|  |  |
| --- | --- |
|  | Shipping and landing request  |
|  |  |

# Request details

|  |  |  |  |
| --- | --- | --- | --- |
| Date |   | Vessel |   |
| Location |   |

# Personnel to transport

|  |  |  |  |
| --- | --- | --- | --- |
| No of persons |   | No of lifejackets required |   |
| Single journey  | [ ]  | Return journey  | [ ]  |

# Personnel Details

|  |  |  |  |
| --- | --- | --- | --- |
|  | Person 1 |  | Person 2 |
| Name |   |  |   |
| Position |   |  |   |
| Telephone |   |  |   |

# Invoice Details

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |   | Contact Name |   |
| Address |   |
| Telephone |   | Fax |   |

# Indemnity

|  |  |
| --- | --- |
| Name of Agent |   |

Shall indemnify, defend and hold harmless Harwich Haven Authority, its Directors, Officers, Agents and employees from and against any and all loss and liability for claims, and nature of person(s) or property damage, or both, occurring during the process of boarding or landing such person(s) or property, or both, from a vessel using a Harwich Haven Authority launch.

|  |  |
| --- | --- |
| Name of Agent |   |

Shall at its own expense pay all judgements, settlement, damages and expenses including without limitation reasonable attorney’s fees and expenses of whatsoever kind or nature arising out of or resulting from any such claims, demands, arbitral awards, suits or causes of action.

# Declaration

I confirm the person(s) named above shall hold an appropriate form of identification and that the vessel to which they are being transported is aware of their identity and is expecting their arrival. Harwich Haven Authority has the right to refuse passage if the amount or weight of baggage cannot be safely carried on board by the person(s) being transported without assistance.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |   |
| Name (PRINT) |   |

Please return to Harwich Haven Authority Operations Centre – Fax Number: +44 (0)1255 507177