



University of California, Santa Barbara Report of Vessel Charter

INSTRUCTIONS

Use the Report of Vessel Charter form to initiate the approval process for a vessel charter. Submit completed form to UCSB Risk Management.

DEPARTMENT

Date of Report: _____ Campus: **SANTA BARBARA** UCSB P.O. No. (attach copy): _____

Department: _____ Dept. Account No.: _____ Fax: _____

Dept. Contact: _____ Email: _____ Ph: _____

TRIP INFORMATION

Date(s) of Charter: _____ Time(s) of Charter: _____

Number of Passengers: UC Employees: _____ Students: _____ Other Invitees: _____ Is this an exclusive UC charter? Yes No

If no, explain: _____

Sponsoring UC Employee: _____ Ph: _____ Class Name & No: _____

Charter Itinerary (use attachment if necessary): _____

Purpose of Charter (use attachment if necessary): _____

VESSEL INFORMATION

Name of Vessel: _____ Value of Vessel: \$ _____ Age of Vessel: _____

Owner/Operator: _____ Address: _____

Operator Ph: _____ FAX No: _____ Vessel Construction (material): _____

Safety Equipment on Board: _____

Name of Licenced Skipper: _____ License No: _____

Experience of Crew (describe in years): _____

Navigational Limits: _____

Passenger Capacity: _____ Number of crew: _____ Crew provided by: Owner Other (if other, OPRM prior approval is required)

VESSEL INSURANCE

Agent's Name: _____

Address: _____ Ph: _____

Marine Insur. Carrier: _____

Policy No: _____

Effective Date: _____ Expiration Date: _____

Insurance Limits \$ _____

Minimum *Protection & Indemnity w/Collision Liability* Insurance Limits per UC Business & Finance Bulletin BUS-63:

- 1 - 6 Passengers: \$1,000,000 csl
- 7 - 16 Passengers: \$2,000,000 csl
- 17 to 23 Passengers: \$3,000,000 csl
- > 23 Passengers: Limits determined by Office of the President

Regents to be named additional insured

IMPORTANT: ATTACH VESSEL CERTIFICATE OF INSURANCE

REVIEW & APPROVAL

UCSB Purchasing Department: _____ Date: _____

UCSB Risk Management: _____ Date: _____

OP Risk Management (if required): _____ Date: _____

ATTACH DOCUMENTATION

- Certificate of Insurance (req'd)
- Current Marine Survey
- Purchase Order & Purchase Order Requisition (req'd)
- U.S. Coast Guard Inspection Report (req'd)
- Charter Agrmt. (req'd)
- Other: _____