning expenses.
- 8) If the Owner of the Vessel allows third persons to enter the Vessel, the Port disclaims all the responsibility for safety of the property, available at the Vessel, as well as for the cleanness and condition of the Vessel's inner premises.
- 9) Workers or visitors shall be kept liable for any damage caused to the premises and property of the Port, available inside the boats hangar.
- 10) If the Client is willing to charge the vessel's batteries onboard, he shall provide the Port personnel with the instructions (in a form that can be reproduced) as regards the battery charging procedure.
- 11) Unscheduled relocations of the Vessel into /from the boats hangar are possible on condition the dates and time of such relocations are agreed with the Port (in any form that can be reproduced). Emergency relocation of the Vessel inside the covered berth shall be carried out at the expense of the

Client according to the cost estimate provided by the Port. The Port is entitled to refuse such emergency relocation.

12) The Owner or his representative shall hand over 1 set of the Vessel keys to the Port personnel. The keys shall be kept in a separate cabinet in the Port's office.

13) If the set of keys is not handed over, this fact shall be fixed in a relevant Statement. In this case the personnel of the Port shall have free access to the Vessel, being kept at the covered berth, at any time.

14) The Port shall not bear responsibility for any movable valuables available at the open decks of the Vessel. The Owner of the Vessel or his representative are obliged to remove all the movable valuables from the Vessel when handing over the Vessel for winter storage, or order such service from the Port personnel.

15) Executor of works, carried out inside the covered berth, is obliged to have a valid protection and indemnity insurance covering all the period of works execution. Certificates of insurance shall be issued by an authorized insurance company, approved by the Port.

16) When handing over the Vessel for winter storage, the Tenant and the Port employees shall carry out a joint examination of the Vessel, and upon results thereof a Taking-over Statement shall be executed. The Taking-over Statement shall include: availability and number of objects on the external part of the Vessel, such as outboard engines, fenders, anchors, hoods, etc., all revealed defects, as well as the fact that keys from inner premises of the Vessels were handed over. Upon request of the Port cardo holds of the Vessel can be preliminarily examined yet on the water.

17) If the Statement is not signed within 5 working days after the Vessel is taken out of the water, the Statement shall be deemed accepted by the Owner or his representative. Respective notice shall be sent by e-mail.

18) Lifting of the Vessel and its placement to the covered berth for winter storage shall be carried out in the period of 15th October - 15th November. The procedure and exact date of the Vessel lifting shall be established by the Port personnel.

19) Release of the Vessel from the covered berth after winter storage shall be carried out in the period of 1st of May - 15th of May. The procedure and exact date when the covered berth shall be emptied from vessels shall be established by the Port personnel.