



## Boat Hire Request/Booking Form

*In order to help us with your request please can you provide as much information as possible and email to [captain@henleyrowingclub.org](mailto:captain@henleyrowingclub.org)*

<b>Club Name</b>	
<b>Address</b>	
<b>Contact person (name and position)</b>	
<b>Contact Address (if different)</b>	
<b>Contact tel. number</b>	
<b>Contact email</b>	
<b>Regatta and date (s) for boat required for hire</b>	
<b>Type of boat required (inc.crew weight)</b>	
<b>Any other special requirements (eg need for blades etc)?</b>	



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On behalf of (name of club \_\_\_\_\_) I agree to

- Use the boat only as agreed for training and or the event specified
- abide by the local water safety code and navigation rules (as displayed at the Club and available on our web site) – if appropriate
- report any accidents or damages to The Captain, Henley Rowing Club  
[captain@henleyrowingclub.org](mailto:captain@henleyrowingclub.org)

**Signed:**

**Date:**

### **For Henley Rowing Club use only:**

1. Signed form to be retained by Captain - inform Manager and Treasurer of hire request/amount
2. Ensure boat readiness/availability - Captain
3. Check payment made - Treasurer
4. Inform coaches, if required.