



## **Hiring Terms and Conditions for Capital Pleasure Boats (to be read in accordance with the Function Guidelines)**

### **Reservations and Payments**

A provisional booking will be held for seven days and the booking will be confirmed when Capital Pleasure Boats ("CPBS") have received a completed, signed booking form with a non-refundable deposit of 25% of the boat hire fee. If no form and deposit are received within that time the date will become available for other clients.

The balance of all monies must be received no later than 14 days before the date of the function. Tax point will be the date of the function.

Bookings can only be accepted by persons over the age of 18.

CPBS are under no obligation to accept any booking and no reason need be stated.

### **Under 18's Policy**

CPBS Has a strict Under 18's policy; if more than 5% of passengers are under 18, please contact the office at the time of booking for details of our under 18's policy. Failure to do so may result in the cancellation of your function.

### **Security Bond**

A security bond may be required by CPBS in connection with any booking. In this event payment of the bond will be due 14 days before the function.

The bond will be returned in full no later than 7 days after the function providing no additional costs have been incurred (including but not limited to unauthorised alcohol, delay to the end of the function, or loss or damage to the vessel, equipment or furnishings.)

In the event that a security bond is not taken and it is subsequently found that additional charges have been incurred (including but not limited to unauthorised alcohol, delay to the end of the function, or loss or damage to the vessel, equipment or furnishings) CPBS reserve the right to invoice for these additional costs.

The organiser is invited to inspect the vessel prior to embarkation of the party.

### **Beverages**

Clients are not permitted to bring any alcohol onto the vessel except by prior arrangement. Any unauthorised alcohol found on the vessel will be confiscated. In the event that unauthorised alcohol is consumed on the vessel CPBS will charge a corkage fee and the Captain reserves the right to terminate the function.

### **Duration**

On receipt of a completed booking form and deposit the vessel will be booked for an agreed time. Should late guests delay the departure of the vessel the vessel will still return to the pier at the agreed time regardless of actual cruise duration.

All charter boats will return to the pier 15 minutes before the end of the function at which point the bars will close and guests will be permitted 15 minutes to finish their drinks. In a situation where guests will not disembark promptly CPBS reserve the right to invoice for the additional time incurred at the appropriate hourly charter rate.

### **The Company**

CPBS reserves the right to substitute another vessel and, if necessary for reasons beyond their control, to cancel the said party, but will not be liable for any expenses incurred by the Hirer caused by such substitution or cancellation. CPBS reserve the right to cancel the function and refund the clients deposit in full if the booking changes significantly from that originally quoted or agreed. CPBS also reserves the right to cancel a function if it is discovered that the information given by the client on the booking form is in any way false, or if the function contravenes any part of these terms and conditions and in this situation no refunds will be given. CPBS also reserves the right to alter prices should circumstances beyond their control make this necessary. CPBS also reserves the right to charge interest on any outstanding debts. Should the client have any cause for complaint, the Captain must be notified before the end of the function. Complaints will not be accepted unless so notified.

### **Captain's Control of the Vessel**

During the entire hire period, the vessel will remain under complete control of the Captain and/ or his crew. If for weather, tidal or other reasons the Captain considers it necessary to vary the scheduled trip, his decision will be final. The Captain has the right to refuse passage to any person or persons and the reasons for such a refusal need not be stated.

### **Cancellation**

If a voyage, party or function is cancelled by a client for any cause within one month of the voyage, party or function then 50% of the boat hire charges, all pier tolls where applicable and 100% of any costs incurred by CPBS on the clients behalf are payable by the client. If the voyage, party or function is cancelled within two weeks of the voyage, party or function 100% of the boat hire charges, all pier tolls, entertainment and catering costs where applicable are payable by the client. Cancellation must first be made by the organiser speaking to a member of office staff, and secondly confirmed in writing. In the event of litigation CPBS' costs will be recovered from the client.

### **Clients obligations**

It is the organiser's responsibility to ensure that all members of their party are conversant with these terms and conditions of hire. The organiser will be deemed responsible for the behaviour of the passengers.

PLEASE NOTE: CPBS operate a policy of zero tolerance on drugs.



## Capital Pleasure Boats' Booking Form

<b>Organisers Name (with company name if applicable)</b>	
<b>Address</b>	<b>Post Code</b>
<b>Landline Number</b>	<b>Mobile Number</b>
<b>Fax Number</b>	<b>Email address</b>
<b>Day vessel is required</b>	<b>Date vessel is required</b>
<b>Vessel name</b>	<b>Estimated Passenger Numbers</b>
<b>Embarkation Pier</b>	<b>Time</b>
<b>Disembarkation Pier</b>	<b>Time</b>
<b>Any Additional Pier stops</b>	<b>Time (extra Pier stops are subject to a fee)</b>
<b>Bar Requirements (please tick all that apply):</b> <input type="checkbox"/> <b>Cash bar</b> <input type="checkbox"/> <b>Reception drinks</b> Please give 14 days notice for all orders <input type="checkbox"/> <b>Account bar to be set up at start of function</b> <input type="checkbox"/> <b>Pre paid Account bar</b> please specify limit and any restrictions, if applicable ***Will any under 18s be present? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> (please tick one box)	
<b>Catering Requirements</b> please state menu code ..... <input type="checkbox"/> <b>own catering</b> <input type="checkbox"/> <b>no catering</b>	
<b>Entertainment Requirements</b> <input type="checkbox"/> <b>Own DJ with CPBS equipment hire</b> <input type="checkbox"/> <b>CPBS DJ</b> <input type="checkbox"/> <b>No entertainment</b> <input type="checkbox"/> <b>Own DJ with own equipment</b> <input type="checkbox"/> <b>Other (please specify)</b>	
<b>Any Other Details</b>	
<b>Nature of function (birthday/ office outing etc)</b>	
<b>How did you hear about us</b>	
<b>Method of payment for deposit</b> cheque / bank transfer / card payment Account details for bank transfers: Lloyds TSB Acc No: 01431115 Sort code: 30 90 89	
<b>Card payments:</b> (for security please call the office with card details, or e-mail us with card number, name of cardholder, statement address, expiry & start date, issue number (switch only) and security code) <b>I AUTHORISE CPBS TO DEBIT MY CARD WITH THE DEPOSIT AMOUNT AS AGREED.</b> <b>PLEASE NOTE CREDIT CARD PAYMENTS ARE SUBJECT TO A 3% + VAT ADMIN FEE. AMEX not accepted</b>	

**This booking form must be returned, signed and accompanied by your non-refundable 25% deposit, to confirm your booking.**

All other accounts must be received no later than 14 days before the date of the function. Please ensure that you read the booking conditions and fully understand our terms.

**I ACCEPT THE TERMS AND CONDITIONS AS SET OUT ABOVE AND ON THE FUNCTION GUIDELINES**

**Client's signature .....** **Date .....**