



Middlewich Wharf, Canal Terrace, Middlewich, CW10 9BD

0330 043 0547

info@floating-holidays.co.uk

Boat Manual

Boat Name

LADY ISABELLA

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Welcome Aboard

Dear Guests

Thank you for choosing to take your narrowboat holiday with us at Floating Holidays. As a small family run business we appreciate that you have a wide selection of boating operators to choose from and are very grateful that you have chosen to stay on one of our boats.

We hope that you have a fabulous time during your holiday with us. Whether you are a first time narrowboater or a seasoned hand, all boats are different and during the handover we will have given you a briefing of the boat systems, procedures and how to navigate the canals.

There is a lot of information to take in during the handover, and this manual is intended as a reference guide for you during your stay should you wish to check on any particular item.

If you cannot find the answers to your question within these pages then please do not suffer in silence! Just give us a ring on 0330 043 0547 and we will do all we can to help either remotely or in person.

Prior to you boarding your boat, the vessel has been rigorously checked to ensure it is fully serviceable and replenished, to hopefully ensure that you can enjoy your holiday without the need for unscheduled stops or interruptions. You will need to top up the water tank during your stay as detailed during your handover.

Should you need to contact us during your stay you can reach us via the following methods:

Daytime Telephone: 0330 043 0547

Email: info@floating-holidays.co.uk

Emergency Telephone: 07901 588 364

You must return your boat to us between 0900 and 0930hrs in the morning on your departure day, failure to do so has an adverse effect on the next guests and shall result in a late fee of £50 per 30 mins late when returning, unless agreed with us in writing before hand.

Boat Specification:

Boat Details

Name	Lady Isabella
Index	525632
Hull Maker	Cauldon Boats / Brayzel Boats
Hull Style	Cruiser Stern
Category Classification	D
Length	15.24 metres // 50 feet
Beam	2.08 metres // 6 feet 9 inches
Draft	0.53 metre // 1 foot 9 inches
Air Draft (Minimum Height Clearance)	1.6 metres // 5 feet 3 inches
Weight	12,500 kgs
Designed Max Load	625 kgs
Max Persons Aboard For Cruising	4
Max Persons Aboard Overnight Stays	2

Systems

Engine	Beta 38	Kubota V1505
Gear Box	PRM	150
Stern Gear	Prop Shaft	Trad Stern Gland
Propeller / Shaft	16 inches x 19 inches RH	1 inches Stainless Steel
Stern Tube Packing	Graphite Rope Packing	Greaser Plunger
Diesel Fuel Capacity	200 litres	
Fresh Water Capacity	600 litres	Stainless Steel Tank
Black Tank Capacity	320 litre tank per toilet	
LPG Capacity	3 or 4 Cylinders	Located at bow
Inverter	Victron	Multiplus Inverter 1200 Watts
Heating	Alde 3020	LPG (Propane)
Cooker	Thetford	
Hob	Thetford	
Toilet	Sealand Traveler	511
Fridge	12 volt DC	Shoreline / Inlander style
Shower & Hot Water	Calorifier	Warmed by engine or heating
Water Pump	Jabsco Par Max 2.9	Under Bow Cabin Bed
Shower Pump	Whale Gulper	Panel nr shower
Bilge Pump	Rule Mate	500lpm
Starter Battery	1 Leoch SFL 130DT	
Domestic Batteries	4 x Leoch SFL 130DT	
Alternators	Lucas 55amp 12v starter	Lucas 75amp 12v domestic

Boat layout

This is the internal layout of your boat. Other terms you may hear referred to are:

Stern: the back of the boat

Helm: driving position

Starboard: right side of boat when looking from back to front

Port: left side of boat when looking from back to front

Bow: the front of the boat

Gunwales ("Gunnels"): the side of the boat where there is a small shelf

Tiller: the handle attached to the rudder used for steering

Morse: throttle

Basic boat operations

Starting & stopping the engine

Insert the ignition key into the control panel turn anti clock wise one click to the spring loaded "HEAT" position.

After approx. 5 seconds allow the key to return clockwise to the "OFF" position and then turn clock wise two clicks to "START" and hold till the engine fires. Once the engine is running then allow the key to return to the "RUN" position which is around "1 o'clock"

Whilst the engine is on the key must remain in the "RUN" position and must remain in this position whilst the engine is running.

Should the key be turned to "OFF" before the engine is stopped, then the engine will still run but the batteries will not be charging and you could cause damage to the boat systems!

To turn the engine off then with the key in the "RUN" position, press and hold the "STOP" button until the engine ceases to run, then move the key to the "OFF" position and remove the key.



Morse , tiller & tiller arc

The morse is the throttle and gear control lever at the helm position. Moving the morse forwards will engage forward gear and increase the engine speed. Moving the morse backwards will engage reverse gear and increase the engine speed. Should you wish to move from forward to reverse gears you must pause in between for 3 to 5 seconds to

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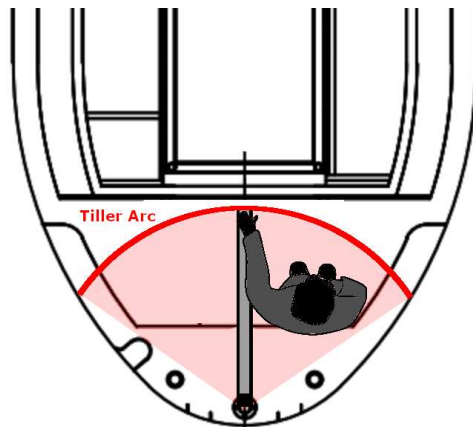
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allow the moving parts to stop moving in their current direction before adding in the opposite input into the morse control.

The tiller is the arm that is attached to the rudder and is used for steering the vessel. You must be in forward gear to get best steering control effects. Where you point the tiller arm is where the stern of the boat will head towards. The bow of the boat will generally move in the opposite direction as the boat pivots around the centre of the vessel from stern to stem (front to back)

The tiller moves in an arc and it is important to stay out of the tiller swing when underway, else if the rudder hits an underwater object the tiller arm can swing with force into persons standing in the way causing potential injury. Also other crew or the helmsman in the tiller arc will impede the ability to move the tiller to a desired location for steering.



Heating domestic water

The hot water is generated on board the boat by running either the central heating system or the engine. After around 30 minutes there will be adequate hot water for domestic functions.

Central Heating

Alde 3020 - LPG Boiler

The heating for this boat is an LPG system which requires propane gas from the cylinders on board to heat the radiator fluid and power from the batteries to work the pump to circulate the heated radiator fluid around the vessel.

Turn the system on by using the control panel located behind a white plastic door in the wardrobe of the front bedroom. Press the "POWER" button on the bottom left of the display and then set the desired temperature on the touch screen display.

To turn the heating off press the “POWER” switch in the wardrobe again and the display will shutdown as will the heating system.

Trouble shooting: If you are struggling to get the heating warm then check the following

- 1) have you run out of or low on gas? - turn on another gas cylinder.
- 2) Are you low on power? - Run the engine to charge the batteries.

Cooker & hob

The cooker, grill and hob are powered by LPG Gas. To light press the relevant knob down and turn to the desired setting. There is a small button at the front and central position on the hob which controls the sparker to light the hob, if lighting the oven or grill there is a separate ignitor spark button. Should these not work to light the appliance then light with the long lighter provided (should your long lighter run out of gas, these are refillable with butane alternatively there will occasionally be some matches in the cutlery drawer). Hold the knob down for 5 seconds before releasing so that the unit can register that the flame is active. When running the grill it is essential to leave the door open. If you close the door to the grill then the flame will either extinguish or the unit will suffer serious damage.

12v power circuit

The majority of the boat systems where possible are run directly from the batteries on a 12 volt power supply (water pumps, lights, TV etc). There is a circuit breaker board with resettable fuses on the cupboard over the kitchen worktop at the port stern area and also on the exterior of the wardrobe in the front cabin. This is also the easiest way to turn off specific systems easily in one central location should you need to do so. E.g. if you run out of water to turn the water pump off. To reset any system that trips turn the button to the off position and then press back in the round black circle beneath it. You can then turn the system back on. If this doesn't work then give us a ring for further instructions.

240v Mains power circuit

The 240v “mains power” is provided by an inverter which transforms the 12 volt batteries on board into 240v power at the sockets.

The inverter on board this boat is **1200Watts MAX**, Should you try to run appliances which individually or combined exceed this amount of power draw, then the inverter will either trip out or other boat electrical systems can be damaged causing faults that will become a problem for your holiday, potentially requiring an engineer call out to fix.

If you are just charging phones, tablets and laptops this shouldn't prove an issue.

The most likely appliances that could cause problems with the inverter and electrical systems are high powered appliances, these usually have a heating element of sorts

such as hair dryers, coffee machines, straighteners etc. If you are unsure then check the power draw on the appliance label.

Should the inverter drain the batteries or trip out then turn the black button in to the central position which is “off” then run the engine for an hour before turning the button to the “forward” position which is “on”. You should then have 1 green light illuminated which indicates the system is operating correctly. The button is located under the lights at the front middle bottom underneath of the unit.



Refilling with water

To refill the water on board the boat you will need to pull up and moor at a water point. The filling cap on the boat is located on the port (left) gunnel towards the front of the boat and there is a hose in the bow locker.

You will need to remember that you need to fill up until the tank is full. The water comes out of the internal taps as quickly as the tap you fill the tank with. So if you stop on a

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water point for 5 minutes, then do not expect a 20 minute shower! If you think that the tank is full after a short period of only 5 to 15 minutes then it has possibly air locked and will need to clear the air lock and continue filling the tank by either putting the hose further into the boat or by turning the tap on and off a few times at the filling point. If you experience any issues with this then please get in touch with us.

Shower

BEFORE having a shower you will need to turn on the pump that removes the water from the shower tray. To do so outside the shower there is a black button on the side of the bathroom vanity unit. Turning this button on will cause an intermittent sucking noise. You can then proceed to have a shower and after you finish and all the water has been removed from the shower tray then turn this button back off.

Toilet

The toilet on the boat is a drop through pump out. These toilets should not smell when operating correctly. Should you have any issues please bring this to our attention promptly.

To operate the flush of the toilet you need to depress the foot pedal until the material enters into the tank. Then let go of the pedal. Before walking away ensure the flushing action has finished and that water stops entering the toilet bowl.

Each toilet has an isolation switch for the flushing water. Should you find the foot pedal is jammed or stuck in the open position then please close the isolation valve or if that cannot be located then turn off the water pump at the 12v control panel and call us for assistance.

REMEMBER THE RULE OF THE 4 "P'S" OF WHAT IS PERMITTED TO BE FLUSHED INTO THE TOILET.

ONLY: PEE, POO, PAPER & PUKE!

Running out of LPG gas

Turn off the empty cylinder (lightest one) and turn on spare full cylinder (heavy one) using the brass coloured valve dial on the top of the cylinder.

Ventilation

For your comfort and safety ventilation is very important and the boat has been designed with this in mind. Please do not cover any roof, door or other ventilation as this can cause a dangerous environment for persons inside the boat and will also cause a build up of condensation which can cause the occupants to feel cold and damage the internal wood work of the vessel.

Consider opening the window hoppers to permit additional fresh air to flow throughout the boat.

Daily maintenance checks / tasks

At the end of each day you will need to pump out the engine bay bilge. To do this hold down the “bilge pump” button near the control panel until the water has stopped coming out the boat at the side towards the rear. Afterwards add grease via the stern gland greaser by turning clockwise to push additional grease into the stern gland. This will lubricate the gland for the next day’s cruising and provide a water tight seal overnight.

IT IS THE SKIPPERS RESPONSIBILITY TO MONITOR AND MANAGE WATER INGRESS AT THE STERN GLAND. IF THERE IS ANY CAUSE FOR CONCERN THEN YOU MUST CONTACT US IMMEDIATELY.

The boat has been thoroughly checked prior to your arrival. Any daily checks that you are required to complete will be detailed in your handover. For further assistance please get in touch with us. Please **DO NOT ATTEMPT ENGINE OR OTHER MAINTENANCE WHILST ON THE BOAT WITHOUT CONSULTING WITH US FIRST.**

Troubleshooting tips

Is the toilet tank full?

The toilet should be adequate for 1 to 2 weeks of normal use for the compliment of your crew. Should you feel think that the toilet is full then it is often a “poo pyramid” below the drop of the drop through. The easiest way to solve this is to hold the pedal down with a foot and jiggle either a mooring peg or sticky thing into the opening to clear any blockage. If you still have an issue then it will require pumping out.

The water pump keeps making a noise!

You have likely ran out of water - in which case turn the “water pump” off at the 12volt fuse board to avoid burning out the pump. Refill the tank with water and then turn on the pump again. After refilling and turning the pump on you will need to run water through the taps to purge any air in the system, this includes all sinks, showers and the toilet flush.

If you still have water from the system then it is likely that you have a slightly open tap or shower somewhere in the boat which is dripping in to the bowl, drain and then the water pump is periodically repressuring the system.

No central heating

The most common causes of this issue are either low gas / diesel (depending on fuel source of central heating - see above) or low batteries. Run the engine and check fuel supply level. Should problems persist then get in touch with us for further help.

The engine has stalled / the boat won’t move

See the section below titled “propellor fouled” - for further help please get in touch with us.

Boating Rules

Please read thoroughly the boaters handbook (included at the appendix of this manual) and or watch the boaters handbook video (www.floating-holidays.co.uk/boaters-handbook/), but be extra focused on the following pointers.

- No cruising after dark (dawn to dusk only).
- Max Speed - 4 mph i.e. a brisk walking pace.
- When passing other moored boats do so at minimum speed (the slowest speed possible) and slow down in advance of moored boats.
- Stay clear of the cill or other obstacles when using locks.
- Do not create a breaking wake.
- Do not moor at a lock or bridge landing, winding hole (turning point), water point or other “facility” unless needed or for any longer than needed to use that facility.
- Follow signs and instructions regards mooring restrictions or other matters.
- Leave no rubbish behind and pick up after pets.
- Skipper and First Mate must be sober when operating the vessel (cruising).
- Be courteous and polite to other users of the waterways.
- Follow all instructions of our staff and the navigation authority.

Failure to follow or multiple breaches of these rules or standards of safe navigation may result in the termination of your holiday and additional costs to you for the recovery of the vessel.

Emergencies & safety equipment

Safety equipment

Your boat is equipped with:

1 x lifebuoy ring

3 x dry powder fire extinguishers

1 x fire blanket

1 x basic first aid kit

1 x smoke alarm

1 x carbon monoxide alarm

Life jackets as required / requested (mandatory 1 for each child or non-swimmer)

Equipment	Location	Operation
Life Buoy	Stern of boat on roof	Throw to casualty
Buoyancy Aids / Life Jackets	As issued during handover	Either auto deploys, or pull red handle to inflate
Boat Pole & Bill Hook	On roof	As required with care. Boat pole can be used to "punt" boat if grounded or to turn for example
Fire Extinguisher	Saloon, galley & fore cabin	Remove pin, aim at base of fire, squeeze handle, release to stop
Fire Blanket	Galley	Pull tabs to remove from holder and place over fire to smother flames.
First Aid Kit	Cupboard at TV	As required - please let us know if you have used any items so that we may replace them
Boat Manual	Here in front of you, maybe in your hands!	Read the words with your eye holes and consider the messages with your brain.

Shut off valves and isolation switches

In some instances it maybe desirable to shut down boat systems in a controlled way to isolate a particular issue. These are the main shut off valves and isolation switches, their locations and operations:

Service	Location	Operation
Batteries	Under the stern deck boards on starboard and port sides	Lift deck boards and rotate red handle switches / key to off and remove keys
Fuel	Under stern deck boards on starboard rear hull wall	Rotate handle 90 degrees so that it is at right angles with the supply pipeline
Engine	STOP button on control panel	Push button
Water	12v water pump or wheel valve under bed	Switch pump off or turn red wheel valve under bow cabin bed fully clockwise
240v "mains" power	RCD Breaker in cupboard above at rear steps	Switch to off position (down)
LPG Gas	Emergency control valve (ECV) after regulator (yellow colour) or wheel valve on each cylinder	Turn ECV 90degrees or close wheel valve on any open cylinders to the closed position (fully)

Emergency procedures

It is very unlikely that you will encounter an emergency during your stay, however should you do so it is important to know how to handle the matter. The below may give you some guidance on what to do in particular circumstances. This list is by no means exhaustive and safety is always paramount. Please ensure that you approach any situation calmly with due thought given to the affects that any action may have to avoid potentially making a situation worse. Prevention is often better than cure, which is why during your briefing we will have stressed certain matters to bring your attention to them (for example not permitting ropes to drag in the water in case they entangle the propellor or to leave trip hazards on the deck to avoid trips resulting in a man overboard situation).

Man Overboard

If someone should fall in the water:

DO:

- ✓ Raise the alarm by shouting “MAN OVERBOARD”.
- ✓ Ensure the boat is not in gear - return the throttle to the 12 o'clock position or “neutral”. The biggest danger to someone in the water is being badly hurt by a fast spinning propeller or dragged to the propeller by the water that it is moving!
- ✓ Throw the life buoy to the casualty
- ✓ Stop the boat and moor up securely
- ✓ Throw lines or use poles to aid recovery of casualty
- ✓ Once recovered have the casualty take a shower and change clothes immediately to reduce risk of deadly waterborne infectious diseases
- ✓ Administer first aid as necessary

DO NOT:

- × Enter the water yourself to recover casualty
- × Drive rear / stern of boat towards casualty - you will seriously hurt them with the propeller
- × Allow casualty to be un-monitored or alone for at least 2 hours after the incident
- × Permit the casualty to drink alcohol

LPG Gas Escape

If you suspect that there is an LPG gas leak aboard the boat:

DO:

- ✓ Isolate the gas supply at the Emergency Control Valve or Cylinder Valve.
- ✓ Turn off the engine, cooker, hob, grill, heating or any appliance which has a pilot light.

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- ✓ Moor up, open all windows & doors, then ensure all crew disembark the boat.
- ✓ Call our emergency number for further assistance only once you are off the boat and clear of the hazard.

DO NOT:

- × Use any gas or electrical appliance.
- × Use any electrical switch (even to turn it to the off position).
- × Smoke or light any flame.
- × Use a mobile phone whilst in, on or next to the boat.
- × Attempt to fix or repair the issue yourself.

These procedures can in the main be equally applied to a carbon monoxide alarm being set off, ventilate the boat and evacuate the boat, then call us for further assistance.

Lock Emergency

Some of the below items can be taken as good practice for general lock operation. Please ensure you read the boaters handbook sections of this guide with regards to how to operate a lock properly and avoid an issue. However if you do become stuck or cilled then:

DO:

- ✓ In the event of an emergency **IMMEDIATELY CLOSE ALL LOCK PADDLES**
- ✓ Assess the situation and what has gone wrong. Attempt to carefully reverse the scenario to refloat / release the boat.
- ✓ Always ensure that there is crew at the lock paddles being operated as well as at the helm position at all times during the locking process.
- ✓ Have children and pets under control at all times.
- ✓ Always pay attention when locking, do not be distracted, e.g. being engrossed in a phone call rather than paying attention to what is happening.
- ✓ Be in control at all times.
- ✓ Operate paddles slowly and with care to ensure you are always in control of the boat in the lock.
- ✓ Ensure that all crew are accounted for and are unharmed.
- ✓ Report all issues with locking to us when it is safe to do so straight away, in order that we can check the vessel is still sound and safe to operate as well as to enable us to assist you where possible.

DO NOT:

- × Enter the lock in person or put yourself or the crew at risk.
- × Try and pull or push the boat in the lock manually if it is stuck.
- × Allow passers by or other boaters to make decisions about how to proceed with solving the problem if you do not agree or are not sure about things. You are responsible for your crew and vessel.

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Propeller Fouled

The most common items to get fouled in the propeller are debris or rubbish in the canal, or your own mooring line. Best practice for prevention of these are to go slowly as using more throttle drags the back of the boat deeper in the water and therefore more likely to pick up debris. Also good management of your mooring lines and ensuring they cannot fall in the water or near the propeller to start with will avoid these issues. If you do end up with a fouled propeller though you should:

DO:

- ✓ Moor up safely and turn off the engine and remove the key.
- ✓ Remove the clamp and lid from the weedhatch located under the stern deck boards at the rear most part of the boat.
- ✓ Untangle / remove any debris, rubbish or ropes from the propeller, ensuring to be careful of any sharp items such as chicken wire or fishing hooks.
- ✓ Fully and firmly replace the lid and ensure the clamp is secured fully.
- ✓ Start the engine and whilst moored test that the boat goes into forward and reverse gear.
- ✓ Whilst in reverse gear, make observations of the weed hatch in order to look for any water ingress through the lid seal.
- ✓ If any water comes in through the lid seal, then reseal and reclamp (with engine off!) and repeat the observation test in reverse.
- ✓ If water continues to come in through the lid seal **DO NOT** drive the boat, call us immediately for further assistance and instructions.
- ✓ If the observation test shows no water ingress continue on your cruise.

DO NOT:

- × Try and clear the propeller by entering the water.
- × Try and clear the propeller whilst the engine is running.
- × Drive the boat whilst water is coming in through the weed hatch lid.

Incident & Accident Reporting

In the unlikely and unfortunate event of you experiencing a boating accident or incident it must be reported to us promptly in order to enable us to comply with legal & insurers requirements of recording reporting incidents in a timely manner to the relevant authority or insurer within 24 hours of an incident occurring.

This is especially important in cases that involve a fatality, injury requiring hospitalization, serious damage to ours or any other vessel or any incident involving other craft or members of the public.

The hirer and skipper are responsible for the vessel's safe navigation and return, as well as the safety of their crew. In the event of any incident or damage to the boat, other craft, waterway property or any injury the hirer and skipper must ensure that:

- They obtain a full record of the names, registration numbers of craft and addresses of all persons or vessels involved.
- Notify us by telephone immediately with the full details of the accident or incident and the damage or injuries that have occurred.
- Record full information about the incident, what happened where, when and with who.
- Take photographs or draw a diagram to aid memory or substantiate a particular narrative.
- Under no circumstances admit fault or liability to any person.
- Not carry out or have carried out by others any repairs to the boat without the consent of the company.
- Obtain and follow all company instructions.
- Should the hire end for whatever reason due to an incident the company will owe no liability to the hirer due to an early termination.

The hirer and skipper remain responsible in full for any acts of negligence or deliberate damage to the vessel. The vessel is under the company's fleet policy and the hirer shall be liable for the excess as notified in the hire agreement from time to time. In the event that the company's insurance cover is prejudiced or invalidated by any failure of the hirer or skipper to comply with the provisions of this section the hirer and or skipper shall indemnify the company in respect of all liability arising via claims, loss, damage or other expenses incurred. An accident / incident reporting form is included in the appendix of this manual.

Damage, Breakdown or Repair

We expect you to take reasonable care of the boat, its equipment and contents, and shall return them at the end of the holiday in accordance with the company's instructions and in a clean and tidy condition. Should you experience an issue whilst on your holiday we are always on hand to offer assistance. In all events however the hirer shall;

- Carry out the daily maintenance tasks, as instructed at the start of the holiday during the handover induction.
- Notify the company in the event of any breakdown, damage, theft or loss and shall provide full details in order to comply with the company's instructions
- Must not undertake or have undertaken any repairs, adjustment or service without the company's prior written approval. Any repairs or replacements by the hirer without the company's approval shall not be accepted and in all circumstances shall not be reimbursed.
- Be responsible for getting the boat off of mud banks or other grounding and for removal of weeds, rope or other matter from propellers.
- Notify the company if any of these operations cannot be carried out without risk of accident or damage.

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- **Have no claim on the company as a result of breakdown or failures of the boat and its equipment, or for any delays caused by repairs to the boat.**
- **Comply with the company's instructions at all times; otherwise the hirer shall be liable for any and all loss or damage incurred.**

Appendix

Landlord Gas Safety Certificate

Navigation Authority License

Vessel Insurance

Summary of Operative Liability Covers

Name of Insured	Floating Projects Ltd t/as Floating Holidays and Middlewich Wharf
Address of Insured	Canal Wharf Middlewich CW10 9BD
Policy Number	MT03648
Period of Insurance	From 12/04/2023 to 11/04/2024
Date of Issue	13/04/2023

The sections shown below are operative under this policy with the Limit not exceeding the value stated (any one claim or any period in respect of Products Liability)

<u>SECTION</u>	<u>LIMIT OF INDEMNITY</u>
Employers Liability	£10,000,000
Public & Products Liability	£10,000,000
Heat Work Away	NOT INSURED
Exports to North America/Canada	NOT INSURED
Ship Repairers Liability	NOT INSURED
Excess Layer Liability	NOT INSURED

This is a summary of cover only and does not form part of the insurance documentation or contract we have issued. Refer to the Policy Schedule and Policy Wording for full details

Administered by: Marine & Leisure @ Geo Specialty. Marine & Leisure @ Geo Specialty, a trading name of Geo Underwriting Services Limited, are the administrators of Your Policy on behalf of Your Insurers. Geo Underwriting Services Limited are authorised & regulated by the Financial Conduct Authority, No: 308400. Registered in England & Wales, No: 4070987.
Registered Office: 2 Mincing Lane, London, EC3R 7PD.

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Accident / Incident Reporting Form.

DO:

- ✓ **Moor up safely and turn off the engine and remove the key.**
- ✓ **Ensure all persons on board are safe and accounted for.**
- ✓ **Render first aid as needed and call Emergency Services if necessary (999)**
- ✓ **Call us for assistance on 0330 043 0547 or 07901 588 364**
- ✓ **Obtain names and contact details for other parties and witnesses**
- ✓ **Record details of other vessels involved including index numbers and descriptions of boats (colour, size, style etc)**
- ✓ **Write down details of the incident as fully as possible and as soon as possible.**
- ✓ **Follow any instructions that we provide you with from the company.**
- ✓ **Take photographs or draw a diagram to explain the situation or aid describing the narrative at a later date.**
- ✓ **Obtain any insurer details for other parties.**
- ✓ **Remain calm and try to work through the situation without trying to attribute blame or fault with other party. Recording what has happened will enable any such matters to be worked out at a later date.**

DO NOT:

- × **Admit fault, wrong doing or liability.**
- × **Attempt to carry out repairs or permit others to do so.**
- × **Engage in confrontation or with anyone that is being aggressive.**
- × **Put yourself at any additional unnecessary risk.**
- × **Panic or worry, this will only make matters worse.**

There are additional blank pages at the end of the report for any extra information or if you need more room to write out sections than in the form.

Accident / Incident Reporting Form

Boat Name: _____

Hirer Name: _____

Contact Number: _____

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

1. Details of Incident

Describe what happened:

Any injuries sustained?

Yes **No**

If yes, describe:

Damage to property (boat or otherwise)?

Yes **No**

If yes, describe:

3. Diagram of the Incident

**Please use the space below to sketch a diagram of the incident:
[Space for drawing diagram]**

5. Follow-up Actions Taken

Actions to secure the situation (e.g., first aid, securing the boat):

Instructions from the company received:

Any additional notes:

Hirer Signature: _____

Date & Time: _____

Skipper Signature: _____

Date & Time: _____

Additional Report Page #:

Additional Report Page #:

Additional Report Page #:

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Boaters Handbook

Inventory

Crockery			Cookware	
Bowls	4		Baking Tray	1
Dinner plates	4		Cafetiere	1
Egg cups	4		Casserole dish	1
Mugs	4		Chopping board	2
Side plates	4		Colander	1
			Frying pan	1
Cutlery			Garlic press	1
Chopping knives	4		Grill pan	1
Dessert spoons	7		Kettle	1
Forks	5		Pizza slicer	1
Knives	6		Plastic bowl - large	1
Teaspoons	6		Roasting tray	1
			Saucepan - large	1
Utensils			Saucepan - medium	1
Bottle opener	1		Saucepan - small	1
Grater	1			
Ladle	1		Appliances	
			Fridge (freezer compartment)	
Lighters	2		Grill	
Measuring spoons	1		Hob	
Peeler	1		Microwave	
Potato Masher	1		Oven	
Scissors	1			