



Harbour Tours Ltd.  
25 Queens Park West, Port of Spain, Trinidad  
Tel- 622-2766/ Email- events@harbourmastertt.com

## HARBOUR MASTER POLICY

The MV HARBOURMASTER is committed to offering its clients the most flexible and multifaceted entertainment venue that the island has to offer. Our aim is to carefully listen to our clients, discover their needs and deliver a reliable service. The following guidelines and conditions will ensure that you have the best possible experience with us.

**CAPACITY** – The client will be allowed 550 passengers. This amount must include patrons, committee members and any entertainers or DJs. If the client wishes to extend this amount to 750 passengers, an additional fee would be charged to compensate for this increase. Any exceptions to this must be prior approved by Management. Please note that the vessel's operating crew and/or Captain's Guests are not included in this amount.

**BOOKINGS** – Information could be obtained by calling any of the numbers listed below. Between the hours 9am-5pm Monday – Friday.

Office	Ph.: (868) 622-2766
Mobile	(868) 750-2152
Email	events@harbourmastertt.com

## HARBOUR MASTER CHARTER COSTS & SAILING TIMES

MORNING COOLER CRUISES (550 PERSONS) MONDAY - SUNDAY	
PRICE	DAYS & TIME APPLICABLE
\$26,500	5AM - 8AM 10AM - 2PM
\$21,500	<b>SATURDAY</b> 10AM - 2PM <span style="float: right;">EXCEPT PUBLIC HOLIDAYS</span>
\$28,000	CARNIVAL TIME
STANDARD CRUISES (550 PERSONS) MONDAY - SUNDAY	
PRICE	DAYS & TIME APPLICABLE
\$23,000	ALL SAILING TIMES
\$19,000	<b>FRIDAY</b> 8PM - 11PM <b>SATURDAY</b> 10AM - 2PM <span style="float: right;">EXCEPT PUBLIC HOLIDAYS</span>
\$25,000	CARNIVAL TIME
CHARITY & FUND RASIER CRUISES	
PRICE	DAYS & TIME APPLICABLE
\$20,000	<b>SATURDAY</b> 10AM - 2PM <b>COOLER</b>
\$17,500	<b>SATURDAY</b> 10AM - 2PM <b>STANDARD</b>

  

EVENING & NIGHT COOLER CRUISES (550 PERSONS) MONDAY - SUNDAY	
PRICE	DAYS & TIME APPLICABLE
\$34,500	4PM - 7PM 8PM - 11PM 9PM - MIDNIGHT MIDNIGHT - 3AM
\$26,500	<b>FRIDAY</b> 8PM - 11PM <b>FRIDAY</b> MIDNIGHT - 3AM <b>SATURDAY</b> 4PM - 7PM <span style="float: right;">EXCEPT PUBLIC HOLIDAYS</span>
\$36,000	CARNIVAL TIME

  

ALL DAY DOWN THE ISLANDS CRUISES	
PRICE	DAYS & TIME APPLICABLE
\$40,000	<b>SATURDAY</b>
\$50,000	<b>SUNDAY</b>

  

\$800	DJ CONSOLE RENTAL <span style="float: right;">NOT INCLUDED IN CHARTER COST</span>
\$1,000	HOUSE DJ FOR THE ENTIRE RIDE

ALL PRICES ARE VAT INCLUSIVE.  
THE CHARTER FEE INCLUDES THE SERVICES OF BAR STAFF, SECURITY PERSONNEL AND SHIP'S CREW FOR ROUTINE CLEANUP AND MAINTENANCE.  
DRINKS INCLUSIVE PACKAGES ARE AVAILABLE UPON REQUEST.

### BOOKING REQUIREMENTS & CONDITIONS

- A non-refundable **down payment** of 50% of the final fee is required to secure the vessel for a required date and time. This deposit must be paid within seven (7) days upon booking to confirm your reservation. If no payment is made within seven (7) days your booking will be cancelled.
- If the client is interested in reserving a date on an annual basis, the deposit must be submitted no later than 3 months before the specified date.
- The **balance and final payment** is due seven (7) days before the Event Date.
- Harbour Tours Ltd reserves the right to cancel a booking if the final payment is not made by the stipulated time.
  - **Method of Payment**
    - All payment must be paid via a certified cheque to Harbour Tours Ltd.

### Cancellation/Postponement

- In cases where a cancellation is unavoidable due to extenuating circumstances for the Client, 50% non-refundable deposit shall be transferred to another *similar* spot, dated within one (1) year of the original date.

- In the event of the cancellation or postponement of any event less than sixty (60) days from the date of the cruise, **all monies received will be forfeited** to cover losses that the company will suffer through the cancellation or postponements. *Deposit and payment procedures for any subsequent cruise, whether confirmed (via deposit) or not, will also be revised at Management's discretion to protect the Company.*

### **Complimentary Drink/Snack & Door Prizes**

Welcome Drinks/ Snacks may be offered to patrons (at the promoter's expense) under the following conditions:

- The serving of welcome drinks/snacks must cease not less than ½- hour before scheduled departure time.
- It is preferred that Alcoholic Welcome Drinks are sourced from, and provided and served by, established Beverage Distributors. Clients wishing to source and serve their own Welcome Drinks will be subject to a maximum allowable volume and/ or required to source and show proof of an Occasional Bar License.
- Serving Stations are restricted to the Assembly (Boarding) area.
- Clients are responsible for ensuring the space used is tidied up and all garbage thrown away before the cruise departs. Failure to comply will attract a clean-up penalty of TT \$1000.

Pre Cruise Drink/Snacks attract a mandatory Clean -Up Fee of TT\$250.00 which must be paid in Cash directly to the Cruise Supervisor prior to boarding. These activities must be confined to the General Car Park.

*Door Prizes* containing alcoholic beverages can only be collected by the winners at the end of the cruise.

### **ADVERTISING**

- All artwork for an event on the HARBOURMASTER must be submitted and approved by Harbour Tours Ltd before tickets are sold and include the following;
  - a) Notice of 1 hour boarding time before the designated sailing time
  - b) Management reserves the right to refuse admission.
  - c) Harbour Master Logo
- We offer free advertising on our screen on board the vessel, our Facebook page (<http://www.facebook.com/HarbourMasterTT>) and on our website ([www.harbourmastertt.com](http://www.harbourmastertt.com)).
- All artwork must be sent in JPEG format to [events@harbourmastertt.com](mailto:events@harbourmastertt.com)

## **SECURITY**

- No external security personnel will be allowed to perform in an official capacity on board the vessel or on the inner premises. All incidents are to be reported to the Chief Security or the Supervisor on Duty.

## **DRESS CODE AND PASSENGER POLICY**

All patrons of a charter cruise must be 18 years and older. Any under aged passenger must be approved by Management of Harbour Tours Ltd.

- Standard Night Cruises -No athletic footwear, illegal substances, sleeveless, slippers or Drinks are to be worn or brought on board
- Cooler Cruises – No Glass bottles allowed

## **GUEST ARTISTS/ DJ'S AND SOUND SYSTEM**

- A House DJ will be provided for each cruise.
- The services of the House DJ can be retained at an additional cost of \$1000.00.
- All additional guest DJ's or artist must be confirmed and approved by management of Harbour Tours Ltd prior to the cruise.
- A Dj Console must be rented from Harbour Tours Ltd. For an additional \$800.00 if you are having additional guest djs.
- If the Rental fee is not paid for prior to the ride, no external DJ will be allowed to use the Harbour Master's console.
- All console rentals must be confirmed with us prior to ride.

## **FOOD**

- Food will be on sale at every cruise from the Harbour Master's kitchen.
- For dinners and functions, there would be a variety of in house caterers the client would be able to choose from.
- Our kitchen can also cater meals from our Menu. ***(See Menu below.)***
- In keeping with health standards and policy there would be no external caterers allowed on board.
- Please be advised that the set up and distribution of food must take place in the car park area before or after your specified cruise. Food items are not allowed to be distributed onboard the vessel.



We hope that you find this information useful. If there are any queries please feel free to contact us via email or telephone. We look forward to doing business with you!