

# Howbery Park Boat Club

## Booking Information 2016

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By signing boat keys out of the Manor House Post Room you confirm that you have read and understand the following:

### Collection of Keys

Keys can be collected from the Manor House Post Room which is open Monday to Friday 8am to 4pm.

If you return after 4pm on a weekday or on a weekend you should return them before 12pm on the next working day.

### Charges for boat use

- Note that to comply with our Insurance and River Thames Boat Registration club boats are NOT for hire, they are for use by our members.
- We charge members to use the boats in order to cover our annual running costs, maintenance costs an appropriately named sink fund to save for new equipment.
- The rates are as follows:

	Howbery Spark (peak season)	Howbery Spark (off season)	Canoe / kayak (per boat)	Equipment
Lunchtime (weekday 12-2pm)	£ 15	£ 7.50	£ 3	Free of charge to boat users.
Evening (weekday from 4pm)	£ 20	£ 10	£ 7	Free of charge to boat users.
Half-day (4 hours)	Not available	Not available	£ 7	Free of charge to boat users.
Day (weekday)	£ 30	£ 15	£ 10	Free of charge to boat users.
Day (weekend and BH)	£ 55	£ 27.50	£ 10	Free of charge to boat users.
Weekend (2 days)	£ 100	£ 50	£ 16	Free of charge to boat users.
Week	By arrangement	By arrangement	£ 35	Free of charge to boat users.
Other	By arrangement	By arrangement	By arrangement	Free of charge to boat users.

### Payment

Payment should be made at the time of key collection.

Users can pay by cash or cheque (made payable to 'Howbery Park Boat Club').

Please ensure that your HPSSA (Howbery Park Sports and Social Association) membership is up to date. You can download a membership form from [www.hpssa.org.uk](http://www.hpssa.org.uk). If you are unsure as to whether your membership is current then please contact the HPSSA secretary ([sec@hpssa.org.uk](mailto:sec@hpssa.org.uk)).

## Out of Hours

If you will be on site out of hours (i.e. after 7pm on a weekday or a Saturday, Sunday or Bank Holiday) you will need to inform Howbery Park Estates Office of your proposed activity.

There is a form attached to the end of this booking information document which you should complete and hand into the Manor House Post Room on collection of the boat keys. The Post Room will pass this information onto Howbery Park Estates Office.

If you will be on site outside normal working hours, you should make your own arrangements to obtain gate keys (the canoe and kayaks keys have a North Gate key on them) and inform site security. Please see the Howbery Park Out of Hours Procedures – available on HR Wallingford's intranet or from the Manor House Post Room.

## River conditions

Before setting out on any river journey you should check the current river conditions at <http://www.environment-agency.gov.uk/riverthamesconditions>. The site includes a 'likely outlook' statement to help you assess how conditions may change. It is regularly updated, but the very latest information is always available at our lock sites, where warning signs are displayed if local conditions require. You can also call Floodline on 0845 988 1188 (select option one and when prompted dial 011131).

The Environment Agency use three types of warning notice:

- Yellow - caution: stream increasing  
We advise users of all unpowered boats not to navigate and users of powered boats to find a safe mooring. This is because river flows are likely to strengthen resulting in a strong stream warning being issued at short notice.
- Red - caution: strong stream  
We advise users of all boats not to navigate because the strong flows make it difficult and dangerous.
- Yellow - caution: stream decreasing  
We advise users of all unpowered boats not to navigate and users of powered boats to navigate with caution.

More detailed information on the actions you should take, and the equipment you should have to hand to help you deal with changing river conditions, is available in The Environment Agency's Guide for Boat Owners on the Thames (available from their website).

## Canoes and kayaks

On the set of keys you will collect is a key for the Boat House. In here you will find paddles and buoyancy aids. There is also a trolley for use with the Canadian canoes. The user is responsible for the boats and equipment at all times, and must always accompany the boats. Please remember to wipe down the canoes/kayaks after use. Please return everything to where you found it.

## Rules

- The wearing of buoyancy aides is recommended. Novices and persons under 18 years must wear buoyancy aides and must be supervised by adults at all times.
- The canoes and kayaks are for use by HPSSA members and their accompanied guests. Guests must be accompanied by an HPSSA member at all times and may not canoe alone.
- Members taking out the canoes and kayaks shall be responsible for the safety and security of all canoes, kayaks and equipment. All loss or damage shall be reported to the Boat Club Secretary ([hpssaboatclub@gmail.com](mailto:hpssaboatclub@gmail.com)) when the equipment is returned. Members shall be liable for the excess on the insurance policy for any loss or damage.

- Canoes, kayaks and equipment must be locked when left unattended. Note that failure to do so will nullify the insurance policy. Therefore in this instance, members will be liable for the full 'as new replacement costs' of any equipment lost or stolen.
- Canoeing is a dangerous sport. All users do so at their own risk. The club accepts no responsibility for injury or accidents that may arise from the use of the canoes and kayaks.
- Training by qualified persons in the use of canoes and kayaks is highly recommended.
- It is assumed that the person in charge and the users are competent canoeists and can swim.
- The wearing of buoyancy aides is recommended. Novices and persons under 18 years must wear buoyancy aides and must be supervised by adults at all times.
- Members taking out the canoes and kayaks shall be responsible for the safety and security of all canoes, kayaks and equipment. All loss or damage shall be reported to the committee ([hpssaboatclub@gmail.com](mailto:hpssaboatclub@gmail.com)) when the equipment is returned. Members shall be liable for the excess on the insurance policy for any loss or damage. It is drawn to the members attention that the insurance does not cover the canoes and kayaks during transit. Members are therefore liable for the full replacement costs of the canoes and kayaks in this instance.

## Locking the canoes and kayaks.

- Please try to lift rather than drag the boats in and out of the rack to prevent damage. There is access around the front, right-hand side and back of the rack to help you do this.
- If possible lift the boats with two people.
- Each boat has its own security cable and padlock. Each of the three boats types (whilst individually locked) shares the same key.
- Each boat should be locked individually. Please do not lock any of the boats together.
  - The (open) **Canadian canoes** should be stored on the bottom of the rack. These are locked with the black-coloured 'master' padlocks which are colour coded with yellow and green tape.
  - The shorter **hybrid (Pyranha Fusion) kayaks** are stored on the top left-hand side of the rack. These are locked with the gold-coloured padlocks which are colour coded with red tape.
  - The longer **touring (Dagger Charleston) kayaks** are stored on the top right-hand side of the rack. These are locked with the silver-coloured padlocks which are colour coded with blue tape.

## Howbery Spark

If this is the first time you have taken the boat out please contact the Boat Club Secretary ([hpssaboatclub@gmail.com](mailto:hpssaboatclub@gmail.com)) to arrange instruction in handling the boat. It is recommended that the user reads 'The Boater's Handbook (Basic Boat-Handling and Safety)' before taking the boat out. A copy is available from the Canal and River Trust website (<https://canalrivertrust.org.uk/media/library/141.pdf>) and there is also a copy is onboard.

The boats are club boats not hire boats and we ask club members to look after them. Howbery Spark can carry between 8 to 10 people. In no circumstances should you take any more than 10 people on the boat. The user is responsible for the boat at all times, and must always be on board when the boat is under way.

Please note that the insurance on Howbery Spark carries a £150 excess. In the event of any damage or a claim, it is the boat user's responsibility to cover this cost. Please remove the boat covers and stow them carefully whilst the boat is underway (it is best to roll them) and replace them on your return.

The boat has new batteries. It is a good idea to run the boat on 25 to 30 amps, not on max. You will get approximately 6 to 7 hours cruising time from the batteries.

There are two self-inflating life jackets on board. If adult and children's buoyancy aids are required please request these at the time of booking. Please note that these are subject to availability as preference is given to canoe and kayaks users.

**Please ensure that the Emergency Stop button is left out when you leave the boat. If it is left in it means that the batteries won't charge and more importantly the bilge pump won't work meaning the boat could become flooded with rain water.**

Howbery Spark has some cups and plates etc. (enough for 4 people) and there is also a kettle on board. However, you will need to provide your own tea / coffee etc. Howbery Spark does not store any drinking water so please bring your own drinking water on board

It goes without saying, I hope, that all HPBC members will leave the boat cleaner than they find it. This includes taking your rubbish with you and emptying the chemical toilet if you have used it. The rates for Howbery Spark are based on volunteer members doing much of the maintenance work. Could users of the boat please note any breakages, damage or jobs that need doing and inform the Booking Secretary.

**Please note that if Howbery Spark is being used the day following your booking, you must leave her on charge for the subsequent user.**

#### **To charge Howbery Spark –**

1. **Ensure emergency stop button is in pulled out position**
2. **Plug charging cable in to wall socket on boat house and Spark battery charger in the rear compartment on the Spark**
3. **Switch wall socket to 'ON' position**
4. **Press 'RESET' button on the charger cable circuit breaker (small grey unit on charger cable). When the Spark is charging you will hear a whirring noise coming from the Spark battery charger units.**

## River Canal Rescue

Howbery Park Boat Club pays for a Retainer membership with RiverCanalRescue.

#### **WHAT TO DO IF YOU BREAKDOWN.**

- If your vessel breaks down you must call the 24hr rescue control centre on:
  - 0800 0718021 (freephone)
  - or our new LoCall telephone number: 0845 0068021
  - or landline: 01785 248793

RiverCanalRescue's trained staff will deal with your request quickly and efficiently.

- PLEASE HAVE THE FOLLOWING INFORMATION AVAILABLE WHEN YOU PHONE:
  - YOUR NAME AND MEMBERSHIP NUMBER. (Howbery Park Boat Club and 501649)
  - THE PHONE NUMBER (INCLUDING THE DIALLING CODE) YOU ARE CALLING FROM.
  - THE LOCATION OF THE BROKEN-DOWN VESSEL, INCLUDING NAME OF RIVER OR CANAL, LANDMARKS.
  - PLEASE STAY WITH YOUR VESSEL UNTIL A RESCUE VEHICLE ARRIVES.

**IF YOU ARE IN IMMEDIATE DANGER OF SINKING, OR IN A POSITION WHERE YOU ARE AT RISK OF PERSONAL INJURY, YOU MUST FIRST CALL THE EMERGENCY SERVICES TO YOUR AID. PHONE 999.**

- Breakdown and assistance charged at a flat rate of £40 per call out. The user will need to arrange to make this payment however, they will then be reimbursed by the Boat Club on production on a receipt.
- If RiverCanalRescue cannot repair the vessel repaired at the scene of the Breakdown, you should moor that boat in a safe place and check with the landowner's permission. Please pass on your contact details to the landowner as well as the Boat Club's contails (hpssaboatclub@gmail.com and +44 (0)1491 835381).
- On the next working day you should contact the Boat Club Secretary to committee.

# Howbery Park Boat Club

## Out of Hours Information

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This form must be completed if you will be on site after 7pm on a weekday or at any time at a weekend or Bank Holiday.

The information you provide (below) will be passed onto the Howbery Park Estates Office (01491 822495/822454) who will inform Kingdom Security Ltd of the arrangements.

### Activity Information

Name	
Email address	
Contact telephone number (preferably mobile)	
Club boats in use	
Date of use	
Approximate times of use	
Number of guests accompanying the HPSSA member	
Details of vehicles that will be coming on site	

### Arrival / Departure

When you are attending Howbery Park at weekends you are required to telephone and inform Kingdom Security Ltd of your arrival & departure. You can do this by contacting them on the numbers listed below.

N.B. This is important for both your safety & the security of the site.

Please report any suspicious circumstances to the security officer immediately.

Security is present on site 24 hours a day at weekends & Bank Holidays.

Kingdom Security Ltd on-site mobile tel. no: 07900 748420

Kingdom Security Ltd on-site reception tel. no: 01491 822400