



# 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.

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

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

| <b>Crane</b> | <b>Weight of Crane</b> | <b>Max Load/m</b> | <b>Jib Ht on Entering Lock (m)</b> | <b>Max Jib Ht (m)</b> |
|--------------|------------------------|-------------------|------------------------------------|-----------------------|
|              |                        |                   |                                    |                       |

| <b>Vessel Name</b> | <b>Skipper Name</b> | <b>Mobile No</b> | <b>Crew Nos</b> | <b>Passengers Nos</b> |
|--------------------|---------------------|------------------|-----------------|-----------------------|
|                    |                     |                  |                 |                       |
|                    |                     |                  |                 |                       |

**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 is 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.