

Mary Sunley Canal Boat Trust (Registered Charity No 1177356.)

Telephone: 0161 818 2200

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@ £120	Extra Hours @£30ph	Total
1						
2						
3						
4						
5						
Total cost of Trips						

**Payment must be made at least 30 days prior to trip date. Please indicate payment method:-**

Cheque       BACS Transfer       Paid online when booked   
Other  eg. Sponsored trip – Indicate name of Sponsor as the BACS reference

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

**Account Name - The Mary Sunley Canal Boat Trust - Sort Code: 08-92-99 - Account No: 65854754**

**Indicate date of trip as your BACS / Cheque reference below to enable us to identify payments.**

BACS / Cheque / Sponsor Reference:

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Please return By Post to: The Booking Secretary, Mary Sunley Canal Boat, Brooklet Cottage, Shrigley Rd, Poynton, Cheshire, SK12 1TF

or by Email to: [bookings@marysunley.co.uk](mailto:bookings@marysunley.co.uk)

I do **not** want to receive a brochure from you.

**I have read and accept the terms and conditions below.**

Signed

Date

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Mary Sunley Canal Boat Trust (Registered Charity No 1177356.)

Telephone: 0161 818 2200

## Terms and Conditions and Useful Information

**Thank you for booking with Mary Sunley 2.**

**We ask you to retain these details and act upon them in relation to your forthcoming visit.**

**Please also read and note our Covid-Safe cruising document**

### **Trip Definition**

A standard trip lasts 4 hours, normally starting at 11am and finishing around 3pm. Longer trips and different start times can be arranged if required. Should the group arrive 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. On rare occasions it may be necessary to cancel a booking due to circumstances beyond our control (for example 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 will be refunded.

### **Number of Passengers**

Mary Sunley 2 is licensed to carry a maximum of 12 passengers at any one time, including carers, with no more than 4 persons requiring use of wheelchairs. Wheelchairs should be not more than 28 inches wide; electric wheelchairs can be accommodated by prior arrangement.

### **Fees and Bookings**

The standard trip costs £120.00. Each additional hour booked costs £30.

If 4 trips are booked, a 5<sup>th</sup> trip will be offered at no extra charge.

A booking will only be confirmed on receipt of a completed booking form (above) and payment of the appropriate fee at least 30 days before the trip date.

**Cancellation by the client less than 10 days before a trip will result in a 100% cancellation charge.**

We accept bookings at shorter notice by telephone arrangement and the full fee must be paid.

Mary Sunley will retain your contact details unless you opt out below. They will be used to send you a brochure at the start of each season. They will not be shared with any third party.

### **Smoking Policy and Removal of Waste**

The client is responsible for the removal and disposal of all waste at the end of the trip. Smoking is not permitted in the cabin of the boat.

### **Personal Belongings**

The Trust is not responsible for any personal belongings brought on to the trip and these are the responsibility of the individuals concerned. In the event of anything being lost the crew will do their best to find them, but responsibility for the property remains with the individual. Any special personal equipment, toiletries, or prescribed medicinal drugs should be brought on the trip to use as required. No other drugs or alcohol will normally be allowed on board. Should any client wish to celebrate a special occasion with alcohol, please discuss this with the Skipper before your trip. You should bring warm clothing if you want to sit out on the forward deck.

Mary Sunley will retain your contact details unless you opt out below. They will be used to send you a brochure at the start of each season. They will not be shared with any third party.

### **In case of an emergency**

The Skipper is in overall command throughout the trip, and passengers must comply with any instructions that the Skipper may give them in relation to the operation and safety of the boat. It should be noted there are certain rules that must be followed to ensure a safe and enjoyable experience. In the event of an accident, all passengers must remain calm and if possible remain seated and follow the instructions given by the crew.

### **Trust and Skipper Responsibilities**

- Up to 72 hours before your cruise, your Skipper for the trip will telephone the organisation/group leader to exchange mobile telephone numbers, iron out any last-minute issues, or answer any questions you may have. This is to ensure you know where to come, the timings involved, and establish the number of guests/wheelchairs we can expect and clarify any other issues you may have. You can access our web site at any time for further information.
- The Skipper and crew are available to advise on the boat's facilities but are not insured to give personal assistance to individual passengers.
- Prior to departure of the boat, the Skipper will brief the passengers about the trip, the facilities available, hazards during a normal trip and what to do in the event of an emergency. The Trust will so far as reasonably practical, ensure that the passengers are not exposed to risks to their health and safety, whilst boarding, disembarking, or on-board Mary Sunley 2.
- In extreme circumstances such as bad weather or inappropriate behaviour of a passenger, the Skipper may in consultation with the group leader curtail the trip

### **Your Responsibilities**

- It is a requirement of The Trust that any organisation who has booked, or has had a trip booked on their behalf, undertakes an individual safety action plan (including where appropriate the use of wheelchairs or other aids) for **ALL** passengers including persons with any mobility issues or persons who could be considered frail or infirm. It is also a requirement that suitable footwear should be worn whilst accessing or whilst being on the boat. Specific care should be taken regarding the use of the ramp which can at times be quite steep.
- 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.
- The leader of the passenger group shall make themselves known to the Skipper on arrival at the boat. This individual is responsible for the conduct and welfare of all the passengers in their group throughout the whole duration of their visit. If any person with disabilities needs assistance or support of any kind, they must be accompanied by carer(s).
- Passengers guided by the group leaders/carers are expected to take reasonable care to avoid injury to themselves and to others and to co-operate with the Trust in meeting these requirements.
- Passengers must not interfere with or misuse anything provided for their welfare or health and safety. The cost of any loss or damage to fixtures, fittings or other on-board equipment will be charged to the client

# Frequently Asked Questions

**How do we access the boat?** - From the towpath, the boat is accessible to all including the elderly, and people with special needs. Access is via a narrow ramp to the front deck of the boat. This ramp is fitted with non-slip strips and the front decking with a non-slip coating. Because the boat is afloat, and the water levels change, **the ramp can at times be quite steep**. This should be borne in mind for anyone attempting to access or disembark the boat who has mobility issues of any kind. From the deck there is the option of stairs or a crew operated electric lift to take people into the main cabin.

**Is there a Car Park?** - There is car parking at the upper section of Nelson Pit Car Park, Lyme Road, SK12 1TH adjoining our moorings which are accessible via a tarmac path to a wheelchair accessible gate or by steps. The lower car park has a barrier to prevent access by high sided vehicles –should you have a vehicle that requires the barrier to be opened, please advise the Skipper when he contacts you by telephone just before your cruise is due to take place. A “Pay” system is operated in the car park, however parking permits are available from the boat for Mary Sunley Groups. Please ensure these are returned at the end of your trip.

**Is there a Kitchen/Galley on the boat?** – There is a galley that has a sink, microwave cooker, small refrigerator and waste bin. A water boiler provides for hot drinks. Please take extra care when using as the water is extremely hot.

**What facilities are there for refreshments?** – Groups can bring their own picnic meals and drinks and use the galley to prepare them. It is advisable to bring cool boxes for keeping items cool during the summer months. Tea and coffee can be prepared on board although milk sugar etc will have to be brought as the boat does not carry food or drink other than water. In addition groups should bring their own tea towels. The tables in the main cabin are of the drop down type with spring loaded catches. They must be operated by a crew member to avoid injury to your fingers on the mechanism.

**Can we get hot food en route?** – We can stop for Fish & Chips or for you to purchase sandwiches if required (not Sundays). Food arrangements are the responsibility of the group organisers or carers. Persons obtaining the Fish & Chips etc should exit/re-enter the boat at the stern under the supervision of the crew. By arrangement when booking the trip, the boat can if required stop along the canal to enable passengers to visit local pubs or restaurants for a meal etc.

**Is there a toilet on board?** – The toilet is wheelchair accessible with ample space to manoeuvre and there is a waste bin sited in the toilet area

**Can we bring a dog?** - Guide or Assistance Dogs are welcome. We do not normally allow other dogs onboard, however if you wish to bring a well-behaved dog on board please discuss this with the Skipper before the trip.

# Mary Sunley Canal Boat Trust

Charity No. 1177356

Email: [bookings@marysunley.co.uk](mailto:bookings@marysunley.co.uk)

Website: [www.marysunley.co.uk](http://www.marysunley.co.uk)

Tel 0161 818 2200



Date of Trip

Skipper Name

Organiser name

I agree to adhere to the procedures as outlined in the "Covid-Safe Cruising" document

All passenger are in possession of and prepared to wear a face covering if requested by the crew

## STATEMENT OF ABSENCE OF COVID-19 SYMPTOMS AND OF CONTACT WITH CONFIRMED CASES

This statement must be signed and given to skipper prior to the trip. Passengers will not be allowed to board without this declaration that all are Covid safe.

If in the two weeks after the trip any passenger is tested as Covid 19 positive or displays any of the symptoms listed below the organisation must inform Mary Sunley. Likewise if a member of crew develops symptoms the organiser concerned will be contacted.

**I declare that none of the passengers or carers have been in contact with any confirmed covid-19 case in the last 14 days before travelling and have not had, in the last 48 hours, any of the following symptoms:**

*Fever or chills, Temperature over 37.8, Cough or worse than usual cough, Unusual fatigue, Unusual shortness of breath when speaking or small effort, Unusual muscle pain and / or aches, Unexplained headaches, Loss of taste or smell, Unusual diarrhoea.*

Organiser Name

Signature & Date

Organiser contact details Address email & phone number:

This form to be completed and left on boat in file.