

Mary Sunley Canal Boat Trust

(Registered Charity No 1044980)

Invoice & Booking Form

Name of Organisation:-

Name of Contact:

Address:

Telephone No:

Email address:

	Date of Trip	Start & End Times	Person in Charge of trip and contact number	Standard Trip Cost @ £99	Extra Hours @ £25	Trip Code ¹	Total
1							
2							
3							
4							
5							
Total Cost of Trips							

Payment of £99.00 required at least 30 days prior to trip date.

I have read and accept the terms and conditions below.

Signed

Date

Payment can be made by cheque to address below or by BACS transfer to:

The Mary Sunley Canal Boat Trust Sort Code: 08-92-99

Account No: 65489899

Use your organisation name/date of trip as your BACS reference below to enable us to identify payments.

BACS Reference:-

Please return the completed form to: The Booking Secretary, Mary Sunley Canal Boat,

2 Petrel Avenue, Poynton, Stockport, Cheshire, SK12 1XH or e-mail: bookings@marysunley.co.uk

¹ If the trip is being paid for by a third party they will have been issued with a code. Please enter this here and name the 3rd party below.

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Information for Bookings, Payment and Trips

For help completing this form please leave a message on telephone 0161 818 2200 or e-mail bookings@marysunley.co.uk

General Information

1. The maximum number of passengers is 12, inclusive of carers and the maximum number of wheelchairs is 4. (We are unable to accommodate electric wheelchairs or mobility scooters).
2. A standard trip lasts 4 hours, starting at 11.00 and finishing at 15.00. Longer trips and different start times can be arranged if required.
3. Trips start at Lord Vernon's Wharf, Lyme Road, Higher Poynton, Cheshire, SK12 1TH. There is a big car park right next to the boat.
4. The Mary Sunley Canal Boat Charity is responsible for the provision of the boat and crew. The client is responsible for transport arrangements to and from our mooring as well as the care (including refreshments) and conduct of the passengers during the trip.
5. Our insurance only covers damage to the boat and to third parties. We shall not be liable for injury to any passenger whilst travelling on, embarking on or disembarking from our boat or for loss of or damage to personal belongings unless such injury or loss arises due to our own negligence or that of any of our volunteers.

Fees and Bookings

1. The standard trip costs £99.00. Each additional hour booked costs £25.
2. If 4 trips are booked, a 5th trip will be offered at no extra charge.
3. A booking will only be confirmed on receipt of a completed booking form (above) and payment of the appropriate fee or deposit.
4. Please ensure you provide details of the person who will be in charge of the trip on the day as it is normal for the skipper to contact this person a few days before the trip to make final arrangements.
5. To enable efficient allocation of the crew we would prefer bookings to be made at least 2 months before the trip. A payment of £99.00 is required to confirm the booking at least 30 days before the trip date.
6. We can accept bookings at shorter notice by telephone arrangement and the full fee must be paid.
7. In the event of cancellation by the Client the deposit is non-refundable. Cancellation by the Client, less than 10 days before a trip will result in a 100% cancellation charge.
8. On rare occasions it may be necessary for us to cancel a booking due to circumstances beyond our control (eg. serviceability of the boat, lack of crew or extreme weather conditions). We will always give as much notice as possible of any such cancellation and in that event will do our utmost to offer a suitable alternative arrangement. If no suitable alternative can be agreed then any monies paid by the Client shall be fully refunded.

Payment

1. The preferred payment method is by BACS transfer to our account:

Bank: Co-Operative Bank
Account Name: The Mary Sunley Canal Boat
Sort Code: 08-92-99
Account No: 65489899

Please include your organisation name or date of trip as your reference to enable us to identify payments.

2. Payment can be made by cheque made out to **“The Mary Sunley Canal Boat”** and sent to:

The Booking Secretary
Mary Sunley Canal Boat
2 Petrel Avenue
Poynton
Stockport
Cheshire
SK12 1XH

3. Cash payment can be made over the counter at any branch of the Co-Operative Bank using the account details above.
4. Some trips are paid for by charitable organisations such as Rotary or Lions Clubs. These organisations will have been issued with a trip code number which you should enter on the booking form.

Responsibilities during the Trip

1. The Skipper is in overall command throughout the trip. Passengers must comply with any instructions that the Skipper may give them relating to the operation and safety of the boat.
2. The leader of the passenger group shall make themselves known to the Skipper on arrival at the boat. This individual shall be responsible for the conduct and welfare of the passengers in their group throughout the duration of the trip.
3. If the Client arrives later than the agreed departure time it may be necessary to shorten or cancel the trip and any such decision shall be at the sole discretion of the Skipper.
4. The Skipper will brief the passengers about the trip, the facilities available on the boat, hazards during a normal trip and what to do in the case of emergency.
5. In extreme circumstances such as bad weather or inappropriate behaviour of the passengers the Skipper may, in consultation with the Trip Leader, curtail the trip.
6. No drugs other than prescribed medicinal drugs are permitted on board. Smoking is not allowed in the cabin. We do not normally permit alcohol on board, however, if the client wishes to celebrate a special occasion with alcohol please discuss this with the Skipper before the trip.
7. Guide or assistance dogs are welcome on board. We do not normally allow other dogs on board, however, if you wish to bring a well behaved dog on board please discuss this with the Skipper before the trip.
8. The client is responsible for the removal and disposal of all waste at the end of the trip.
9. The cost of any loss or damage to fixtures & fittings or other on board equipment by passengers will be charged to the Client.