



## OLD CITY MARINA RULES

Valid from 31.05.2017

### 1. General information

- 1.1. The marina (hereinafter the Marina) situated in the port area of Port of Tallinn's constituent Old City Harbour (hereinafter the Harbour) is a complex comprising of floating berths with 110 berthing places, situated in the Admiralty Basin and the C-terminal building, providing services for recreational crafts (with length of up to 24 m, hereinafter the Recreational Crafts).
- 1.2. The entry to and the departure from the Marina is routed through heavy passenger ship and cruise liner (hereinafter the Vessels) traffic of basins 3 and 2 situated in the water area of the port (hereinafter the Port Basin) and along the channel with the length of 220 m, width of 13 m and depth of 4.5 m.
- 1.3. During navigation in the Port Basin, the Recreational Craft has to steer clear of the Vessels and cannot obstruct manoeuvring of the Vessels.
- 1.4. The Marina waters are confined by the Basin channel and shore installations.
- 1.5. The coordinates of the Harbour: N 59°26.62` E 024°45.81`.
- 1.6. The postal address of the Marina: Sadama 25-4, 15051 Tallinn, Estonia.
- 1.7. The English language name of the Marina: Old City Marina.
- 1.8. Local time (EET) is UTC +2 hours, the European Summer Time established by law (EEST) is UTC +3 hours.
- 1.9. Recreational vessels with GT exceeding 500 shall at the entry to the Harbour use the help of an agent or a pilot and guide from Port of Tallinn Port Rules. Information about the Marina is provided on Port of Tallinn homepage at <http://www.portoftallinn.com/old-city-marina>.

### 2. Technical data

- 2.1. The Marina provides a total of 110 spaces at the floating berths.
- 2.2. The floating berth height from the water level is 0.6 m.
- 2.3. Limitations of the physical dimensions for vessel at the Marina:
  - 2.3.1. At the floating berths L max 18 m, T = 4.0 m;
  - 2.3.2. At Harbour quays No. 19 and 20 L max 50 m, T = 4.3 m.

### 3. Navigational season of the Marina

- 3.1. Navigational season commences on 01 May and lasts until 31 October of the current year; the dates are subject to change depending on prevailing ice and weather conditions.

### 4. Business hours

- 4.1. Marina services vessels 24/7.
- 4.2. Marina contact phone: +372 510 3360 (at 08:00-17:00), at other times +372 631 8588.

- 4.3. VHF channel 14, call signal Tallinn-radio 5 (Port Control) can be used 24/7.
- 4.4. Reception hours of the Marina Master are Monday to Friday (excluding public holidays) from 08:00 to 10:00 and from 15:00 to 17:00.

## **5. Restrictions**

- 5.1. All Recreational Crafts entering into or departing from the Marina are prohibited to navigate the Port Basin when wind speed exceeds 18 m/s and/or with visibility below 100 m. This will be decided by the Harbour Master together with the master of the Recreational Craft taking into account the technical characteristics of the Recreational Craft.
- 5.2. Loading, unloading and processing of dangerous substances is prohibited on the Harbour area.
- 5.3. Sailing with jets, small rubber boats, seaplanes and rowing boats is prohibited in the Port Basin.
- 5.4. Activity under sails is prohibited in the Port Basin.
- 5.5. The Marina Master shall have the right to establish requirements restricting the traffic of Recreational Crafts, incl. prohibit the entry into, departure from and passing through the Port Basin.
- 5.6. Refuelling can only take place at berth 23.
- 5.7. General environmental protection requirements are set by valid legislation and the Port Rules of Port of Tallinn, published at Port of Tallinn homepage <http://www.portoftallinn.com/rules-rates>.
- 5.8. Port of Tallinn has the right to restrict entry to and departure from the Marina for the Recreational Crafts whenever the need arises (e.g. public events held at the Old City Harbour, performing of construction works etc), notifying the masters of the Recreational Crafts of this prior to the event.

## **6. Services rendered at the Marina:**

- 6.1. Lease of berthing places;
- 6.2. Supply of drinking water;
- 6.3. Supply of electricity;
- 6.4. Receipt of pre-sorted domestic waste;
- 6.5. Emptying of holding tanks/toilets;
- 6.6. Receipt of bilge water and waste oil;
- 6.7. Use of washing machine and drier;
- 6.8. Showers, sauna and toilets;
- 6.9. Refuelling (diesel and gasoil A-95);
- 6.10. Slipway services (upon pre-order);
- 6.11. WiFi;
- 6.12. Cranes & hoists for Recreational Crafts (upon request);
- 6.13. Technical support (upon request);
- 6.14. Border guard and customs service (upon request);
- 6.15. 24-hour video surveillance.

## **7. Customs and border guard services**

- 7.1. The customs and border formalities are performed upon prior request pursuant to the provisions of the Government of the Republic Regulation No. 194 of 19 May 2004 "Procedure for Vessels and Recreational Craft for the Entry to and Departure from the Estonian-owned areas of inland maritime waters, harbours and trans-boundary water bodies".
- 7.2. Recreational Craft arriving from or heading to any third countries have to moor at the dedicated berth for the performing of customs and border formalities.

## **8. Shipping traffic in the Port Basin**

- 8.1. Recreational Crafts having prior coordinated their berthing place may enter the Harbour basin and depart the channel only during the green traffic light.
- 8.2. During the red traffic light, all Recreational Crafts are prohibited to navigate in the Port Basin; upon entry and leaving the Recreational Craft leaving via the channel shall have priority.
- 8.3. Permission has to be requested on VHF channel 14 (Old City Harbour Port Control) call signal Tallinn-radio 5 (Port Control) or at phone number +372 631 8588:
  - 8.3.1. to enter the Harbour (prior to reaching the distance of 0.5 nautical miles from the north-western breakwater);
  - 8.3.2. to depart from the channel before leaving the berth.
- 8.4. Communication between the Recreational Craft and Old City Harbour Port Control on VHF channel 14 shall remain open for the duration of Recreational Craft moving in the Port Basin. In the absence of VHF, contact shall be maintained via phone.
- 8.5. Any possible obstruction to movement in the Port Basin shall be reported immediately on VHF channel 14, Old City Harbour Port Control call signal Tallinn-radio 5 (Port Control) or at phone number +372 631 8588.
- 8.6. Only engine-assisted navigation is permitted for Recreational Craft in the Port Basin and the maximum speed cannot exceed 5 knots.

## **9. Mooring**

- 9.1. Vessels acceptance into the Marina is decided and berthing place is be provided by the Marina Master, phone number +372 510 3360 (at 08:00-17:00), e-mail addresses: [f.sari@ts.ee](mailto:f.sari@ts.ee), [jahisadam@ts.ee](mailto:jahisadam@ts.ee).
- 9.2. Adherence to best mooring practices is required.
- 9.3. The safety of other Recreational Crafts and port installations cannot be compromised.
- 9.4. Mooring lines must be secured and fenders hanged by means of ensuring the safety of one's own vessel and other vessels at all weather conditions.
- 9.5. Upon the request of the Marina Master, Recreational Craft has to employ additional fenders and docking lines to ensure the safety of other Recreational Crafts in the harbour.

## **10. Towage**

- 10.1. There is no towage of Recreational Crafts in the Port Basin. Towage operations can only be performed under special conditions subject to the permission of the Harbour Master.

## **11. Recreational Craft berthing in the Marina**

- 11.1. The owners of Recreational Crafts assume all responsibility for the safe berthing of Recreational Crafts at the Marina.
- 11.2. Orders issued by the Harbour Master and Marina Master pertaining to the stay or relocation of Recreational Crafts in the Marina, shall be mandatory for both owners and users of Recreational Crafts.
- 11.3. The Marina cannot be held liable for the loss and damage of a Recreational Craft or any parts and accessories thereof.
- 11.4. In adverse weather conditions, the owners of Recreational Crafts undertake to apply additional safety measures if necessary.
- 11.5. Mooring at berth 23 is allowed solely for the purposes of refuelling, waste disposal, and holding tank/toilet pump-out. During refuelling process, the master of Recreational Craft shall remain responsible for the safety for pollution prevention.
- 11.6. Slip launch and recovery requires prior co-ordination with Marina Master.
- 11.7. The master of Recreational Craft shall remain responsible for safe un-boarding and boarding of the crew and passengers.

## **12. Interior service and deck maintenance works on berthed Recreational Crafts**

- 12.1. All noise and pollution (including dust) producing activities not in compliance with the valid environmental protection requirements are prohibited on board of Recreational Crafts berthed at the Marina.
- 12.2. All interior service and deck maintenance works on berthed Recreational Crafts shall be performed in compliance with requirements of the Port Rules of Port of Tallinn.

## **13. Prohibited activities:**

- 13.1. Toilet usage on board of Recreational Craft while the holding tank has been removed;
- 13.2. Storage of canisters, oil and fuel barrels on berth;
- 13.3. Waste disposal into the water or onto the berth;
- 13.4. Waste disposal outside of the dedicated container;
- 13.5. Boarding a Recreational Craft without its owner's or master's permission;
- 13.6. Allowing or keeping unvaccinated animals/pets on board of a Recreational Craft;
- 13.7. Employing deck loudspeakers;
- 13.8. Swimming in the Port Basin;
- 13.9. Sailing with jets, seaplanes, small rubber boats and rowing boats;
- 13.10. Under sails activity;
- 13.11. Violating tranquillity at night (silent hours 23:00-07:00).

## **14. Departure from the Marina**

- 14.1. Prior to the departure of the Recreational Craft from the Marina, the Marina Master shall enter the departure in the Marina log, stating:
  - 14.1.1. Name of the Recreational Craft;
  - 14.1.2. Time of departure;
  - 14.1.3. Port of destination;
  - 14.1.4. Name of the master of the Recreational Craft;
  - 14.1.5. Number of passengers.
- 14.2. Exit from the channel shall only take place with the green traffic light.
- 14.3. The Harbour Master or Marina Master may prohibit the departure of Recreational Craft in the following cases:
  - 14.3.1. Upon request by the competent authorities;
  - 14.3.2. Problems with paperwork of the Recreational Craft;
  - 14.3.3. Visual inspection reveals the Recreational Craft does not comply with the technical requirements for safe navigation.
  - 14.3.4. The make up of the crew is not in compliance with the requirements;
  - 14.3.5. Presence of other factors compromising safe navigation, human health or the environment;
  - 14.3.6. Outstanding port dues and/or other applicable charges related to Recreational Craft.

## **15. Medical care in the Marina**

- 15.1. There are no medical care facilities at the Marina.
- 15.2. Emergency medical care must be summoned by the master of the Recreational Craft should the need arise.
- 15.3. Recreational Craft requesting medical help has to hoist a flag W (whisky).

## **16. Fire safety requirements and rescue work management**

- 16.1. The rescue and fire fighting equipment of the Recreational Crafts berthed in the Marina must be in working order and in compliance with the valid requirements.
- 16.2. Master of Recreational Craft shall lead fire fighting actions on board of the Recreational Craft.

- 16.3. When an outbreak of fire occurs on board of Recreational Craft berthed in the Marina, all other Recreational Crafts have to ready their fire fighting and emergency rescue equipment, as well as their main engine for provision of assistance in fire fighting action and for evacuation, if necessary.

#### **17. Liability for violation of the Harbour Port Rules and Marina Rules**

- 17.1. The masters of Recreational Crafts, organisations and private individuals causing damage to Port of Tallinn with their wrongful behaviour are obliged to compensate for damage pursuant to the laws of the Republic of Estonia.
- 17.2. Legal remedies provided by law will be applied to the Recreational Crafts failing to pay their port dues and other applicable charges in a timely manner. Furthermore, Port of Tallinn has the right to impose prohibition on entry on aforementioned Recreational Crafts.
- 17.3. The masters of Recreational Crafts, organisations and private individuals causing damage to the water in the Port Basin with their wrongful behaviour whether by oil spills, oil pollution, sewage pollution or in any other way, will be held responsible pursuant to legislation and will have to compensate for the damage caused to Port of Tallinn in relation to the pollution and its removal.
- 17.4. Upon degree of intoxication of over 0.8 pro milles of the master of the Recreational Craft, the master of the Recreational Craft shall be liable in accordance with the legal acts of the Republic of Estonia.

#### **18. Port dues for the navigational period**

- 18.1. The port dues for Recreational Crafts will be announced on the Port of Tallinn homepage (<http://www.portoftallinn.com/old-city-marina>) not later than 1 (one) month prior to the beginning of the navigational period.

All rates include:

- Receipt of pre-sorted domestic waste;
- Pump-out of holding tanks/toilets;
- Pump-out of bilge water and waste oil;
- Drinking water supply;
- Electricity supply;
- Use of sauna at a set time.

- 18.2. The contract for use of a berthing place can also be concluded for the entire duration of the navigational period and in such case the fee will be agreed in the berth lease contract signed with the Port of Tallinn.

#### **19. Procedure for invoicing and making reservations**

- 19.1. Recreational Craft has to pay the port dues for the reserved berthing place in accordance with the established rates in the form of pre-payment or immediately after mooring has been fully performed. Upon payment of port dues the registration certificate or certificate of nationality of the Recreational Craft must be provided.
- 19.2. In case of reservations the rate will be calculated starting from the reservation day at 00:00 o'clock.
- 19.3. Reservation should be made at least 1 (one) week in advance.
- 19.4. During the high season from 20 June until 01 August an additional reservation fee of 1 (one) day, based on the fee for the length of the vessel, will be added. In order to confirm the reservation a pre-payment in the sum of 1 (one) day cost must be made. If the person who made the reservation cannot make it to the Marina with the Recreational Craft on reserved day, the reservation will lose validity and prepayment will not be refunded.

## **20. Emergency and special services**

Rescue Board, Police and Medical Service, phone: 112

Environmental Inspectorate, phone: 1313

AS Eesti Loots (pilotage service)

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Viimsi vald 74012 Harjumaa

Fax: +372 605 3800

Ph: +372 605 3810

E-mail: [loots@loots.ee](mailto:loots@loots.ee)

[www.loots.ee](http://www.loots.ee)

Request a pilot: +372 605 3888

Phone: +372 526 8432

Fax: +372 605 3881

E-mail: [tellimus@loots.ee](mailto:tellimus@loots.ee)

Northern Border Guard District Border Checkpoint at Tallinn Passenger Harbour

Sadama 25-2, 10111 Tallinn

Phone: +372 631 8777

Fax: +372 631 8778

E-mail: [kprs@pohja.pv.ee](mailto:kprs@pohja.pv.ee)

Estonian Tax and Customs Board Service Point at Old City Harbour

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10120 Tallinn

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