



Na Skali 2, 20236 Mokošica Komolac, VHF 17 Ch

# ACI Dubrovnik

## *Base & procedure info*

**WE LOVE HAVING YOU ON BOARD!**

### Contact

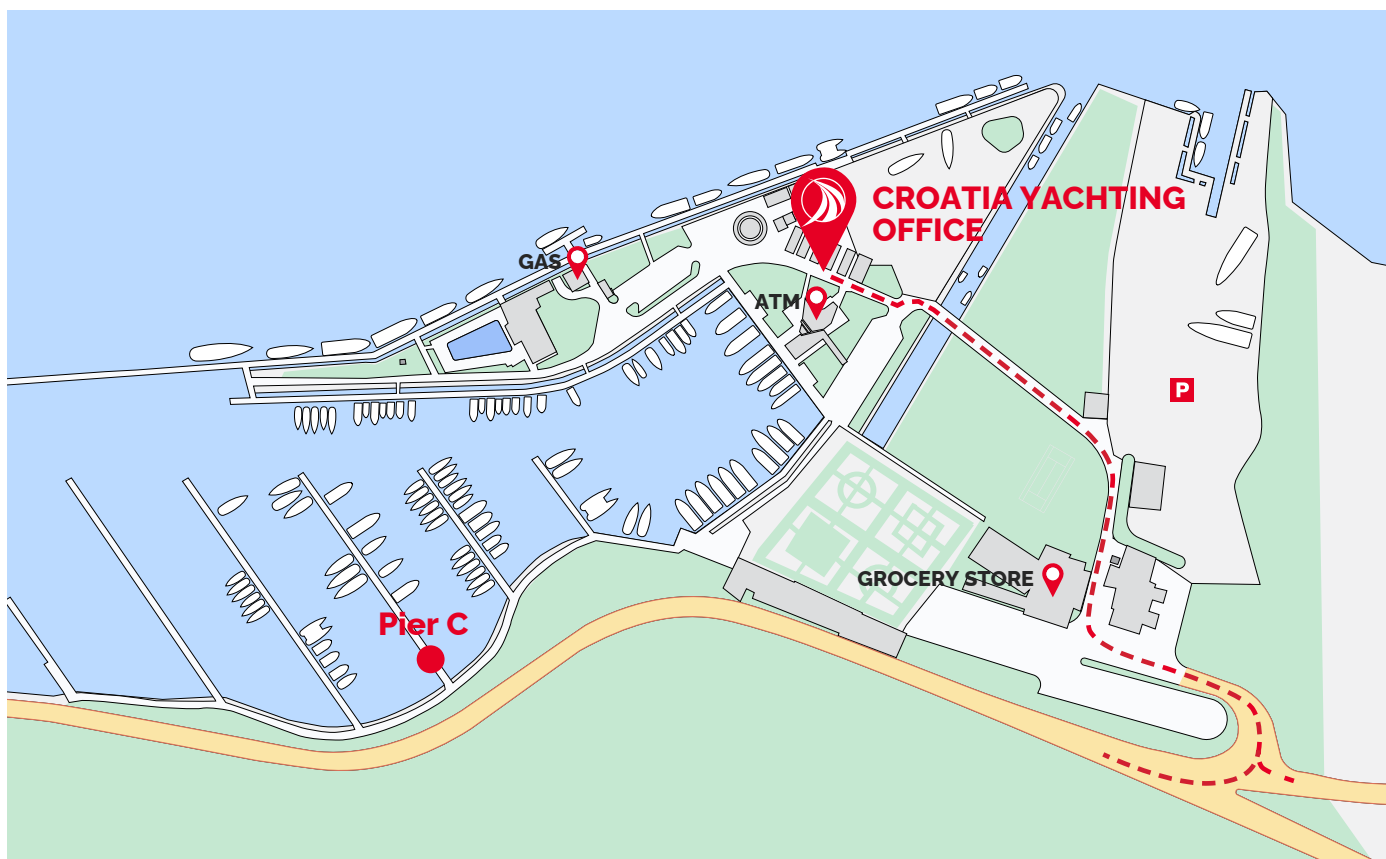
CONTACT PERSON	Davor Pujo (Base Manager)
MOBILE PHONE	00385 95 90 30 903
TECHNICAL SUPPORT	00385 95 60 31 603

### Working hours

09:00 – 16:00	MONDAY TO THURSDAY
13:00 – 20:00	FRIDAY
08:00 – 20:00	SATURDAY

**CHECK-IN TIME** Saturday from 17:00 hours

**CHECK-OUT TIME** Return to the base Friday, till 18:00 hours with the overnight stay onboard, till Saturday 09:00 hours (if not differently agreed).



## Before your trip

For a smooth check-in process please ensure that **the latest two weeks before the embarkation** you provide:

### 1 SAILING LICENSE AND SKIPPERS ID

Skipper's Sailing and VHF operator license scans must be sent in advance to make sure that they are valid for charter.

**The original licenses must be presented during the check-in in the base.**

[Click here](#) to check the list of approved foreign licenses.

### 3 EXTRAS

Water toys, provisioning, pre-made equipment & service packages, deposit insurance, or any other special requirements are recommended to be ordered in advance since **their availability is limited**.

### 2 CREW LIST

Crew list should be uploaded online on the link provided with the booking confirmation and boarding pass. Please include estimated arrival time in the crew list info as well.

Not sending the crew list in advance could cause a delay at the check-in.

**By booking extra packages you save up to 20% on charter packages.**

**The number of extra packages is limited.**

## Your arrival in base Dubrovnik

### NEAREST AIRPORT Dubrovnik

The airport is located 22km from the marina (approximately 30 min drive).

**TIP:** Transfer service can be ordered with the CY booking office.

### TRAVEL BY CAR Road E751

The parking lot is at your disposal within the marina.

**TIP:** You cannot book parking places in advance but the lot is big enough to cover demand in peak season months.

### IN CASE OF LATE ARRIVAL

**If arriving late please contact our base manager and let us know about the delay**

The base staff will not be at your disposal in the marina after working hours but your yacht will be ready & unlocked for you.

The check-in procedure will take place the next morning.

## Marina services & facilities

### ACI MARINA DUBROVNIK

[www.aci-marinas.com/hr/marina/aci-dubrovnik/](http://www.aci-marinas.com/hr/marina/aci-dubrovnik/)

✓ PARKING (AT SURCHARGE)

✓ ATM AND EXCHANGE OFFICE

✓ SUPERMARKET

✓ LAUNDRY (AT SURCHARGE)

✓ COFFEE BAR, RESTAURANT

✓ GAS STATION

## Check-in

The check-in procedure has to be attended by the Skipper &/or Co-Skipper only.

Check-in procedure involves 2 steps:

### 1 FORMALITIES & DOCUMENTATION

Our reception office is the first place to visit upon your arrival at the marina. There you will: present your sailing and VHF certificate (ORIGINALS), leave your security deposit and do pending payments (if any) including residence tax.

#### SECURITY DEPOSIT

Refundable security deposit can be paid only with credit cards (Master Card or Visa). Cash, debit cards and personal checks are not accepted.

Our reception staff will provide boat documents and the crew list once the boat is ready for embarkation.

**Carefree packages combine popular extras with deposit insurance, just to make your time at sea carefree, without worrying about unexpected costs- can be ordered in advance or at the reception directly.**

### 2 TECHNICAL INSPECTION

We are pleased to offer a video check-in option for most of our yachts. The link for video check-in will be provided with a boarding pass but can be shared with you at our reception office upon your arrival as well.

Video check-in allows you to check the boat alone according to the video guide and the check-in list. When you are done our crew member will arrive for any further questions or help required.

## Check-out

The yacht is to be returned to the base on Friday, not later than 18:00 hr (if not agreed differently) with **full fuel tanks and empty black tanks**.

The nearest available gas station is in the Marina but we suggest counting in the extra time for refueling since other charter boats will also be on their return and the gas station will be busy. If possible, please return the yacht to the same berth you sailed from.

During check-out, your presence is mandatory since our staff comes aboard and checks the yacht and its equipment. In the meantime, the yacht will also be checked underwater by the diver.

Once both inspections are done your deposit can be released. Should there be any payments left for the check-out please turn to our reception office to finalize the check-out procedure.

