

GATEWAY MARINA
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3260 Flatbush Avenue, Brooklyn, NY 11234
Main Office Tel. 718-252-8761 Fax 718-252-8842
Service Tel. 718-986-3773
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**Reminder to our
year round customers:
We can not hold slips
past 3/19/10. Please be
sure to sign up by
3/19/10**

Dear Customer:

February, 2010

We hope you are having a good winter and are looking forward to an enjoyable summer season.

While filling out the enclosed Summer 2010 contract please be sure to adhere to the following: Fill out and **sign** your contract (be sure to include your current telephone numbers, address and email) and return the contract to us with the **appropriate 50% deposit**. The balance of your slip rental is due prior to the launching of your boat or arrival of your boat by water to your assigned slip. All outstanding balances must be paid no later than April 15, 2010. **Customers arriving by water and/or requiring electric at their slip, must also provide us with their credit card information.**

To show our appreciation to our year round customers, we will be offering the following schedule for selection and assignment of slips:

SLIP ASSIGNMENT SCHEDULE

1) **February 27th to March 19th : PREVIOUS WINTER STORED CUSTOMERS (Must have an executed Winter 09-10 contract)** The slip selection schedule for these dates is available **only** to customers who have a previous winter boat storage contract (**Winter 09-10**) Customers who had slips last summer season and would like to keep the same slip can either submit their signed contract and payment by mail, fax or email, or come into the marina office. If you would like a different slip and can't come to the office during these dates, you can make a request by fax, mail or email with your signed contract (new slip assignments will be assigned on a first-come first-serve basis). Note that we do not hold slips for any customers that have an outstanding balance as of February 25th, 2010. If you are mailing your contract, allow time for it to arrive to the office by 3/19/10. If you are emailing or faxing your contract, it must be received by 4:00 pm on 3/19/10. **Please be sure to sign by March 19th, 2010. We will not hold slips past this date.**

2) **March 23rd to March 30th : RETURNING SUMMER 2009 CUSTOMERS (Must have an executed Summer 09 contract)** The slip selection is available to customers who had an executed **Summer 2009 contract**. Slip selection will **also** be available for previous winter stored customers (Winter 09-10) but no slips will be held past their deadline of 3/19/10.

3) **March 31st and later** Open season, slip selection open to the general public.

Office hours from February 27th to March 31st are as follows:

Tuesday through Saturday: 10:00am to 4:00pm

Sunday and Monday: Closed

Please check signs in front of the office or telephone announcements for any changes in office hours

A list of the yard services provided for this spring is enclosed with this letter. **If you require any of our yard services, such as bottom paint, please allow at least 2 weeks in advance of your preferred launch date for the work to be completed.**

Following the above steps will help in getting your boat launched and ready to be enjoyed. We thank you for your patronage and look forward to providing you with a quality boating experience.

Thank you for your cooperation and best regards,
The staff at Gateway Marina

For any mechanical or detailing services, you must contact the service department directly at 718-986-3773