

## Booking Conditions & Conditions of Hire for 'SPIRIT OF GUIDING'

### BOOKING ARRANGEMENTS & CONDITIONS

1. The 'Spirit of Guiding' can be hired by members of Girlguiding and other organisations.
2. Information on current chartering fees is available on the County website:  
[www.girlguidingwestyorkshirewest.org/narrowboat](http://www.girlguidingwestyorkshirewest.org/narrowboat)
3. Provisional bookings cannot be accepted – hirers should contact the Bookings Secretary : Mrs S Wheatcroft [wynarrowboat@gmail.com](mailto:wynarrowboat@gmail.com) to discover when the vessel is available and reserve dates. A booking form will then be sent to you. Completed booking forms and a non-refundable deposit must be received within fourteen days of booking or the requested dates may be released to other hirers without notice.  
Forms and payment should be returned to the Bookings Secretary by email to [wynarrowboat@gmail.com](mailto:wynarrowboat@gmail.com) or C/o Oaksroyd Cottage, 89/90 Copley Lane, Halifax, HX3 0TJ. Cheques or bank transfers are payable within 14 days of making your booking. All payments are to West Yorkshire West Guide Association Narrowboat Account, Account number 00484953 sort code 30- 93-76  
When returning the booking form by email please indicate on the form how the deposit payment will be made.
4. The online calendar can be used as a guide to availability, but please confirm availability by email to [wynarrowboat@gmail.com](mailto:wynarrowboat@gmail.com)
5. The balance **MUST** be paid by the date indicated on the booking confirmation letter.
6. In the event of a cancellation prior to four weeks before the date of the commencement of the hire, the deposit will be non-refundable.
7. If cancellation is in the four weeks immediately prior to the date of the commencement of the hire, the full charter fee must be paid and is not returnable unless a reallocation of the booking can be made but this cannot be guaranteed.
8. ANY loss or damage **MUST** be reported. A charge will be made to cover any major damage or breakage, loss of windlass, pole etc, on the return of the boat.
9. **It is important that the 'return by' times are strictly adhered to in order to enable the boat to be cleaned and given the necessary service ready for the next party. Equally so, it is important that groups recognise that the boat will not be available until the stated 'arrival time'. If the hirer is unable to adhere to these times please telephone Shire Cruisers 01422 832712**
10. For overnight stays Girlguiding REN forms should be sent to Mrs Y Preston, 7 Pleasant View, Midgley, Halifax, West Yorkshire, HX2 6UF or via email to [yolandepreston@rocketmail.com](mailto:yolandepreston@rocketmail.com). No REN form is required if you are not sleeping on the boat e.g. just an evening cruise.
11. **Notification of Arrival Time Form MUST be sent to: Shire Cruisers: [info@shirecruisers.co.uk](mailto:info@shirecruisers.co.uk) or postal address: The Wharf, Sowerby Bridge, HX6 2AG – Tel: 01422 832712.**
12. The narrowboat 'Spirit of Guiding' is owned by Girlguiding West Yorkshire West and is moored on the Rochdale Canal near the premises of Shire Cruisers (see details above).
13. For insurance purposes NO MORE than 12 people are allowed on board at any one time. This includes the skipper.

14. The boat should be left in a thoroughly clean condition, please follow instructions on board as to cleaning required prior to vacating the boat. Should the boat NOT be found in a satisfactory condition, a charge will be made to cover additional cleaning costs.
15. If there are any queries during the period of the hire, please contact Shire Cruisers 01422 832712
16. The person in charge of the boat must hold a current, relevant Skippers License.
17. Girlguiding WYW have a number of fully trained skippers. For more information regarding these please email [wynarrowboat@gmail.com](mailto:wynarrowboat@gmail.com)
18. If travelling beyond Brighouse then a River License must be held by the Skipper.
19. All persons on board are accountable to the Skipper.
20. The Leader responsible for the girls/boys/adults should follow their Associations guidelines and procedures with regards to risk assessment, water safety (including adult/child ratios when near water), Information/consent forms, notification to Commissioner, residential license.
21. All sections of Girlguiding (Rainbows, Brownies, Guides & Senior Section) can travel on the boat during the day.
22. Brownies upwards can stay overnight.

#### **CODE OF CONDUCT & SAFETY PRECAUTIONS**

1. Obey waterways code, Canal and Riverside Trust (CRT) bylaws and any instructions given by their personnel.
2. Be courteous to other waterways users – particularly regarding noise, conduct at locks and bridges, mooring, narrow passing places and fishermen and walkers.
3. **Seek advice from CRT personnel, or Mrs S Wheatcroft ([wynarrowboat@gmail.com](mailto:wynarrowboat@gmail.com) 07447939143) or another member of the WYW Narrowboat Management Committee, if needed.**
4. Protect the boat from damage where possible.
5. Report all damage/breakages/accidents to Mrs Y C Preston [yolandepreston@rocketmail.com](mailto:yolandepreston@rocketmail.com) as soon as possible.
6. Report any malfunctions of the boat to Shire Cruisers: [info@shirecruisers.co.uk](mailto:info@shirecruisers.co.uk) 01422 832712
7. Leave the boat in a clean condition, as you would expect to find it.
8. Take away **ALL** leftover food and rubbish.
9. Undertake any necessary mechanical/visual checks at the beginning and end of each day.
10. Ensure the boat is secured when moored.
11. Be aware of safety hazards to all crew – especially at dangerous places e.g. locks.
12. Everyone **MUST** wear a buoyancy aid **AT ALL TIMES** when outside the cabin whether on the boat or ashore operating locks
13. No group of under 16s should be ashore or in any part of the boat without adult supervision
14. ‘Don’t drink and drive’ – skippers should not consume alcohol whilst steering the boat.
15. Nobody to be on cabin roof or side decks (gunwhales) **AT ANY TIME**.
16. A competent skipper to be present at the aft end whilst the boat is on the move.
17. It is recommended that all users are familiar with the Safety Regulations applicable to the use of the Canal and Riverside Trust facilities.
18. Crews are requested to bring with them adequate first aid equipment.

## INSURANCE

1. Full insurance of the boat, its machinery, equipment and fixtures (except the first £150 of any claim) is included in the hire fee. In the event of a claim, the excess £150 of any claim is payable by the Charterer, who will also be held responsible for any uninsurable loss or damage caused by malpractice in operation. Third party risks are covered up to £2,000,000.
2. The Public Liability Policy indemnifies the Guide Association for their legal liability to the family/friends as it would to any other third party. It does not grant indemnity for the liability of the family/friends, nor is there any Personal Accident Cover for anyone other than members of the Guide Association. Members of the Guide Association are covered for personal accident under the terms of the Guide Association Public Liability Policy.
3. Loss of personal belongings are not covered by the terms of either policy and groups are advised to take out their own cover.

## BOAT HANDLING AND NAVIGATION

1. Each hirer must arrange for a skipper acceptable to the Narrowboat Management Committee i.e. possesses Girlguiding Narrowboating Qualification or equivalent (see [www.girlguiding.org.uk/what-we-do/our-programme-and-activities/activityfinder/narrowboating/](http://www.girlguiding.org.uk/what-we-do/our-programme-and-activities/activityfinder/narrowboating/)) and who is familiar with the 'Spirit of Guiding'
2. Hirers must comply with the Guide/Scout Association, or your own organisation, holiday requirements by completing the required forms and returning these to their appropriate Adviser.
3. Please note: **THE REQUIREMENTS GIVEN IN THE OUTDOOR MANUAL REGARDING LIFESAVING MUST BE ADHERED TO.**
4. Throughout the period of the charter, the Skipper is in complete charge of the boat and responsible for its safe navigation.
5. The Skipper is also responsible for observing the rules of the appropriate Navigation Authority.
6. The boat may only cruise between sunrise and sunset and must not enter tidal waters.
7. If travelling beyond Brighouse then a River License must be held by the Skipper.
8. Sowerby Bridge to Todmorden & return – passing through Tuel Lane Lock, which is one of the deepest locks in Britain. **PLEASE NOTE** passage through this lock Fri-Mon 8.30am-5.30pm is under the guidance of the lock keeper and does not require booking. Please walk to the Lock Keepers office and follow his instructions before approaching the lock by boat. For passage on a Tuesday, Wednesday or Thursday 24 hours notice should be given by ringing The Canal & River Trust on 03030 404040.
9. Evening Cruise – Sowerby Bridge to Salterhebble and return – is a popular trip when the nights are lighter and involves no locks
10. The hirer is responsible for any charge made by the Canal and Riverside Trust for any loss of water or damage to its property.

### **DAMAGE ACCIDENT AND REPAIRS**

1. Repairs to the boat are the responsibility of the Narrowboat Management Committee unless made necessary by the negligence of the hirer.
2. If repair to the boat becomes necessary during a voyage or if there is a breakdown, the hirer must report the circumstances to Shire Cruisers (Tel: 01422 832712) who will advise on the best course of action to be taken.
3. In the event of an accident, the hirer must advise the Narrowboat Management Committee of the details and the names of the witnesses via email: [wynarrowboat@gmail.com](mailto:wynarrowboat@gmail.com). Under no circumstances must any liability be admitted.

### **LOSS OF USE, DELAYS AND WATERWAYS RESTRICTIONS**

1. The Narrowboat Management Committee cannot be held responsible for any delays or non-fulfilment of Charters caused by breakdown, unforeseen defects, obstructions, repairs or damage to the boat or the canal system or by closure of the Waterways Authority.
2. However, in the event of cancellation caused by these effects, attempts will be made to agree an alternative charter or the hiring fee will be refunded in full.
3. In the case of loss or non-fulfilment of charters resulting from negligence of the hirer, the Narrowboat Management Committee reserve the right to claim reasonable restitution from the hirer and hirers may wish to insure against this possibility.