

## HOLDEN BEACH MARINA BOAT RENTAL CHECK IN/OUT PROCEDURE SHEET

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Rental Date:** \_\_\_\_\_ **Boat:** \_\_\_\_\_  
**Time Out:** \_\_\_\_\_ **Time In:** \_\_\_\_\_

| Checklist:                      | OUT   | IN    | Comments:                         |
|---------------------------------|-------|-------|-----------------------------------|
| Propeller                       | _____ | _____ | _____                             |
| Trim/Tilt                       | _____ | _____ | _____                             |
| Engine Tell Tale                | _____ | _____ | _____                             |
| Hull Inspection                 | _____ | _____ | _____                             |
| Functional Bilge Pump           | _____ | _____ | _____                             |
| Depth Finder                    | _____ | _____ | _____                             |
| Flares                          | _____ | _____ | _____                             |
| Fire Extinguisher               | _____ | _____ | _____                             |
| Horn/Whistle                    | _____ | _____ | _____                             |
| Throw Cushion                   | _____ | _____ | _____                             |
| Life Jackets                    | _____ | _____ | _____                             |
| Anchor(s)                       | _____ | _____ | _____                             |
| Bimini Top                      | _____ | _____ | _____                             |
| Dock Lines (2)                  | _____ | _____ | _____                             |
| Bumpers (2)                     | _____ | _____ | _____                             |
| <b>*** # CHILD LIFEJACKETS:</b> | _____ |       | <b># YOUTH LIFEJACKETS:</b> _____ |

Approximate Charges for Missing/Damaged items:

Prop \$900.00    Life Jacket \$30.00    Bimini Top \$1,600.00    Gel Coat Damage: \$200.00 per inch  
 Anchor/Anchor Line \$150.00    Lower Unit \$6,000.00

Customer Acceptance: \_\_\_\_\_ Employee Initials: \_\_\_\_\_