

The User Handbook and Handover Booklet  
for our lovely narrowboat:

# 'Vita'



Please leave this handbook on the boat for future users and please do not remove any of the pages.

You can download a complete e-copy from our website at:  
**[whatknotboating.com](http://whatknotboating.com)**

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Welcome to our lovely narrowboat 'Vita'  
on the beautiful River Wey...**

Firstly, many thanks for choosing to hire with us.

No matter the length of your holiday we're sure that you'll have a fantastic time exploring the waterways around this lovely 'green corridor' of leafy Surrey.

Please take the time to read this short manual, which covers everything we will go over with you during the handover process.

We realise that you probably want to get straight out boating on your own but, spending an hour or so just to familiarise yourself with the boat and the immediate area, is time well spent.

If you have any problems during your hire period, please contact us using the details in the Contacts section. Many problems can be resolved very quickly or we might be able to offer advice for events outside of our control. Whatever it is, if you have any queries, please do get in touch, so we can have you on your 'wey' again as quickly as possible!

*Unless you already have boating experience, we will ask you to spend an hour or two with us before you take the boat out on the water on your own. This is so that you are sure and confident of your skills whilst aboard.*

**Thank you again for choosing Vita. Have a great time!**

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### **Please Read this bit!**

Please read through these few pages as they cover the important basics you need to know to safely enjoy your holiday boat.

Also please look through the National Trusts booklet contained in this pack, as it has lots of key information about the river and using the boat on it.

### **Overview of 'Vita'**

Vita is a lovely 56 ft long cruiser stern narrowboat with six berths. She is the ideal size for both handling and manoeuvring on the River Wey. She is big enough to provide greater comforts on board; boats bigger than Vita are best handled by experienced crew and need great care in the locks and on bends. Boats smaller than Vita need big compromises on luxuries and can seem very squashed in.

She was built by a well known and respected boat builder J.G.Reeves and is beautifully fitted out in oak and ash. She is not your usual copy-cat hire-boat from a big fleet of vessels, she is a one-off, with high attention to a pleasant light interior with hand finished furnishings.

*Bedrooms;* Two permanent or 'fixed' double beds with quality mattresses. A further double bed (often the kids' favourite) is the lounge/dining table that simply converts to another comfortable double. Along the passageway are doors that can be closed for privacy to give a feeling of three separate bedrooms.

*Bathrooms;* Two complete bathrooms adjacent to the fixed double bedrooms come with electric toilets, good hot showers, sinks with a vanity cabinet and one hair-dryer is provided.

*Kitchen;* Gas cooker/hob, oven and grill, microwave and under-counter fridge/freezer. Large table that can be stored away in the dining area when not required.

*Lounge/Diner;*

There is a good size central table for meals and socializing indoors. With the two spare chairs provided, six people can sit and eat with easy access to the kitchen.

*Central heating;*

Radiators are placed throughout the boat and each has a thermostat so each room can be adjusted to suit.

### **Before you Arrive**

You might want to bring good wet weather clothes, especially for anyone driving the boat. Hopefully you will have glorious sunshine, but if it does rain the driver or helmsman can be exposed to wind and rain. There are shops in the villages here and there along the River and the larger towns such as Guildford have the usual supermarkets. It might take a while to get there though, especially when you first start. So if you can bring a few bags of shopping with you no-one will go hungry in the meantime. The kitchen (or Galley in boat talk) is fully fitted and has all that you need for making any meal. Vita has power points for your own chargers of mobiles, laptops etc.

All the bedding is supplied with the boat (but you are welcome to bring spares for a changeover if you want to). Or if you want to wash anything while on your trip there are laundromats near the river listed in the useful places list.

Towels (£5 per towel) can be hired by ordering on the booking for but a hand towel will be provided in each bathroom.

### **Arriving and getting on-board**

Cartbridge Basin Marina is easy to get to – it's just a few miles off the M25.

Satnav: Tannery Ln, Send, Woking GU23 7EF

Or by train: the nearest station is around 6 miles away in Woking which is well connected via Guildford Station. Expect a taxi fare of around £15 each way.

### *Where to park when you get there*

Note; Our qualified skipper will be there to greet you on arrival and will help you parking and boarding. You can park temporarily right on the gravel area adjacent to the pontoons where Vita will also be waiting for you. This will mean you can get very close while you are taking all your baggage on board. After you have finished please move your car to the nearby secure parking area until you return.

### *Getting on board is easy*

Our skipper will walk through the boat and explain where everything is and where the luggage storage is.

The skipper will also run through the on board equipment with you and how it all works.

## **The Basics of the Boat**

### *Water to drink and wash with*

The boat has a large 450 litre tank of clean, tap water. The water may, if drunk directly from the tap have a slightly unusual taste, especially if it's stored in the tank for a period, so there is an additional drinking water filter jug provided or you can bring bottled water with you.

For the longer trips of more than three days, you will need to top up with water every day or two wherever possible. The rule of thumb is to top up when you are able, not when you have to.

***Please note that a fully empty tank can take 60-80 minutes to refill completely. So, if it seems to take ages don't worry!***

The Water refill inlet is at the front of the boat (please see the boat layout sheet in this pack). You will need the large multi-key kept in the steersman's cubby hole at stern of the boat to open/close it.

To refill, simply put the water hose provided (there might be one already attached to the tap depending on where you refill) into the hole and wait until it overflows slightly before switching off.

*Note: Look in the National Trust booklet 'Info for Boat Users' provided with the Handover Pack for water re-fill places (Page 17)*

### *Diesel*

Prior to your trip, the boat will have been fully fuelled with diesel. There is a dipstick should you need it but, fully fuelled, the tank will provide more than enough diesel for your needs.

Places to refill on the river are: Pyrford Marina at one end of the river and Farncombe Boathouse at the other. ***See National Trust booklet 'Info for Boat Users' Page 17.***

### *Gas*

There are two gas bottles on board, stored in the gas locker at the very front of the boat. There should be enough gas for your entire holiday but, if for any reason you need to, please be careful when opening the locker as the lid is heavy and can easily snap shut if due care is not taken. The two bottles inside are connected with a split regulator so if one runs out we will show you how to switch over to the other – full – bottle by means of a black turn key switch located in the gas bottle locker. Note: The bottles only run the cooker and grill and nothing else on the boat.

***Important: In the event of a smell of gas***, turn off both bottles by firmly turning the round 'taps' on top of each bottle. The taps have an arrow indicating which way is open and which is closed or 'off'.

Open doors and windows and do not light any flame or operate any light switches. Move the boat to the bank, moor it safely and switch off the engine. Contact us as soon as possible for further advice.

**Warning:** Never use the gas cooker as a form of heating the boat and never leave the cooker unattended – this can be dangerous.

### *Waste Water / Toilet*

**Please do not put anything except toilet paper down the toilets!!!!**

Sink and shower water is discharged into the river so please ensure whenever possible all your toiletries, shampoos, soaps etc are environmentally friendly and not damaging to river life. Fortunately most are nowadays, but please check on your bottle if you're unsure.

The boat will have washing-up liquid supplied.

All toilet waste is collected in two sealed holding tanks at the bottom of the boat and they should be of sufficient capacity for a trip of up to a week. Please note: An indication of a full toilet tank would be

seeing waste water in the bottom of the toilet bowl. If this happens it's time to get a 'pump-out'. There is a list of pump out points in the *National Trust booklet 'Info for Boat Users' Page 17 Toilet blockage/breakage*. If this happens, please use the other toilet until a member of our staff can reach you to fix it.

**Please remember not to put anything other than the toilet roll provided into the toilet!**

### Central heating

The central heating is straightforward to use. There is a simple "on/off" switch located near the stern of the boat and a thermostat mounted on the wall to moderate the temperature.

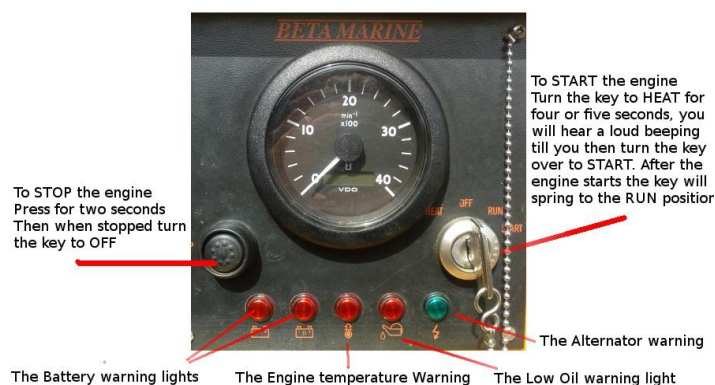
## Getting Started on the Water

### The Diesel Engine

The diesel engine on Vita not only drives the boat along the water, it also re-charges the batteries for the lights and appliances on board.

The engine starts like all diesels with letting the engine 'warm up' a few seconds before starting. We will go through this with you, but for reference please see the image below and it shows the sequence of starting and stopping the engine

### Starting and Stopping the Diesel engine:



### Engine Dashboard and Control Panel

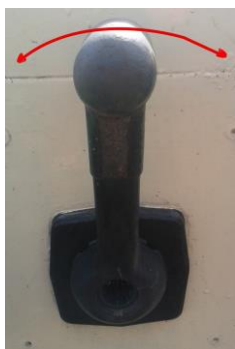
The engine room has displays for:

*(from left to right) Battery warning lights, engine temperature, Low Oil, Faulty Alternator*

**If any of these light up and stay on call us immediately please**

### Starting the engine from cold:

1. Make sure that the diesel throttle is in the 'tick-over' position or vertical
2. The ignition key is left in the ignition (secured from loss by a chain).  
Turn the key to the left PRE-HEAT switch position for 5-6 seconds - you will hear a loud beeping.  
Then turn the key over to the START position until the engine has started.  
It has a spring release which will then return the key to the RUN position where it is left.
3. Slowly take the engine to high revs, and then back down to tick-over. Check for excessive exhaust smoke – any initial smoke should clear within a few seconds.



**Throttle straight up is in 'tick-over' position or neutral  
Pushing the lever forward is forward and back for reverse**

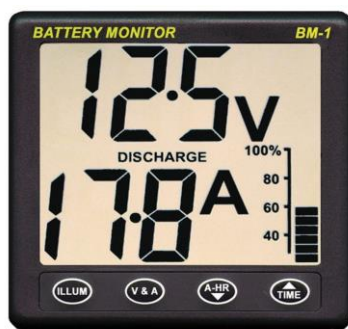
**To stop the engine:** Press the Black button for two or three seconds till the engine stops. It will beep until you then turn the key to OFF and leave in position till you need to start the engine again

**Re-Starting the engine while 'warm':** (after, perhaps a brief stop):

1 Turn the key to PRE-HEAT for just one second and then straight over to START and then it will spring over to RUN when released. To STOP do as above.

### **General Checks on the battery power levels**

*Before going to bed or before commencing each day's journey please make the following quick checks:* Look at the power information panels in the control bay at the back or 'stern' of the boat (If you press the button on the left hand side the panel shown below will illuminate for better viewing).



The battery power indicator above is the display for the 'Domestic' battery bank. It shows how charged the batteries are which power the lights, fridge, tv and radio when the engine is not running. The little bars displayed on the right hand side show the amount of power there is. Here it is showing that the batteries have about 60% power left: When the indicator gets down to about 30-40% you should start the engine and run it for an hour or so to re-charge the batteries.

You would normally only have to do this at night or morning as the batteries will get charged up when the boat is being driven along with the diesel engine.

### **Using the Stern Gland**

The stern gland is a screw turn handle which is used to keep a protective layer of grease stopping the river water leaking into the engine bay through the propeller shaft. *It needs a small turn after every day of cruising. Otherwise the engine bay may eventually fill with water!*

The stern gland turn handle is located just below the throttle on the stern deck and you will be shown where this is on your arrival and run through of the boat.

**Note: Never do this with the engine running!**



## **On board river use equipment:**

On board, you'll find the following items of equipment which you will use to operate the boat:

- The welcome Pack with information about the boat and the river.
- The keys with a flotation ball will operate the locks on the front and back doors of the boat.

Additionally, there is a green multi-'key' which lets you use the water filler cap and the waste cap. There is a place to store these in the steerer's cubby at the back of the boat

Mooring Pins (x3) and Club Hammer - Like big tent-pegs, these can be used to tie up the boat if you moor where no bollards or rings are available.

Windlasses (x3)

Used for operating lock paddles. Ensure that you use the smaller of the two holes to operate the lock Spindles to avoid damage to either the windlass or the spindle. **Never leave a windlass on a spindle as it can spin around abruptly with great force and cause SERIOUS injury!**

A hosepipe in the front gas locker area used to re-fill the boat with water.

Boat-hook and poles – the boat-hook can be used for retrieving floating items from the canal, or removing obstructions (branches, debris, etc). The pole can be used to push the boat off a mud bank should you get stuck.

Note: Always use the pole to push with, never to lever, as it will break if used in this manner.

Emergency tools in the step-box just beneath the front doors at the front of the boat, containing screw drivers, pliers and other useful tools for use in an emergency.

**Before setting off on a day's cruising** it's always worth checking the Trusts River Conditions Information Line on: 01483 561389 (option 2) It's a message of any adverse conditions and blockages that may be on the River. Of great use to boaters on the River Wey is the River Wey Conditions app which is very easy and free to download - riverweyconditionsnt.

## **Steering the Boat on the River**

*You will have been assessed as competent by a staff member prior to your self-hire. However, it's worth reviewing a few basics of steering and navigation:*

- Try to keep to the centre of the river where the water is deepest as you travel along - you move to the right when an oncoming boat is approaching.
- You should pass other boats left-side to left-side.
- Familiarise yourself with the pivot point of the boat shortly after departure, so you can better estimate when to commence a turn. Remember, a short blast of power during a turn will make the boat turn sharper, without increasing forward speed.
- To stop, emergency stop or to slow down quickly, use a burst of reverse until the boat comes to a halt. This may well put the boat off-course but that can be corrected after stopping

Steering in reverse is often ineffective with the diesel drive. It's often best, when reversing, to give short blasts of forward throttle, with the tiller in the appropriate position, to correct your direction.

If you run aground, the best advice is to try to reverse off the obstruction and get the back of your boat into deeper water. Use boat poles to push the boat off. In the case of serious grounding, contact us for advice before considering asking a passing boat to tow you off.

Do not attempt to overtake unless the boat in front indicates that he/she wishes you to do so. Regardless, don't overtake under bridges, on bends, in shallow water, or when passing moored boats.



Be courteous to other waterway users. Take your turn at locks, and close gates and paddles unless another boat is approaching or signs direct you otherwise.

The maximum speed on the river system should be considered to be 4mph. In practice, it will often be slower than this – roughly 2.5mph - especially if you are navigating up-stream of the water flow.

You should always avoid creating a breaking wash on the riverbank.

Slow down to tick-over when passing moored boats, at least 3-4 boat lengths before you get to them.

## Health & Safety

### Fire

Fire extinguishers and fire blankets are on the boat. You will be shown where they are on the Handover walk-through. Familiarise yourself with their locations and operating instruction. Best practice advice is to only fight fire if you can safely and easily do so. Your priority is to get yourself and all other passengers to safety – at least 3-4 boat lengths away - before giving any consideration to extinguishing the fire.

### Designated Areas

Vita has two areas designated for outside access - a 7ft 'Cruiser Stern' where several people can socialise when moored up. She also has a 4ft open bow area at the front, ideal for sitting in peace and watching the River wildlife.

## Your Safety and Doing things Safely

### At Locks

Pay close attention to use of the windlass on the lock spindles, using the small hole of the windlass whenever possible: keep tight hold of the windlass when raising or lowering paddles, remember to use the safety catch where available, *and never leave a windlass on a spindle as it can spin around abruptly with great force!*

**Be aware of the location of the 'cill' (usually indicated by a thick white painted line in the lock) when lowering the boat in a lock and keep well forward of it as the boat can get trapped on it, tip up and flood!**

If the back of the boat does get caught, immediately close the lower paddles, and then add water by opening the upper paddles very slowly to re-float the boat until level. Always monitor the mooring ropes carefully as the boat raises or lowers and keep them at the right length.

Always moor off very securely to the yellow posts in the lock when coming up river as the rush of water can cause a forward surge and sinking. In some cases!

### Man Overboard

If anyone should fall overboard, *immediately put the engine into neutral*. Talk to the casualty and, if possible, instruct him/her to stand up and walk to the bank. The Wey is usually not more than three feet deep (one metre) but has deeper areas in places and is has thick mud in some areas. Never attempt to recover the person onto the boat unless there are no alternatives and, only then, do so at the rear of the boat with the engines both switched off. Ensure anyone who does fall in showers as soon as possible, and keep them warm. Advise them to visit their doctor if they exhibit any flu-like symptoms in the following 3-4 weeks and to tell their doctor they have been exposed to river water, due to the (low) risks of Weil's disease.

**In the event of a man overboard in a lock, throw the lifebuoy stored on the roof of the boat to the casualty or, if not accessible, use the ones stored on the lock side. Drop all the paddles immediately to stop the water flow. Then seek to recover the casualty.**

### ***Accidents and Emergencies***

In the event of needing medical attention, identify your location and nearest point of emergency access, and relay this to the 999 operator.

### ***Life/Flotation Jackets***

Vita has six medium sized flotation jackets on-board which is to cover six people maximum on the outside of the boat at any one time.

The decision to wear these rests with the hirer and the captain and his/her passengers. Life jackets, if worn, should not be covered by coats, jackets, etc, and should always be the outermost item of clothing worn. At the handover our staff will show you how to fasten the flotation jackets.

### ***Security***

Ensure the boat is locked – front and rear – and any side hatches are also secured, windows closed, curtains drawn and any valuables removed with you when leaving the boat.

### ***Mooring Up***

As a reminder, you shouldn't moor in the following places:

- ☒ Under bridges
- ☒ Across weirs
- ☒ In locks or on lock moorings
- ☒ On water points or facilities moorings
- ☒ In winding holes
- ☒ On corners
- ☒ Anywhere other than the tow-path side, unless signs indicate you can.

When mooring use ropes front and back, leading away from the boat at approximately 45 degrees. It's often best to bring the rope back to the boat and secure it to a t-stud on the boat with a secure hitch. If you moor using mooring pins, ensure that these are driven in using a mallet at an angle of 45 degrees.

Pins and ropes should not obstruct the tow path. It is often useful to lead the rope through the ring on the mooring pin, so that if it does work loose, it won't be lost.

### **Additional information and reminders**

#### **Gas**

Sufficient gas will be provided for your hire. two bottles are provided, of which one will be connected at any one time. In the unlikely event you need to change an empty bottle, an appropriately sized spanner is provided in the gas locker. You can get replacement gas from several places along the river which are noted in the River Wey Info for Boaters.

#### **Water Consumption**

The large freshwater tank will hold enough for two or maybe three days cruising for up to six people and will be full at the start of your hire. But please be aware that unless used carefully it will run out sooner. Long showers seriously use water so if you're planning a big wash day of long showers for everyone on board try and be somewhere near a re-fill point afterwards. It is always worth topping up whenever there is an opportunity to do so, not after you have run out! There is a list of water top-up points on the river in the River Wey Handbook

The water filler cap is at the front of the boat, near to the gas locker. Use the boatman key to unscrew and re-tighten after filling. If there isn't an available long hose at the re-fill point then there is one provided in the front locker where the gas bottles are kept. Simply fix the screw end to the tap and put the other in the water hole after un-screwing the water cap.

#### **Water Heating**

The boat's hot water is heated up in an insulated 60 litre tank whenever the diesel engine is run. The tank will heat-up quite quickly becoming piping hot in around 20 minutes of engine time.

Warning: the water gets very hot so be careful when showering or washing hands.

## Toilets

### **Please do not put anything except toilet paper down the toilets!!!!**

Both toilets have their own sealed waste-water tanks under the boat and have sufficient capacity for several days. It is unlikely that you will need to empty these during your hire, but if so, you can seek the advice of a local marina or other facility offering pump-outs. Expect to pay £15 for a pump out if needed, otherwise both tanks will be emptied at the return of the boat.

***Please please don't place any*** items into the toilet other than toilet tissue as this may block the toilet and require an emergency call out which will cost you your deposit! If you have children please don't let them put anything down! If for some reason the toilet stops working through no fault of yours, please use the other one until we can come and fix it. Thank you.

## Electricity Use

The boat has two low-voltage battery-'banks' in the stern engine bay of the boat, underneath where you stand when driving. One, the 'domestic' bank powers the lights, fridge, water pump, tv and radio. It also powers something called the inverter which is needed to power all the wall sockets that are throughout the boat. These sockets can be used to plug-in any low power electrical goods you might have such as a laptop, phone charger, kindle etc.

Please note – The inverter will *not* power large items such as powerful hair-driers or straighteners, electric heaters etc. If you try it will trip the inverter or worse break it permanently!

### Very important!

You must remember to have the engine running when using the Toaster, Microwave Oven or any Hairdryer – If not, you will completely flatten the batteries very, quickly and they may not be able to re-charge and be permanently damaged! Also the boat will have no power at all...

These 'banks' are re-charged from the diesel engine - either when you're driving along or when the engine is running, even if stationary. If ever you need to charge the banks just run the engine and have a look at the battery monitors to see how much energy the banks have got in them.

The one on the left is irrelevant, the one on the right is the domestic bank.

Whenever the monitor shows less than around 40% charge please run the engine until it is topped back up.

## Diesel consumption

Fuel consumption is minimal on this narrowboat, probably in the region of 1.0 litre per hour. Assuming an eight-hour cruising day and a 300 litre diesel tank, you can expect to get around 20 days' worth of cruising time in between fill-ups! The boat is heated by a diesel central heating system which again uses around 1 litre per hour (if on full). So if you ran that for 8 hours too you should still be able to cruise for around 10 days or more. We will ensure you have plenty of fuel for your chosen break when you start your holiday and the price of your holiday includes 100 litres of fuel, more than sufficient to last your whole hire period under normal use.

*Please note: If you use more than this we will charge you at the cost rate we buy diesel at (around £1.70 per litre).*

## Toilets

### **Please do not put anything except toilet paper down the toilets!!!!**

To use the toilet, first press the button on the left once. That lets an amount of water into the bowl. When you are finished press the button on the right once and the bowl will be emptied automatically. We will demonstrate how to use the system during the handover and how to use the shower pumps. Please remember not to place ANY items other than the toilet tissue provided into the toilets as they may well block and the cost to unblock and repair the toilet WILL be passed to you.

## Fire and smoke safety

Fire extinguishers are provided in the steerer's cabin, next to the steps down, in the kitchen area and in the forward cabin. A fire-blanket is also provided in the kitchen area.

A carbon monoxide monitoring device is installed in the saloon. In the event of it sounding, exit the boat immediately and seek fresh air and medical advice if necessary. A smoke alarm is situated in the steerer's cabin also. Follow the above advice if it sounds an alarm. If it alarms when there is no fire or smoke please re-set by pressing the button for 5 seconds and inform us that it may be faulty or have a low battery.

### **Security**

The river is very safe and a low crime area but when leaving the boat unattended please check that;

1. All hatches and doors are closed and bolted.
2. Windows are shut and locked.
3. Curtains on the tow-path side are drawn.
4. All taps are turned off.
5. All electrical loads are off other than the fridge and a light or two, if you are returning in the dark.
6. Entrance and exit to the boat is best via the skipper's cabin at the rear of the boat.

### **Lifejackets**

We will provide an appropriate number of flotation-jackets based on the number of passengers and crew on board. We advise that the adult/s responsible for hiring and operating the boat should ensure that all passengers in outside areas of the boat wear jackets. But the decision on whether this is deemed necessary is to be made solely by the hirer/ skipper after making their own risk assessment.

### **End of Your Hire Period**

When you return the boat, we'd appreciate it if you could run through the brief list of items provided in the handover pack:

1. Remove all personal possessions, rubbish (including waste bins in toilets) and surplus food/liquids. You should leave the boat as you found it. Waste bins are available at the marina for any waste not disposed of during your trip at other places with waste disposal facilities.
2. Please ensure the boat is cleaned up, that any cooking or cutlery items are washed, dried, and returned to their correct place.
3. Make sure the fridge/freezer is emptied.
4. Turn off the engine and all the fuse switches in the electrical compartment.

Please report any problems to a member of our team, or by filling in the log/accident book provided in one of the drawers in the saloon area.

### **Accidents**

In the event of any accident involving another boat. **Try not to admit liability.** Remain calm and polite and obtain the following information where possible for the accident book:

1. The name of the other boat and its registration number (on the side of the boat)
2. The owner's name and address.
3. The skipper's name and address.
4. The names and addresses of any witnesses.
5. The date, time and location of the incident.
6. Write a note of how and why the incident happened in the accident book.

Contact us for further advice.

### **Breakdowns**

In the rare event of engine failure, moor up, and contact us. Most problems can be rectified easily and we have a mobile engineer on call.

The most common problem encountered on the river is an obstruction of the propeller. If this happens it may be river weed caught around the propeller or the shaft. You will hear the engine struggle and may hear a bang if the propeller hits an object. If this happens immediately stop the propeller turning

by shutting off the throttle as soon as possible. Moor up if possible. Do this carefully and slowly as you maybe in an area where there are underwater obstructions.

Stop the engine completely when moored.

Proceed to remove any debris around the propeller by removing the weed hatch or using the boat hook on the roof to gently pull away any debris from the propeller. You should be able to see the propeller at the back of the rudder. This can also be done from the side of the bank.

### **The Weed Hatch**

Occasionally when going along the river you may get debris or rubbish trapped around the propeller. If this happens the engine may stall or sound like its struggling too much. The way to clear it is to open the 'weed hatch' at the very back of the boat which looks like this:



### **Important : Make sure the engine is turned off when going into the weed hatch!**

The propeller is under the rear of the boat, and visible through the weed hatch. Unscrew the securing bar across the top of the weed hatch, using a lock key to give you additional leverage if necessary. Slide the bar forwards and place out of the way. Gently lift the top of the weed hatch cover upwards and forwards, bearing in mind that it may contain mud and/or water, leaning it over the edge of the hatch. Through the hatch, you can inspect the propeller blade for any ropes, fishing line or other debris that could obstruct it. It often helps to turn the blade by rotating the prop shaft. Remove any obstruction and retain on board for disposal later. Do not return any rubbish into the canal as it may well just foul another boat. If you have any problems with this just call us.

**!Very Important! Refit the weed hatch cover and securing bar and tighten securely. Failure to secure this may result in the engine bay filling with water and sinking the boat!**

### **Stern Gland turn handle**

To prevent water entering the engine bay via the prop-shaft hole, the stern gland is pumped with grease either before or after a day's running time. To do this, simply twist the handle on top of the stern gland clockwise until it is hand-tight. Normally, this can take anywhere between a quarter of a turn and a half turn. If you can continue turning without feeling any significant resistance or you can see grease escaping from any of the fittings, contact us for advice.

**Note; Never do this with the engine running!**

### **Loss or Damage**

Again, contact us at the earliest opportunity. In some instances, we may need to make a police report and this may require a witness statement. Wilful damage caused by you or your party will be chargeable to you, in full!

### **Useful contact numbers**

Office: 0118 978 0717 Mob: 07566 815456

Breakdown or Emergency Line ; 0118 978 0717 Mob: 07566 815456 but if no answer call: 07775 777763

Cartbridge Basin Marina: 0781 7893360 (office hours only)

National Trust River Wey Navigations Office (office hours) 01483 561389

Basingstoke Canal Authority 01252 370073  
Thames Lock 01932 843106  
River Thames Information Service 0845 9881188 select option 1 Followed by 01113  
Surrey Police 101  
River Thames Guide – App for river conditions for i-phones and android

### **Calling Emergency Services: 999 or 112**

When calling either the National Trust Emergency number or the traditional Emergency Services, you should give your location as best you can based on bridge number, lock names/numbers or nearest landmarks.

For incidents such as dangerously damaged locks, bridges or tunnels, for boats trapped in weirs or locks or serious pollution, contact the National Trust Emergency number. For non-urgent issues, such as fly tipping, vandalism, low or high water levels, use the NT non-Emergency number. For any boat problems or to notify us that you will be significantly late in returning the boat, please call the mobile number.

### **Summary of hire boat use**

*Sorry, you are not permitted to cruise on tidal waters in Vita!*

*Night cruising is not permitted without the express permission of the NT. Cruising is restricted to max one hour after sunrise and one hour before sunset.*

*Please keep your speed down. Reports speeding may result in early termination of your hire.*

*Please dispose of all rubbish in waste facilities and bins or retain it on board to dispose of back at the marina. You are expected to return the boat in the same clean and tidy condition in which you took over it. A boat in a dirty condition will attract an additional cleaning charge of £100.*

*Ensure all crew and passengers are given the **Safety Briefing** before departure. This is for everyone's benefit, even those who have used boats before.*

*Please treat other boaters as you would wish to be treated yourself. Show courtesy and consideration and remember that voices or music travel great distances over water, especially at night.*

## Important Safety Briefing Notes

*To be given before moving off to all passengers on any trip including the Skipper/s.*

### On arrival at the first lock

**Remember that all passengers are responsible for everyone else's safety and everyone should keep watch out for danger such as people running at the lock or untied ropes etc.**

Get everybody including the hire skipper off the boat at the lock waiting area, and walk over to the lock.

Our skipper will talk through operating the lock with you and point out correct procedure, also the dangers that can arise through bad practice.

Then our skipper will bring the boat into the lock and pass the ropes to you. They will then get off the boat and guide you through operating the lock in practice while the boat is in the lock.

To Remember:

- There are many trip hazards around the lock so walk and keep eyes open.
- It is dangerous to start opening gate paddles too early.
- Check that gates are closed and paddles down at other end of lock before opening paddles.
- Always remove the windlass from the lock spindle when finished winding, otherwise it can spin.

### Man Overboard Drill

If anyone should fall overboard or into a lock shout very loudly '**MAN OVERBOARD**' and keep looking and pointing at the person that fell in. If they can't be seen look at where they fell in.

Make sure the Skipper knows what has happened and obey Skipper's commands. The Skipper will make sure the boat propeller stops turning, will take command and arrange rescue.

If someone falls into a lock drop all paddles straight away and try to see where the person is in the lock they may not be able to surface and could be trapped under the boat. Alert the Skipper *and obey instructions.*

#### **For the Skipper:**

Stop the engine immediately

Call for lifebuoys to be thrown in where the person overboard fell

Assess the situation

**If you should fall into the River** swim away from the boat or walk to the bank.

*Do not grab or pull person out of water as this may injure them.*

**If someone else falls into the River** shout MAN OVERBOARD and inform the skipper immediately.

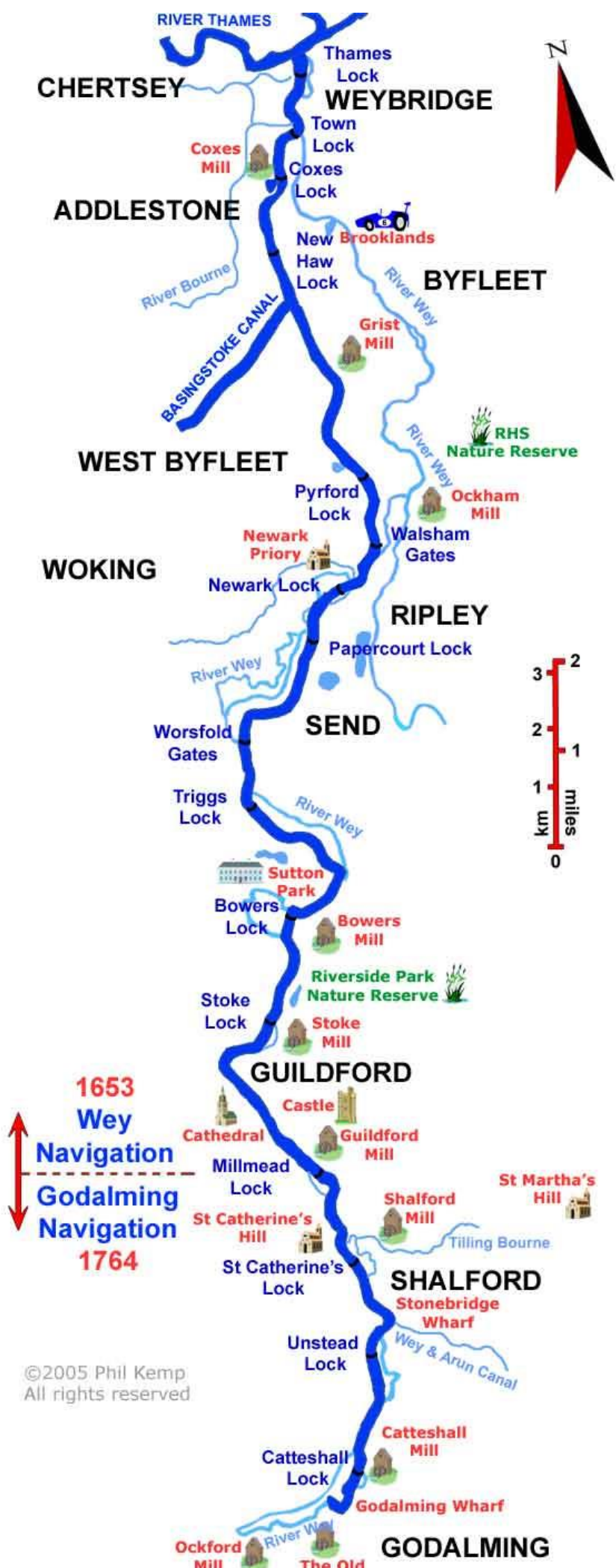
These are the most important safety aspects of using the narrowboat:

- There should be no running inside the boat and the gangways should be kept clear of shoes, sleeping bags clothes etc.
- The gunwales should not be used for getting from front to back of boat except on the Skipper's say so.
- Standing on the gunwales is unnecessary and dangerous especially when going into a lock.
- Standing on the roof is not permitted and moving from boat to boat when the boat is in a lock is highly dangerous: if you should fall in there may be nowhere for you to surface and currents in a lock are very strong.
- To get from the front to the back of the boat, it is safest to walk through the boat. If allowed by the skipper in emergency's it is possible to walk along the roof.
- Do not hang over the side keep arms, legs, etc inside the profile of the boat as we will be

going through bridge holes, locks and passing other boats.

- In an emergency if allowed on the roof face forward and keep an eye out for bridges and if told, duck or get down lay flat immediately don't look around so see why.
- When boat is stopping or approaching a lock or bank never jump off boat until it has stopped then check with Skipper to see if it is safe to step off.
- If given or thrown a rope only pull it when told to do so by the Skipper. Otherwise just hold it.
- Tie up the boat only when told to do so and keep your fingers away from the bollard as they can get jammed in the rope.
- If a fire should break out Shout **FIRE** and then go to either end of boat; if possible go to the front of the boat. The Skipper will direct the boat towards the bank. If both the front and back are blocked or hazardous use the emergency exit in the middle of the boat
- Never rock the boat unless required to do so by Skipper as things may spill or fall off the cooker.





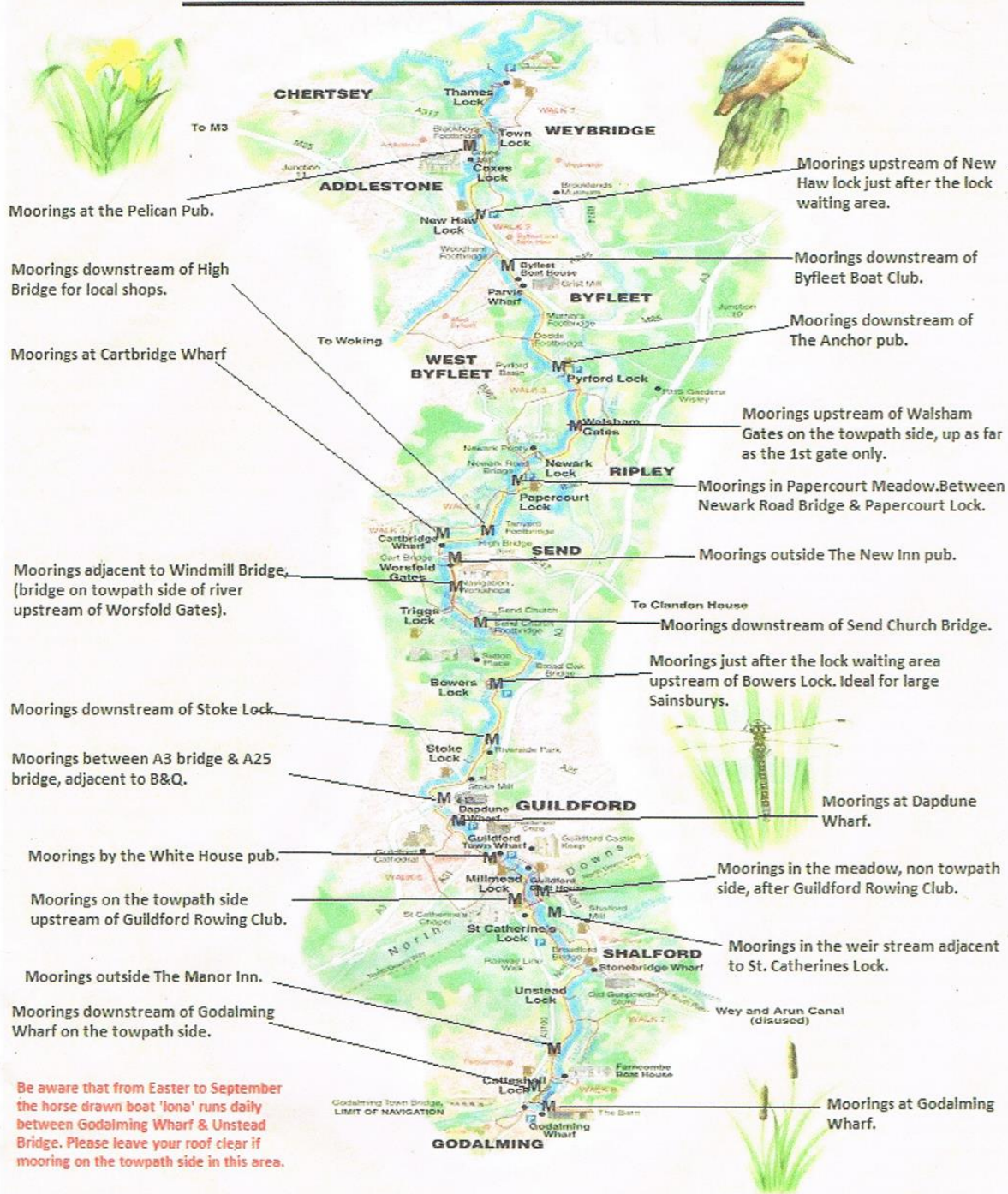
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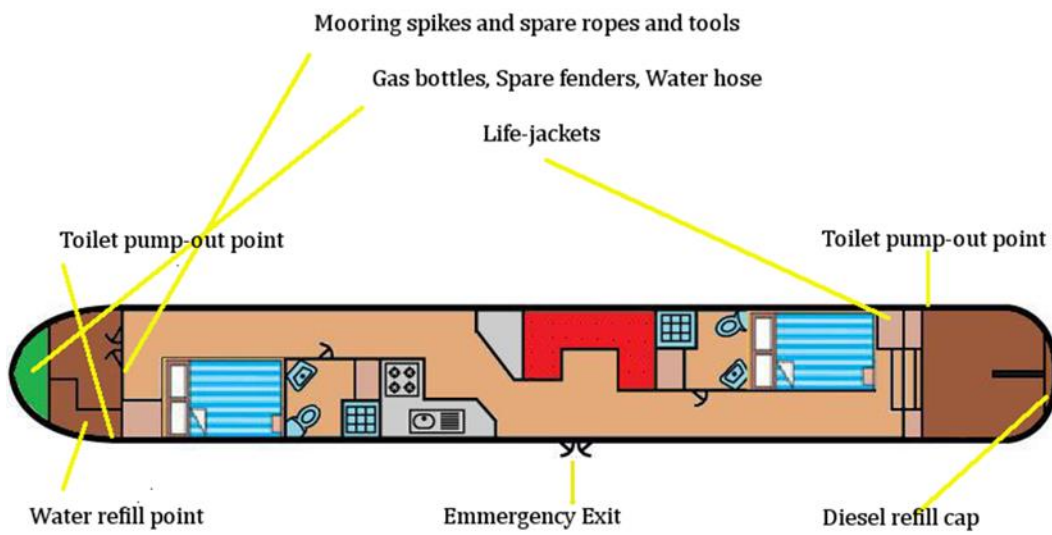
# MOORINGS FOR VISITOR BOATS



You can moor anywhere along the 20 miles of towpath, but you should be aware that the historic 'dish' shaped profile in artificial sections of the waterway can mean depth is restricted at bank edges and you may need to use a gang plank. The banks opposite the towpath are usually private.

Included on the map are some of the favourite locations for visitor moorings on the Wey. In some places moorings are marked by areas of trimmed vegetation.

## Layout and key



## Useful Sound Signals on the Inland Waterways

A blast = about 1 second

1 Blast = going to the right

2 Blasts = going to the left

3 Blasts = I'm trying to stop or go backwards

4 Blasts pause 1 Blast = turning round to the right

4 Blasts pause 2 Blasts = turning round to the left

5 Blasts = your intentions are unclear or are you taking sufficient avoiding actions?

1 Extra Long Blast (4 Seconds) = warning at tunnels, blind bends and Junctions

### FAQ:

#### For how long can we hire a canal boat?

Boat hire is less flexible than car hire and canal boats can only be hired for fixed length holidays. Hires usually start and finish around the same time depending on which holiday you pick - check when booking. Boats are normally available for a **week**, or a **shorter break**. A **weekend short break** is 3 nights, usually from Friday afternoon to Monday morning, with a **midweek shortbreak** of 4 nights, usually from Monday afternoon to Friday morning. Weeks can be combined or a short break added to make longer holidays.

#### Is there a minimum age?

Hirers must be over 21.

**Single sex parties** We allow single sex parties but only under certain conditions. We may require an individual Security Deposit refundable on satisfactory return of the boat.

#### Is any boating experience needed?

Most boats are easy to handle, with one lever controlling speed and forward or reverse direction. Tuition will be given at the start of the holiday so no previous boating experience is necessary for the boat. You will also be shown how to take the boat through a lock. Of course, the longer or bigger the boat the more precise the driving needed but Vita is a great size for the River Wey and its locks and bridges.

#### Is a boating licence needed?

You do not need a licence or certificate to steer a boat for up to 12 people, the maximum canal boat size.

### **What does the boat hire charge include?**

All the water, waste and normal fuel use is included. All bedding, 2 hand towels and a fully fitted kitchen with utensils crockery and cutlery for 6 people. All licence fees for the River Wey and navigations are included but not the Thames

The hire charge is quoted for the boat with up to its specified maximum number of people which is 6 for Vita.

A full tank of fuel is provided at the start of the hire period and the boat must be returned with a full tank at the end. There are fuelling points at Pyrford Marina and Farncombe Marina on the river. 100 litres of fuel is provided free within the hire price which should give a full week's normal cruising time including normal use of central heating. Please retain the receipt for the fuel bought and a refund for the fuel purchased will be given at the end of the hire period up to 100 litres.

A compulsory non-refundable Damage Waiver is also charged to remove the Damage Excess on the insurance.

The hirer is strongly advised to take out holiday Cancellation Insurance. Your Personal Insurance may already cover this. Please check.

### **Can we bring our pets?**

We will hire out Vita to people who want to take their dog, but we ask hirers to ensure they never allow wet dogs on the furnishings or beds. If the dog is really used to jumping on the sofa for a cuddle we ask that you bring a clean blanket for them and or a dog bed. They are not permitted on the beds. There may be an additional charge to cover cleaning if the boat is left dirty or smells like a wet chicken! The next hirer could easily cancel if they are sensitive to pets.

### **Where can we cruise?**

The River Wey and Navigations are extensive enough to entertain a good week's cruising. You can travel the adjacent and seldom travelled *Basingstoke Canal* too – but you must book this in with the canal authorities as there are water use restrictions at their locks. Talk to us beforehand if you plan to use this canal.

Ultimately, there are thousands of miles of rivers and canals in the UK, so you can take the boat anywhere within your time constraints and so long as it is not tidal waters. You can reach as far as Pocklington in North Yorkshire if you want to!

The River Wey connects with the Thames for which you need an additional licence. Contact us before if you plan to cruise the Thames

### **Can we fish on any rivers?**

In Scotland and Ireland, you can usually fish at any time. In England and Wales, any time except for the 'closed season' - mid March to mid June - and you will need an Environmental Agency licence. Also you will need to check with the National Trust who manages the river. Licences are available from Post Offices and should be obtained in advance of your holiday. They are not expensive. We do not allow live bait on board Vita.

### **Where do we stop overnight?**

Mooring along canal towpaths is free but be careful not to restrict access to locks or bridges. Mooring spots near popular pubs and eating places can get busy at peak times. You can also tie up at private or local authority marinas, quays and harbours, where a small charge is usually made. The canal guides also show mooring places.

### **Can we walk or cycle along the towpaths?**

Many towpaths have been upgraded to be good quality walking or cycling routes. We allow folding bikes or kids bikes on the bow (front of the boat area) so long as they don't prevent access or overhang the boat sides. But you would lose the lovely sitting spot at the front! Brompton style bikes may well fit inside the boat, if you don't mind losing internal space.

### **Can I charge my mobile phone, laptops etc?**

Yes, you can charge anything like that with normal sockets provided on the boat. You will need to bring your own chargers though.

### **Can I bring my electrical appliances?**

Vita has 'household' power sockets just like a house. They run through an inverter which can supply about 1kw at any one time so long as the engine is running., But large power drain appliances like hair straighteners or powerful hair driers won't work and may damage the electrics on the boat. However there is a compact hairdryer on board which is fine to use so long as the engine is running while it's used or is hooked-up to the mains with the shore cable provided.

There are only a few places on the river that do hook-ups, such as the marinas. Please check when booking.

### **What are the pick up times?**

Pick up times vary from booking to booking so please check the website.