

**Charter Planning**

A week’s charter has the potential to be more stressful than a week at work. Be prepared and get it right and it needn’t be! This checklist is to help you get it right from the beginning.

*Note: This is not an all-inclusive checklist, it’s been created more as a reminder to you of those basic things we often forget when caught up in the moment of being on holiday.*

**Important Information to Have**

Charter Company (name, address, contact details)	
Yacht Name   Make   Year	
Booking Agent (if applicable)	
Trip Date	
Check In Time	
Check Out Time	
Booking Confirmation Number	
Payment Date – First Advance Payment	
Payment Date – Final Payment	
Extra Equipment Paid for In Advance	
Extra Equipment Pay at Check-In	
Deposit Required (or)	
Deposit Insurance Details	

## Travel Documents

Remember to compile your personal travel documents together in a timely manner. Check the validity of your documents (your passport must be valid for at least three months beyond the date on which you intend to leave) and think about any additional documents which you might need, to enter the country, e.g., visas. The following are usually required:

- Passport or travel document and visa if needed
- Skippers license ([check accepted documents here](#))
- VHF License
- Charter contract/ Boarding Pass/Booking Confirmation
- Insurance documents (travel, health, personal insurance etc)

NOTE: If you have a Cruising Guide for the area you are sailing, pack this also. Most charter companies supply pilot books, nautical charts, and navigation equipment on board the yacht.

## Recommended Apps

- Boating (by Navionics) – Marine Charts
- Windy or Predict Wind – online weather tools

## In Advance

- Send your crew list or follow the link supplied to you by the charter company and fill in the details at least a week prior to your charter (we say before you leave home, then it's done)
- Send copies of your licenses and VHF licenses to your charter company electronically.
- Are you wanting to pay by card or cash? Check with your charter company if they accept credit card.  
Note: AMEX is not widely accepted in Croatia.
- Does the charter company have a walkthrough video and or check-in app for your yacht? Study this before your arrival.

NOTE: Make sure to pack and bring the originals of your licenses with you for your charter. Even if you have sent your documents ahead of time, you **MUST** have the physical documents with you to hand to the charter office upon check in and keep with you onboard at all times.

## Ensure you know the answer to these questions prior to arriving at the charter company office

- If you are arriving the night before your charter – have you booked accommodation?
- Do you have transfers arranged from (1) the airport to your accommodation (2) your accommodation to the marina?
- Do you have transfers arranged at the end of your charter to the airport | accommodation?
- Have you arranged for provisioning? Is there a delivery service?

- Is there a supermarket nearby? Is transport easy to access?
- When will check-in take place and how long will it take?
- How many nights can we spend in the ship's home marina without paying an extra fee? Is it more than the first and last night.

Remember, if you are arriving in Croatia during peak summer season, expect it to be busy. Book as much in advance as transfers and services will be in high demand.

### **Make sure you understand or check the following information with your charter company**

- Make sure to have cash. Euros is now the only accepted currency throughout Croatia.
- Will you be paying a deposit on arrival, or have you chosen deposit insurance?
- How much will the deposit cost?
- Is there a possibility of card payment?
- Have you ordered any additional services?
- Did you pay for the additional services in advance? Or are you required to pay them on check-in?
- Check through the equipment list thoroughly – have you missed anything you need?
- If you require extra equipment, request it in advance – help the charter company plan so it can be ready and waiting for you.
- Double check supplies included on board, such as: toilet paper, cleaning products, rubbish bags, towels, or bed linen? More of a reminder to check with your charter what is included or include it in your provisioning.
- Arriving by car check parking arrangements at the marina (double check cost and payment method)

### **On arrival at the charter base**

- Is there a fuel station at or near the Marina? Otherwise, you will have to refuel on the way back.
- Confirm when to be back in the home port and when is check-out?
- Check the current weather conditions and latest forecast. Is this still suitable for the first stop/port you have planned?
- Who is the person of contact in case of problems with the ship? Ensure you have their contact details. This information is generally included in the paperwork and always good to double check.

### **Yacht Handover**

- Insist on having a thorough briefing of the yacht during the daytime. Don't carry out the acquisition in the dark! Insist on having a joint viewing of the vessel with a technician from the charter company.
- Ask about any existing damage and have it recorded in writing. Take photos.
- Bring ONE other member of your crew with you during the check-in/briefing (if allowed). Leave the rest of the crew ashore!

- Do not put your luggage onboard until your check in is complete.
- There is always a checklist for the check-in process.
- Write any other issues/defects or details you notice on the check-in form before signing.

NOTE: It's good practice for you to draft up a separate list, with all relevant points that are important to you. Begin below deck and work your way systematically upwards. Below are some suggestions of what you can include on your list.

- Hatches, mosquito screens & blinds
- Holding tanks
- Bilge pumps – check for any water in the bilge of the boat
- Water tank changeover valves
- Pump every toilet (TOP TIP: VIDEO THE FLOW)
- Check battens in mainsail or jib (if applicable)
- Cockpit cushions – any stains, rips or damage
- Gel coat condition – especially on the stern and on the bow from the anchor swinging into it.

[Watch this video](#) for further information and more great tips from for check in/check out.

**REMEMBER: Be patient. Be kind. Be helpful. You are on holiday. The charter team and technicians are not!**

**Give them space to do their job. They will be busy. It will be hot. Pick your battles wisely.**

## Boating – Navionics Marine Charts

Conveniently scan the QR Code.

