



VESSEL BERTH RESERVATION FORM

Reservation of Berth is requested at the Port of Sheet Harbour		Date	
Vessel Name		Voyage Number	
Vessel Owner/Line		Vessel Charterer	
GRT:	LOA:	ETA:	ETD:
To Load (Commodity Type and Amount/No. of Containers)			
To Discharge (Commodity Type and Amount/No. of Containers)			
Agency Firm			
Authorized Individual			

1. **All request for a berthing assignment(s) must be made at least four (4) business days prior to the estimated ETA electronically to cgerrard@portofsheetharbour.ca**
2. The Port of Sheet Harbour Management Inc. (POSH, The Port) may charge a berthage reservation fee of \$100 per occurrence.
3. The vessel agent or other person requesting reservation of a berth (“berthing agent”) shall, as part of the berth reservation process, provide to the extent of their knowledge all information called for on this form respecting the vessel, its estimated arrival and departure, amount(s) and type(s) of cargo to be loaded/discharged. The submission of this form, signed by the berthing agent, shall constitute the berthing agent’s attestation as to the accuracy of information therein supplied, based upon and to the extent of information made available to the berthing agent at the time of submission.
4. It is expressly agreed that the 1) person in the application of a non-commercial vessel, or 2) a company or corporation in the case of a commercial vessel application shall in signing this application, whether on its behalf on its own behalf or that of another, whether or not as agent, broker, owner or in another capacity, shall by submitting this application shall become directly liable to the Port of Sheet Harbor for all vessel expenses accrued that includes but not limited to security guard coverage, dockage and Wharfage for the application berthing period.
5. Should the berthing agent, after submission of this form, receive information which differs from the application information provided, the agent shall immediately notify the Port of Sheet Harbour and, as if requested by the Port, promptly file an amended Vessel Berth Reservation with the Port.
6. The Berthing Agent shall provide to The Port, thirty (30) day, seven (7) day and one (1) day updated estimated times of arrival (ETA’s) and departure (EDT’s) electronically to the email listed above.

FOR PORT USE ONLY	
Application Received By:	Date and Time:
Application Approved By:	Date and Time: