City of Key West Historic Seaport

Key West Bight Marina

Fees and Collections Manual

Fiscal Year 2026–2027

Effective Date: October 1st, 2026

1. Purpose and Scope

This manual establishes the official policies, fees, rates, billing procedures, and collection standards for services provided at Key West Bight Marina.

All customers, tenants, visitors, and vessel owners utilizing marina facilities are subject to the provisions of this manual. The Key West Bight Marina reserves the right to assess and apply all appropriate fees, charges, taxes, penalties, and administrative costs when necessary.

2. Accepted Methods of Payment

Accepted forms of payment include:

- Cash
- Credit Card
- Debit Card

Checks are not accepted at the dockmaster office. Checks will be accepted for commercial, recreational and liveaboard payments handled by the Admin office. All payments are due at the time of service or prior to occupancy or use.

The Key West Bight Marina reserves the right to assess and apply all appropriate fees, charges, penalties, and administrative costs when necessary to support marina operations, recover costs, and enforce applicable policies. All dockage is charged length overall or beam rounded up to the nearest foot.

3. Reservation and Cancellation Policies

3.1 Reservation Deposit

- Reservations under one (1) month and special event reservations require a deposit equal to one (1) night dockage.
- Deposits are refundable only when canceled within the applicable notice period.
- Customers are responsible for delays caused by weather or mechanical issues.
- Monthly and special event reservations require a minimum thirty (30) day cancellation notice for refund eligibility.

3.2 Cancellation Fees

All canceled reservations shall incur a $25.00 administrative fee, plus applicable forfeitures:

- Daily Reservations: One (1) night deposit forfeited if canceled within seven (7) days.
- Weekly Reservations: One (1) night deposit forfeited if canceled within seven (7) days.
- Monthly Reservations: Two (2) nights deposit forfeited if canceled within thirty (30) days.
- Special Event Reservations: Full deposit is forfeited if canceled within thirty (30) days.

3.3 Reservation Change Fee

Any reservation modification shall incur a $25.00 processing fee.

4. Dockage Fees

All dockage is billed by Length Overall (LOA) with a thirty (30) foot minimum billing length unless otherwise noted. Dockage fees may be raised by CPI yearly on October 1st.

4.1 Transient Dockage (Year round)

- 60 ft and greater: $6.20/ft/day, $34.50/ft/week, $107.50/ft/month
- Beam greater than 17 ft: $7.20/ft/day, $38.05/ft/week, $117.30/ft/month

4.2 Transient Dockage (October 1 – June 1)

- Under 60 ft: $5.15/ft/day, $28.85/ft/week, $85.15/ft/month

4.3 Summer Transient Dockage (June 1 – October 1)

- Under 60 ft: $4.65/ft/day, $25.50/ft/week, $72.05/ft/month
- Summer Local Transient: $4.15/ft/day, $20.35/ft/week, $57.65/ft/month

4.4 Special Event Dockage

- $8.25/ft/day

4.5 Courtesy Dock (Maximum Two Hours)

- Under 35 ft: $20/hr
- 35 ft – 60 ft: $30/hr
- Over 60 ft: $50/hr

5. Slip Rental Fees

- Liveaboard Slips: $32.00/ft/month (current $29.96/ft) plus $43.60 per person

- Recreational Slips: $35.00/ft/month (current $33.88/ft) 30ft minimum does not apply
- Commercial Slips: $42.00/ft/month (current $39.00/ft) plus any authorized liveaboards

6. Dinghy Dock Fees

Category	Base Rate	Sales Tax	Total Charge	Maximum LOA	
Daily Dinghy	$18.69	$1.31	$20.00	13 ft	(current $15.00)
General Monthly	$116.25	$8.75	$125.00	13 ft	(current $110.00)
Private Monthly	$176.70	$13.30	$190.00	13 ft	(current $170.00)

7. Additional Fees

- Special Event Fee: $20.00 per vessel
- After-Hours and/or Unscheduled Dockage: $8.25/ft
- Showers: $25/week or $100/month
- Impound Fee: $25.00
- Bicycle Impound: $10.00
- Trash Disposal Fee: $5.00 per 13 gallon bag or based on disposal costs and size.
- Visitor Drop-Off or Pick Up Fee $5.00 per person

8. Utilities

- Electricity billed at cost.
- Water, Wi-Fi, and Pump-Out services included where applicable with dockage.

9. Billing and Collections

1. Daily and short-term services are due at reservation or service.
2. Monthly fees are due on or before first day of billing cycle.
3. Special event reservations payable per terms of authorization forms.
4. Refunds processed pursuant to cancellation policy.
5. Delinquent accounts may result in suspension of access or services.

10. Authority

This fee schedule is approved for operational use by Key West City Commission and remains in effect until amended by official municipal action.