



LONDON'S ROYAL DOCKS

THE ROYAL DOCKS
MANAGEMENT AUTHORITY

BOOKING/ENQUIRY FORM

For boat operators wishing to moor or travel through the Royal Docks via KGV Lock or Gallions Lock/Marina; load pontoons/barges/boats from the dock/lock edge; or film in the Royal Docks on the water or land owned by RoDMA.

Date of Enquiry		Company Name	
Contact Name		Telephone No/s	
Email Address			
Address			
Activity Taking Place			
Invoice Company <small>*if different</small>		Invoice Contact Email	
PO Number		RAMS emailed for loading/unloading	Yes or No

Vessel Name <small>Inc tugs</small>	Lock In		Lock Out		Length (m)	Beam (m)	Draft (m)	Height (m)	Airdraft (m)
	Date	Time	Date	Time					

Crane	Weight of Crane	Max Load/m	Jib Ht on Entering Lock (m)	Max Jib Ht (m)

Vessel Name	Skipper Name	Mobile No	Crew Nos	Passengers Nos

Description of Operation: (Continue on additional sheet if required).

Description of Operation: (Continued)

Booking Conditions

Booking is on a first come first served basis and is secured only by a fully completed booking form. The booking is confirmed by email on receipt of a fully completed form, once it has been de-conflicted with other movements. Provisional bookings (i.e. incomplete forms) will be annotated as provisional in our events diary and only confirmed on receipt of a fully completed booking form.

We require a minimum of 120 working hours' notice for movements into Royal Albert or Royal Victoria Docks; 48 working hours for movements into KGV Dock; and 48 hours for movements into KGV Lock. If bookings are requested within these periods, we will do our best to assist, but cannot guarantee access and also charge a late booking fee of £104.00 in both circumstances.

If bookings are cancelled within the same periods, we reserve the right to charge a late cancellation fee of £225 for movements within 72 working hours' notice outside of KGV Lock and 48 hours for movements into KGV Lock. In addition, if the cancellation is less than 24 hours and would have incurred staff overtime, we will charge £84.00 x the estimated hours lost. This covers our contractual obligation to honour planned overtime with our staff.

We expect our estate to be left as it was found. Please be aware that we reserve the right to fine up to £225.00 if we have to clean up any areas and/or bring in a road sweeper after contractors have left.

RoDMA Payment Terms

To use RoDMA services or facilities payment is required in advance via credit/debit card or bank transfer. If it has been agreed via RoDMA Management that payment can be made on receipt of invoice, payment is required within 14 days from the date of invoice unless agreed separately by RoDMA management. RoDMA reserve the right to charge interest at 4% over base on late payments. RoDMA payment terms override yours or any other payment terms.

By signing this document, you agree to adhere to the above payment terms and you personally represent and warrant that you have the business' authority to enter into legally binding contracts on its behalf.

Our Privacy Policy can be accessed at: <https://londonsroyaldocks.com/privacy-policy/>