



Booking Procedures & Fees

Address: CCMI
PO Box 37
Little Cayman
KY3 2501
Cayman Islands
Phone: 1- 345- 948- 1094
Email: manager@reefresearch.org
Web : www.reefresearch.org

BOOKING

Project information

Prior to booking a research project, a LCRC Project Information form (available at our website) must be completed to ensure that your project can be undertaken at the Centre and that all relevant permits can be granted.

Deposits (non – refundable)

Reservations will be confirmed only when a booking deposit of \$250 per person (due at time of booking) is received. Final payment is due 1 month in advance of booking. Adjustments for activity charges will be made on your final bill payable on departure.

Cancellation Charges

60 days prior to project 100% refund less deposit
30-60 days prior to project 50% refund less deposit
29 days prior 0% refund

ARRIVAL & DEPARTURE

Before Arrival

LCRC forms Please ensure that all individuals in your group have completed the relevant forms and bring the following documents for their participation in your program. Forms also need to be e-mailed to admin@reefresearch.org prior to the session. These will include:

Required Documents

- Divers Alert Network insurance number
- Medical and Emergency Contact Information (please ensure that a Dr's clearance is provided if required for participation in activities).
- Field Program Waiver
- Standard Safe Diving Practices Statement of Understanding
- Dive Certification Card ***Needs to be brought with participant to the station, if diving.*

Shipping

When shipping equipment and/or chemicals to LCRC consign all materials to:

CCMI
Little Cayman Research Centre
North Coast Rd
Little Cayman
KY3 2501
Cayman Islands

Group Leaders are responsible for shipping and tracking of equipment and must keep in mind that shipments can take at least 4 weeks to arrive. Shipments are delivered to Little Cayman once a week, weather permitting. Please send an itemized list of all equipment and supplies, including their values to LCRC, goods will not be released without the relevant documentation. Most items arriving into the Caymans are subject to duties of up to 20%. Items that are imported into the Caymans on a temporary basis may be subject to a 20% bond that is refunded on departure of item. Freight will be picked up and dropped off at the airport or dock. A charge of \$50 per hour will be applied for this service.

Outbound freight shipping:

Please ensure that you have an itemized list of equipment being shipped back to your country as this will need to be cleared with customs. Please ensure that any items listed on your import documents that are not being shipped back are accounted for and any relevant duty has been paid. Please do not seal boxes as these will need to be checked by Customs. Please ensure that boxes are correctly addressed. A charge of \$50 per hour will be applied for delivery and processing.

Thompson's Shipping Procedure for shipping Items out of the Caymans to the USA

1. Shipments will need a complete itemized packing list and total number of pieces being shipped.
2. Thompson will need to know to whom the cargo is being shipped to in the USA: a complete physical address, phone contact and person.
3. A customs broker in Miami will have to be appointed by the shipper to clear the cargo once it is in Miami and arrange transport from Miami to onward destination. These arrangements will have to be made separate from the shipping of the cargo from Little Cayman to Miami. Thompson Shipping recommends Biscayne Import Services, 305-477-7323, Mr. Ray Gonzalez.
4. Payment of freight charges needs to be made before the cargo leaves Little Cayman or otherwise Thompson will need written instruction authorizing that the cargo can be sent to Miami on freight collect basis at which time they can give payment method to Thompson's Miami office such as credit card.
5. A Little Cayman Customs export form must accompany the shipment confirming that Cayman Customs requirements have been met.
6. Cargo cannot be loaded in any sort of wooden crates or on wooden pallets unless they are pallets that are approved for reentry into the US. This is very important aspect as Thompson would have to refuse the shipment should it come to us in this manner. This is a US Agriculture requirement that must be adhered to. Please advise the Station Manager of your shipping needs and he will contact Thompson to arrange the correct pallets.

For information on shipping items from the USA to the Caymans please contact Symphony at Thompson shipping at 345-949- 8044 or e-mail symphony@thompsonshipping.com.

Travel Itinerates

Please e-mail your travel arrangements to the office manager admin@reefresearch.org so that we can arrange to pick you up from the airport.

On Arrival

Staff will give you an orientation highlighting the facilities available, meal times, fire safety, and general station guidelines.

Before Departure

At least one day before leaving LCRC, please contact the Office Manager regarding the settlement of your bill. Payment may only be made in US/CI dollar cash, personal check, Visa or MasterCard (a 4% bank charge will be added to Credit Card Payments).

Project Completion

As part of the Cayman Islands Department of Environment permitting and LCRC research policy, all researchers must agree to provide a copy of any published work relating to the research undertaken in Caymans. All researchers agree to return a LCRC Project Completion form before departure from the island.

2015 Station Costs

Research and education groups can customize services as needed. Contact manager@reefresearch.org, for group or long-term rates.

All costs are in US dollars. Conversion rate for Cayman dollars is .82 CI per \$1.00 US dollar

FACILITY RATES

Package Rate: Room + 3 meals a day	\$135*
Non-Resident Lab Fee (per day)	\$75
Resident Bench and Wet Lab Fee: (Will be assessed on size and needs of group)	
Individual rate	\$35
Group rate	\$150

STORAGE CHARGES

Dry storage 35 gallon container per month	\$25
Cold Storage in lab fridge/freezer per month	\$25

*A reduced package rate of \$90/day is available for stays longer than 30 days.

BOATS

Prices include fuel for 1 hr engine time. Overtime use is subject to a fuel surcharge based on hourly fuel consumption. Damage to boats or equipment will be billed at local replacement cost plus 15%.

38ft Grady White Dive Boat (with Captain). Capacity: 18 divers (36 tanks) or 18 snorkelers

Half day (8am - noon)	\$550
Full day (8am - 4 pm)	\$950

21ft Mako Dive Boat (with Captain) Capacity: 4 divers (8 tanks) or 6 snorkelers.

Half day (8am - noon)	\$250
Full day (8am - 4 pm)	\$450

12 ft Caribbean Skiff (without Captain) Capacity: 2 divers (2 tanks) or 4 snorkelers

Half day (8am - noon)	\$100
Full day (8am - 4 pm)	\$175

DIVING

Tanks (per tank, including weights)	\$10
Dive Master Charge (per hour)	\$60
BC (per day)	\$10
Regulator (per day)	\$10
Nitrox (must be arranged in advance)	\$13
BCD's and regulators are available on a limited basis and must be arranged prior to arriving in the field. Long-term (5 days+) available upon request. Lost equipment will be charged at replacement value plus 15%.	

SURFACE TRANSPORTATION

Truck service (including driver)	\$50/hr
Drop-off and pick-up fee (per truck)	\$50/rt
15 person Van (including driver)	\$75/hr
Vehicles are not for personal use. Vehicles must be pre-arranged 24 hrs in advance. Truck service can be customized to suit group or research needs upon request.	

LABS

Lab space needs to be booked ahead:

- Wet lab, includes water benches and tanks
- Dry Lab, microscopes and analyzing area
- Temperature control lab, sensitive experiments

LIBRARY

We have basic marine/ocean texts and copies of articles/books/journal written about the Cayman Islands. Please contact the manager for a list of texts.

AIR TRANSPORTATION

Cayman Air provides service between Grand Cayman and Little Cayman Island daily www.caymanairways.com
Excess baggage charge over 55 lbs per person

INSURANCE

LCRC does not carry insurance that covers your individual needs such as accident, health or other losses. Proof of health insurance is required at registration.

Individuals:

Proof of DAN insurance is required for all students, researchers, and instructors who are diving. Little Cayman does not have a recompression chamber or hospital therefore those with serious injuries must be evacuated from the island to Grand Cayman.

Groups:

We require all group leaders to carry liability insurance with CCMI (and LCRC) named as insured on the policy. We require students to carry a DAN or equivalent travel policy that includes air evacuation.

OFFICE SERVICES

All phone and fax rates are determined by Cable and Wireless. (ATT and Digicel mobile phones generally work on the island).	
Wireless access	no charge.
Copies	\$.25/copy
Fax	\$1.00/page
Cell phone rental (per day)	\$5.00 + credit

CODE OF CONDUCT POLICY

In order to ensure the safety and well being of faculty, staff, students and general public, the LCRC is committed to maintaining an environment that is free of drugs and alcohol that are used illegally. LCRC prohibits the consumption of alcoholic beverages on LCRC property. Violation of LCRC drug and alcohol policy will result in expulsion from the station and associated activities without monetary refund and where appropriate involvement of government authority.

No persons associated with the LCRC may bring weaponry to the station premises, behave violently or threaten violence.

LCRC will not practice or tolerate discrimination of any kind.

LCRC faculty, staff, students and associated parties will aim to treat all people with respect and foster a productive environment free of harassment, intimidation and discrimination.

