



Cape Carraholly Retreat

Afloat Management Inc.

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Check-In & Check-Out Process

Guests are responsible for reading the document in its entirety

Cape Carraholly Retreat is located on a water-access only, remote property. The uniqueness of the property offers unique challenges and financial costs. We are NOT a hotel. Please respect that we have a time restrictive check-in and check-out process to make this project possible to exist.

BOAT SHUTTLE

We provide an approximate 15 minute boat shuttle to Cape Carraholly Retreat from the meeting point at Rocky Point in Port Moody, B.C.

One boat shuttle, per cabin, for both the check-in & check-out process, is included in the cost of your stay. The boat shuttle accommodates 8 guests at a time.

CHECK-IN & CHECK-OUT TIMES

Check-in: **3:00 p.m.**

Check-out: **10:00 a.m.**

You do not need to communicate with us to arrange your boat shuttle. If our team needs to stagger the boat shuttles and alter your check-in time, they will contact you.

EXTRA FEES

Alternative Check-In Times (p.m.):

3:45, 4:30, 5:15, 6:00

Every alternative check-in time has a **\$50 fee**.

If the boat shuttle seats have already been filled for the 3 p.m. time slot, the next available time slot (3:45 p.m.) will become available at no extra cost, and so forth. You may also select the earlier time slots of 2:15 p.m. and 1:30 p.m. at an additional cost of \$50. If the 3 p.m. boat shuttle has not been filled and can accommodate your group, any later or earlier check-in shuttle requested will have an extra fee of \$50. This is because boat shuttles are quite labor and fuel intensive and require compensation for extra shuttles we must provide to accommodate guests' schedules. We are flexible to provide boat shuttles until 6 p.m. We only provide shuttles past 6 p.m. on an inquiry basis only; please inquire BEFORE you book a reservation. Please also note that we cannot guarantee an earlier or later check-in; please inquire BEFORE you book a reservation.

Alternative Check-Out Times:

10:45 a.m., 11:30 a.m., 12:15 p.m., 1:00 p.m.

Every alternative check-out time has a **\$50 fee**.

If the boat shuttle seats have already been filled for the 10 a.m. time slot, the next available time slot (10:45 a.m.) will become available at no extra cost, and so forth. Unlike earlier check-ins, if the 10 a.m. time slot is full, the closest earlier shuttle will become available, at no extra cost (9:15 a.m.). If the 10 a.m. shuttle is not full and can accommodate your group, any earlier or later boat shuttle will have an extra fee of \$50. We are often flexible to provide earlier check-outs as early as 7:00 a.m. with extra fees applicable. Please note that we cannot guarantee an earlier or later check-out; please inquire BEFORE you book a reservation.

- Alternative times are not guaranteed but are provided on an inquiry basis only.
- Please inquire BEFORE you book a reservation.

Extra Boat Shuttles: \$50

You may need to request an additional boat shuttle if:

- You have excessive luggage. Staff have the right to use their discretion to determine whether the boat's weight adheres to safety regulations.
- You request extra boat shuttles throughout your stay.
- Please note that the \$50 fee for alternative check-in or check-out times is not added to additional boat shuttles that already have the fee of \$50.

Late Fee: \$25

- The late fee will apply if you are 10 + minutes late to the boat shuttle for the check-in

PARKING

Free parking is available for guests' vehicles within a parking garage at the Port Moody Legion Club 119. Please use the garage parking stalls: **1-23**.

Address: 2529 Clarke St, Port Moody, BC V3H 1Z1

*Please note that guests are responsible for filling out the following form for vehicle registration. Please copy & paste the link into a new browser.

<https://docs.google.com/forms/d/e/1FAIpQLScrYO2LySBDGBTP5zd3wIKHucR-QaGx7Zlg-hHLfprL0ppe4Q/viewform>



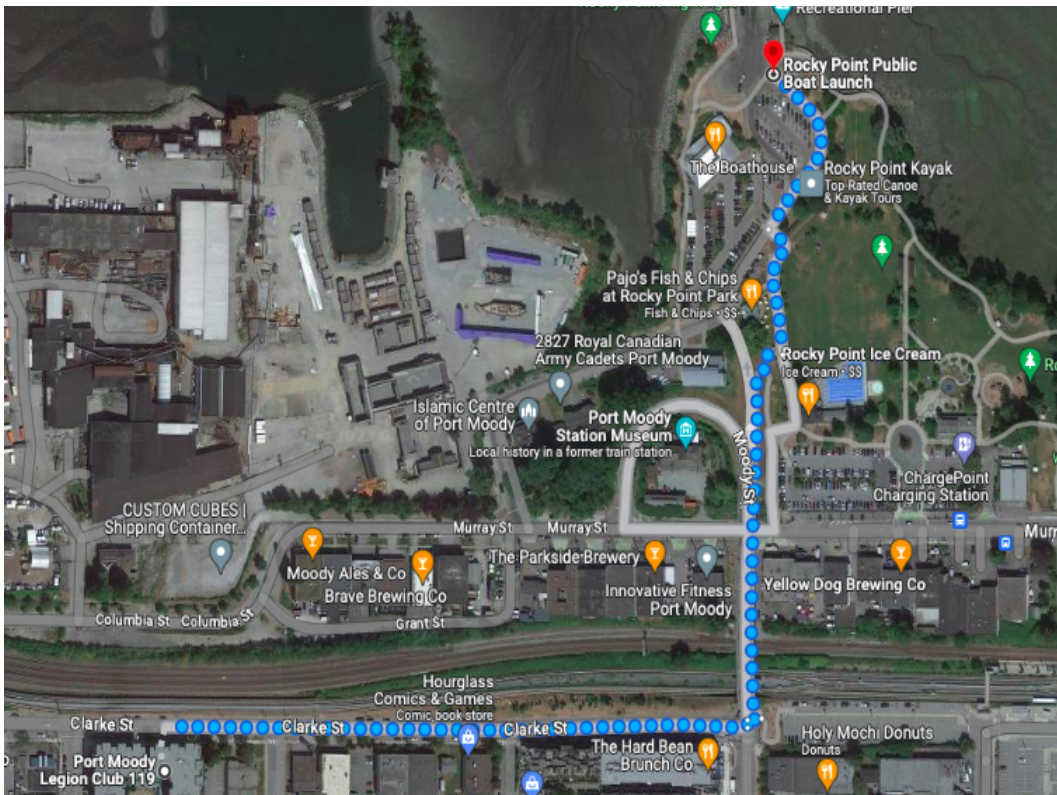
Image: Parking garage on Clark St.

MEETING POINT

*Please note that the **3 p.m.** check-in time refers to the time for guests to **arrive at the meeting point**, NOT the time of guests' arrival on-site.

Although we provide free parking, guests are responsible for transporting themselves to the meeting point, and covering any costs that may arise. The walk from the Legion Club 119 to the meeting point at Rocky Point takes approximately 10 minutes to complete. You may alternatively call an uber or taxi.

Address: Esplanade Ave, Port Moody, BC V3H



LUGGAGE STORAGE



Image: Kiosk for luggage & guest drop-off

If you are parking a vehicle, you may first drop off your guests and luggage at the kiosk next to the docks at the Rocky Point Boat Launch.

Please note that you will see 2 docks at the Rocky Point Boat Launch. The pontoon shuttle boat may arrive at a different dock each day, depending on the ocean tide.



Image: Pontoon Shuttle Boat

CHECK-OUT

Cabins C1 & C2

If you are at Cabin C1 or C2, please meet the boat shuttle driver at the dock at 10 a.m., unless otherwise specified. The dock, as well as the boat shuttle, is right in front of these cabins. However, you may also request assistance from staff on-site with transporting luggage to the dock if you have excessive luggage and if you communicate with staff in advance.

Cabins B, D1 & D2

If you are at Cabin B, staff on-site will arrive at your cabin with an ATV 15 minutes prior to or after 10 a.m. to assist with luggage. You may walk down to the dock, unless you requested otherwise.

If you are at Cabin D1 or D2, staff will arrive at your cabin with an ATV 15 minutes prior to or after 10 a.m. to assist with transporting both guests as well as their luggage to the dock.

Please Note:

You do not need to call the business line to arrange your check-out

A 30 minute window for the check-out process may be necessary in order to transport larger groups & their luggage from different cabins to the dock in the ATV shuttle.

CONTACT

P: 604-559-2484

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Please do not hesitate to contact us if you have any questions regarding your reservation. Thank you and we look forward to hosting you and your guests soon at Cape Carraholly Retreat!