REGULATIONS ON THE ORDER AND TERMS OF OPERATION IN THE NAUTICAL TOURISM PORT OF MARINA NOVI
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I. BASIC PROVISIONS

1. Pursuant to the:

Maritime Code (Official Gazette 181/04, 76/07, 146/08, 61/11, 56/13),
- Maritime Domain and Seaports Act (Official Gazette 158/03,100/04,141/06, 38/09)
- Regulations on the Terms and Modalities for the Maintenance of Good Order in the Ports and in other Parts of the Internal Sea Waters and Territorial Sea of the Republic of Croatia (National Gazette 90/05, 10/08, 155/08, 127/10, 80/12)
- Decree on the Conditions that must be met by Seaports (Official Gazette 110/04)
- Contract on the Concession for Maritime Domain for Commercial Exploitation of the Special Purpose Port – Port of Nautical Tourism Marina Novi, concluded on November 9, 2010.
- Ordinance on the Requirements for the Arrival and Stay of Foreign Yachts and Boats Designed for Sport and Pleasure in the Internal Waters and the Territorial Sea of the Republic of Croatia (Official Gazette 40/06)

2. These Regulations set forth the conditions and modalities for the maintenance of good order in the port of Marina Novi (in further text Marina).

3. These Regulations apply to the entire area (land and sea) used by the Marina, namely the area the Marina was granted for use pursuant to the Contract on the Concession for Maritime Domain.

4. Upon arrival to the Marina all users of our services shall be familiarized with the contents of these Regulations. The Regulations on Maintenance of Order in the Marina shall be available at the reception and other designated places.

5. Order in the Marina shall be maintained by the Marina’s administration, as an entity managing the port.

6. Pursuant to these Regulations it is regarded that:

- The owner is a physical or legal entity who has with Nautica Mare d.o.o. concluded a contract for a berth on an annual, monthly or daily basis. This person must be registered as a boat owner in the Boat Register.
- An entrusted party of the owner is a physical person who holds an original Power of Attorney, certified by a notary public to access the boat or yacht, deposited at the reception of the Marina.
- The ship-master is a person commanding the ship, a person commanding a watercraft.
- The yacht-master is a person commanding a yacht
- The boat-master is a person commanding a boat
- Vessels, pursuant to these Regulations are categorized in accordance with Article 5. Of the Maritime Code as follows:
  - A ship is a waterborne craft intended for navigation at sea, exceeding 12 m in length and gross tonnage of 15 tons or is authorized to carry more than 12 passengers.
  - A boat is a waterborne craft intended for navigation at sea which is neither a ship or yacht, the length being more than 2.5 meters or total power of its propulsion engines greater than 5 kW. The term boat does not
encompass:
- vessels belonging to another maritime craft for the purpose of collecting, salvaging or conducting work,
- vessels intended exclusively for competitions,
- canoes, kayaks, gondolas and pedal boats,
- windsurfing boards and surfboards,

- A yacht is a waterborne craft for sports and recreation, regardless of whether it is used for personal needs or business, exceeding 12 m in length and intended for a longer stay at sea, which is furthermore authorized to carry no more than 12 passengers in addition to the crew.
- A foreign yacht is a waterborne craft for sports and recreation which has a foreign nationality and which is considered to be in accordance with the regulations of the State whose nationality it has.
- A marina is a port for special purposes – a sea port used for a special purpose or commercial use by legal or physical entities.

7. The body managing the port is Nautica Mare d.o.o., namely the entitled party to the concession for the port of special purposes – port of nautical tourism Marina Novi. The Captaincy is the Port Authority, namely the Port Authority port.

II. THE MARINA CONCESSION AREA

8. Pursuant to Article 28, paragraph 3 of the Seaports Act (Official Gazette no. 108/95, the government of the Republic of Croatia at its session held on October 15, 1998 passed the Decision on the Concession for Maritime Domain for Commercial Exploitation of the Special Purpose Port – Port of Nautical Tourism Marina Novi.

On November 9, 2010 the Contract on the Concession for Maritime Domain for Commercial Exploitation of the Special Purpose Port – Port of Nautical Tourism Marina Novi was concluded between the concession grantor, the Government of the Republic of Croatia and the entitled party to the concession Nautica Mare d.o.o. The maritime domain, being the subject of this Decision, encompasses an area of 4.743 m² and a sea surface area of 33.058 m². The total surface of the concession area amounts to 37.801 m².

An overview of the marina surface including the local sea area:

Basic data on the marina:
Name of facility: Marina Novi
Address: 51250 Novi Vinodolski, Novi Vinodolski bb
Geographic coordinates: 45° 08’ N 14° 47’ E / 45,13° N 14.78° E
Modes of communication with the marina:
1. Telephone: +385 51 800 597
2. e-mail: info@marinanovi.hr

The Marina Novi is situated in the port bay of Novi Vinodolski and is open all year round. The Marina has at its disposal 204 berthing places in the sea and 10 places for accommodating vessels on land. All berths are equipped with water and electricity connections. The Marina includes the reception, foreign exchange services, a restaurant, sanitary facilities (toilets and showers), sanitary facilities for invalids, family sanitary facilities,
apartments, service station, commercial space, snack bar, a 40 t travel lift, and a parking area for personal vehicles.

III. BERTHING CAPACITY

09. The Marina Novi is a port of nautical tourism with a capacity to accommodate:

- 204 vessels on permanent berths
- 10 places on land ("dry dock")

The lay-out of berthing places in the Marina is shown on the following drawing
IV. RULES FOR BERTH RENTAL USERS

1. ALLOTMENT OF BERTHS
   1. Berthing places in the Marina (hereafter: berths) are allotted by the port manager,
   2. For safety reasons or any other valid reason, the Marina retains the right to relocate the vessel without prior consent of the vessel master.

2. ARRIVAL AND DEPARTURE OF VESSELS
   1. A vessel arriving or departing should not exceed a speed of 3 knots in the entire sea area of the Marina. The notice concerning the maximum allowed speed limit is displayed at the pier and reception of the Marina.
   2. The vessel-master must, when entering the Marina, announce his arrival (by telephone or through the VHF channel 17) whereupon the staff of the Marina shall, if necessary, give instructions and further orders for entering.
   3. The vessel-master must have a valid navigation permit issued by the Port Authority (registration) and a list of the crew members.
   4. The vessel-master must, without delay, register his arrival with the Marina reception and present his personal identification documents, vessel documents, provide a list of crew members and fill out "REGISTRATION OF GUESTS" form for each member on the vessel.

VESSELS UNDER THE CROATIAN FLAG – sport and recreation sailing:
   - Navigation permit
   - Personal identification card or passport for all persons on the vessel
VESSELS UNDER THE CROATIAN FLAG – sailing as a commercial activity (charter or similar):

- Navigation permit (for a vessel up to 12m length) or the Registration document (for a vessel whose length exceeds 12 m)
- A list of crew and passengers, certified by the Port Authorities

VESSELS UNDER FOREIGN FLAGS – sport and recreation sailing

- Certificate of vessel registration issued by an authorized national register, namely authorized legal entity of the national’s flag.
- A list of crew members and passengers, certified by the Port Authorities.
- Passports or personal identification cards of the vessel-master, crew members and passengers.
- Passports or personal identification cards for persons staying on the vessel longer than 24 hours while on vessel moored in the port.

5. The vessel-master who has concluded a Berth Rental Contract must provide a list of all the equipment aboard the vessel by filling out the form “inventory list” at the reception of the Marina in addition to providing the necessary documents of vessel ownership.

6. When leaving the Marina for more than one day, the vessel-master must notify the Marina of his plans personally, by telephone or VHF channel, otherwise the Marina cannot guarantee a free berth upon returning.

3. ARRIVAL OF VESSELS BY LAND TRANSPORTATION

1. When arriving by land transportation, with a tow truck or trailer, the vessel-master must notify the Marina of his arrival at the gate reception of the Marina.

2. The gatekeeper will instruct the vessel-master to the Marina reception to procure a job order for launching the vessel into the sea or dry dock. The vessel-master will be informed as to where to leave his vehicle, trailer etc.

3. The vessel-master must obtain from the Port Authority a navigation permit, namely registration if the vessel is to be allotted a berth.

4. At the reception, the vessel-master must present all the necessary documents and fill out the GUEST REGISTRATION form for each person.

4. MOORING AND ANCHORING

1. Vessels are moored in accordance with the mooring system installed in the Marina and must be moored in a safe manner, by appropriate mooring lines of adequate dimensions. Only a mooring line with a circumference of 20 mm minimum made from polyester or polyamide is allowed.

2. The mooring lines must not obstruct the navigation of other vessels. Putting buoys on the lines is not allowed.

3. As a safety precaution it is strictly forbidden to use chains for mooring.

4. As a rule, anchoring vessels in the Marina is not allowed. However, the Marine port manager may allow temporary anchoring of a vessel if the reason is justified.

5. VESSEL’S STAY IN THE MARINA

1. The vessel-master is responsible for the vessel being in good condition, for its safety and the vessel’s navigational competence in the entire area of the Marina for the full time of its stay.
2. While staying in the Marina, the vessel must clearly have its name and registration mark printed on the vessel. Any changes of name or registration mark must be entered in the vessel’s documents and cleared with the Marina reception.

3. The vessel- master, who has concluded a Berth Rental Contract with the Marina, is to announce his arrival at the reception and submit personal documents of the entire crew in order to check in and register the guests.

4. The vessel-master may connect to the electric and water installations only if the vessel is equipped with the correct installations adapted to Croatian standards and if he/she is physically present on the vessel. This also pertains to the temporary absence of the crew from the vessel for the entire time the vessel is in the Marina.

5. The vessel-master is to equip the vessel with fire-fighting agents which will effectively function on board the vessel.

6. For the safety of other vessels, work on vessel (sanding, painting etc.) is allowed only in areas designated and marked for such a purpose in the Marina.

6. DEPARTURE FROM THE MARINA

1. Prior to departing from the Marina, the vessel-master must disconnect the vessel from the electrical and water installations.

2. Furthermore, the vessel-master must close all valves on his vessel.

3. When leaving the Marina, the vessel-master must leave the berth in order.

4. If the vessel remains on a permanent basis in the Marina, the vessel-master may leave the reserve set of keys at the Marina reception. These keys may be used by the Marina to enter the vessel only in emergency cases when the vessel is at risk or is endangered by another vessel thus avoiding or lessening potential damage.

5. Prior to leaving the Marina by land transportation, all activities related to the lifting and loading a vessel are to be procured at the Marina reception.

6. The vessel-master must contact the Marina reception if the vessel, for which a berthing contract exists, is to leave the Marina permanently and in addition must terminate the berthing contract in written form.

V. RULES THAT APPLY TO ALL USERS OF OUR SERVICES

1. HOUSE RULES

The following is strictly forbidden in the Marina:

1. Lighting fires
2. Speed boating, swimming, surfing, fishing, diving
3. Leaving dogs unattended, without a leash, as well as disturbing others with the dog’s constant barking.
4. Hanging out laundry to dry on the premises of the Marina.
5. Washing dishes in the sanitary facilities.
6. Keeping a dinghy, surfboard, etc. tied to the vessel.
7. Installing or storing various objects on the docks or on the Marina premises.
8. Posting signs, advertisements or other messages or using the Marina area for commercial purposes.
9. Disturbing the peace of other guests.
10. Making noise between the hours of 22 and 8, except in the restaurants and café bars who may emit music to midnight.
11. Loitering near the boat lifts.
12. Hindering the movement of vehicles and travel lifts on the traffic routes.
13. Driving over the speed limit of 30 km/h on the traffic routes.
14. Leaving the gas or electric appliances or water connections on without being present.
15. Keeping the motor vessel running except when entering or leaving the Marina.
16. Moving the vessel to another berth without the approval of the Marina port master.
17. Engaging the services of a third party for supervision, maintenance or servicing of the vessel without prior consent of the Marina management.
18. Undertake activities on the boat that might endanger human lives or cause fires.
19. Pollute the sea or cause damage to boats, the coastal area, port equipment, devices or facilities.
20. Using personal boat stands in the dry dock.
21. Parking of personal vehicles, trailers, campers, buses, motorcycles, bicycles and other means of transportation on the traffic routes, squares, green surfaces or docks.
22. Camping
23. Borrowing or lending parking passes or sanitary facility passes.

2. ENVIRONMENTAL PROTECTION RULES

1. Use of vessel toilets is not allowed in the Marina.
2. Used oils, filters, fuel, detergent residue, garbage and other waste must be separated and stored in appropriately environmentally-friendly labeled waste containers located on the marked areas in the Marina.
3. Any spillage or dumping of waste into the sea is highly punishable.
4. With the intent of preserving the quality of the seawater and environment and to avoid unintentional pollution, the use of automatic pumps for emptying out bilge water is not allowed.
5. The vessel-master is to put environmentally friendly sponges into the bilge.
6. Only bio-degradable detergents are permitted for use in the Marina.
7. In the event of a higher degree of pollution, the Marina will determine the cause and engage the service of employees competent for activities of preventing pollution, remove the vessel to protect the environment, other vessels and people, notify the competent Port Authority and other competent government authorities on this matter while the person who has caused this will be charged for the incurred expenses.

VI. MANAGING WASTE FROM BOATS AND YACHTS

1. Waste from boats and yachts is to be sorted as follows:
   - Solid waste of smaller volume and household waste
   - Used motor oil
   - Used oil filters and oily rags
   - Discarded boat batteries
   - Oily and bilge water waste from boats or yachts
   - Fecal waste water from boats or yachts
   - Sludge from the boat washing area and spaces designated for scraping off antifouling coating.
2. All types of waste and household waste must be disposed exclusively in areas designated for that purpose, namely in labeled containers situated on the premises of the Marina or turned over for disposal to authorized persons in the Marina.
3. The personnel of the Marina is responsible for keeping the containers clean.
1. The vessel-owner, ship-master, yacht-master, boat-master or crew member must keep all the waste accumulated up to their arrival in the Marina onboard, whereupon it should be disposed of in designated areas.
2. The vessel-owner, ship-master, yacht-master, boat-master or crew member must prior to leaving the Marina dispose all accumulated waste in designated areas.
3. The procedure of waste disposal management is determined by a special act: Regulations for managing waste and sludge from the process of waste water treatment in Marina Novi. This plan is available at the reception of the Marina.
VII. CONSIGNMENT OF VESSELS TO THE MARINA FOR SAFEKEEPING

1. The owner, ship-master, yacht-master or boat-master must undergo preparation of the vessel before leaving.

The preparation of the vessel for consignment to the Marina for safekeeping encompasses the following:

- Checking if the mooring ropes are in good condition and reliable.
- Checking if there are enough boat fenders positioned.
- Removing all unattached equipment from the dock and open parts of the superstructure and storing it in the interior of the ship or handing it over to the Marina for storage.
- Checking if all the water valves of the toilets and water faucets, etc. are shut off.
- Checking the waterproofing of the vessel in all the areas below the water line, especially in the bilge area.
- Removing all flammable and explosive substances from the vessel.
- Disconnecting the electricity supply (including the land connection and onboard batteries).
- Placing the fire extinguishers near the entrance to the interior of the vessel.
- Shutting all windows, doors, boat awnings and other openings through which rainwater can enter.
- Locking all entrances to the interior of the vessel.

2. Consignment of a vessel to the Marina for safekeeping is deemed complete when the vessel owner or person entrusted by the owner finishes all the preparations listed under item 1 in chapter VII. and upon presenting the following documents and items to the reception:

- Navigation permit or registration of the vessel or vessel enrollment or a registration certificate issued by an authorized government register or authorized legal person of the flag country.
- Keys to the interior of the vessel.
- The boat’s/yacht’s inventory list.

If persons authorized stay on the vessel, even though all the conditions from item 1 and 2 of chapter VII. are met, Marina Novi will not be liable for any damages that occur during their stay.

3. By submitting the navigation permit (or other appropriate document as required above) and/or keys to the interior of the boat/yacht to the owner or to a person entrusted by the owner, the liability of the Marina for safekeeping the vessel ceases whether the vessel remains berthed or if it was engaged in navigation.

4. The owner or the person entrusted by the owner are not allowed to use the reserve keys for entering the vessel. If the Port Authority establish this, the liability of the Marina for the safekeeping of the vessel ceases whether the vessel remains berthed or if it was engaged in navigation. The authorities will issue a statement of record and serve it to the vessel owner or person entrusted by the owner.

VIII. HANDLING THE SELF-PROPELLED CRANE

1. The self-propelled crane is to be handled in a clearly designated area.

2. The crane may be handled only by professionally qualified employees of the Marina or a professionally qualified person from a company approved by the Marina.

3. Before the vessel is lifted, the vessel-master or boat-master should make aware the person handling the crane of the vessel’s installations below the waterline and give precise information as to the location of the vessel. Failing to do this, the Marina cannot be liable for eventual damages.
IX. MARINA’S MANAGEMENT RESPONSIBILITIES

1. Marina’s management is responsible for organizing and implementing the safekeeping of vessels – supervision of vessels berthed in Marina Novi.
   The safekeeping – supervision of the client’s property is to be implemented in compliance with the provisions of the valid General terms of berth allotments and pricelist of Nautica Mare d.o.o.

2. In case the local sea or the marina territory is polluted, the Marina’s management will implement the procedures set by the Operational plan of measures for the occurrence of extraordinary and sudden pollution in the Marina Novi.

3. The Marina management is to display the weather forecast issued by the Croatian Meteorological and Hydrological Services in a clearly visible place.

4. The Marina management must enable all guests and other users of the Marina’s services to leave their remarks in the Book of Complaints located in the reception office of the Marina, available daily during working hours.

X. INSPECTION AND SUPERVISION

1. The inspection and supervision of implementing these Regulations is performed by the inspectors for the safety of navigation and other authorized employees of the Ministry and Port Authority.

2. The Port Authority, in conducting order in port and in other parts of internal sea waters and territorial sea, in particular supervises:
   - Navigation, docking, mooring, unmooring and anchoring of marine vessels.
   - Loading and unloading of passengers and cargo.
   - Maintenance of order in the local sea, bathing, swimming, diving and sport activities on the sea and other parts of the maritime domain.
   - Maintenance of the coast and sea from pollution from the marine facilities.

3. The Port Authority supervises plants, facilities and equipment located in the marina and in other parts of the maritime domain.

XI. FINAL PROVISIONS

1. In the event that the provisions of these Regulations are violated by the user of the marina’s services, the management may revoke its hospitality to such a person and his vessel in Marina Novi.

2. The provisions of these Regulations refers to the personnel and all users of services provided by Marina Novi as well as all other persons who find themselves in the local waters and territory of the Marina.

3. The Marina management is to post and make available the text of these Regulations in a visible place in the Marina for the purpose of familiarizing all persons who should adhere to these rules with its content.
   The text of these Regulations are to be posted in the Croatian, English, German and Italian language.

4. All amendments that may occur due to changes in legislation shall be posted on the bulletin boards of the Marina and will form an integral part of these Regulations.

5. Pursuant to the regulations of the Republic of Croatia, MARINA NOVI, Novi Vindolski, has fulfilled its obligation for maintaining order in the port. These Regulations shall come into force on the date of approval by the Port Authority in Rijeka.
These rules have come into force on September 13, 2017

Nautica mare d.o.o.
Nikola Turčić
Marina Novi /signature/