

Admiral Enterprise  
**RIVER THAMES CRUISES**  
Luxury Cruises Along The Thames

**Shoreditch Events Company – River Thames Cruises**  
Unit 4a Tower Workshops  
Riley Road  
London SE1 3DG  
[info@riverthamescruises.co.uk](mailto:info@riverthamescruises.co.uk)  
[www.riverthamescruises.co.uk](http://www.riverthamescruises.co.uk)  
0207 237 9111

Office use **ONLY**

Invoice no: \_\_\_\_\_

Due date: \_\_\_\_\_

Paid: \_\_\_\_\_

### BOAT HIRE BOOKING FORM

Event Date \_\_\_\_\_  
Name of Boat \_\_\_\_\_  
Time of booking- Departs at \_\_\_\_\_ Returns by \_\_\_\_\_  
Piers requested- Departs from \_\_\_\_\_ Returns \_\_\_\_\_  
Additional Pier stops (if applicable) Pier \_\_\_\_\_ Time \_\_\_\_\_

Client Name/Company Name \_\_\_\_\_  
Organisers Name if different from above \_\_\_\_\_  
Address \_\_\_\_\_

Contact Number \_\_\_\_\_ Email \_\_\_\_\_

Type of Event \_\_\_\_\_ (eg. Birthday)  
Anticipated Numbers \_\_\_\_\_ Age range \_\_\_\_\_

Music-	Jazz Band	<input type="checkbox"/>	DJ	<input type="checkbox"/>	Own Music	<input type="checkbox"/>	Other	<input type="checkbox"/>
Drinks-	Cash Bar	<input type="checkbox"/>	Pre-paid	<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	Other	<input type="checkbox"/>
Welcome drinks-	Prosecco	<input type="checkbox"/>	Wine	<input type="checkbox"/>	Beer	<input type="checkbox"/>	Champagne	<input type="checkbox"/>
	Soft	<input type="checkbox"/>	Other	<input type="checkbox"/>				

*Please note, once the limit is reached on a Pre-paid account the bar staff will contact the event organiser. The bar will then revert to a Cash bar, or a Credit card can be put behind the bar.*

*If the Pre-paid account limit is not reached, a refund will be made within seven working days.*

Extras-	White table cloths	<input type="checkbox"/>	Real flower centre pieces	<input type="checkbox"/>	Balloons	<input type="checkbox"/>
	Real china/cutlery	<input type="checkbox"/>	Disposable plates/cutlery	<input type="checkbox"/>		

Staff set up requirements \_\_\_\_\_

Will Client be boarding the boat earlier to set up \_\_\_\_\_

Catering:  
Menu chosen \_\_\_\_\_  
Dietary Requirements \_\_\_\_\_  
Number of staff required \_\_\_\_\_  
Any other requirements/comments \_\_\_\_\_

*Deposit invoice to follow, full boat hire to be paid in advance as specified by River Thames Cruises. Final amount to be billed 15 days before event, once numbers and menu have been confirmed. **Please see full Terms and Conditions attached.***

Signed \_\_\_\_\_ Print \_\_\_\_\_

**RESERVATIONS AND PAYMENTS:** A booking will be confirmed when we have received a completed and signed BOOKING FORM with a non-refundable deposit of full payment for the boat hire cost and have sent the client written confirmation of the booking. The balance of the cost of a function or full payment must be paid into our account no later than 30 days prior to your function otherwise we cannot guarantee to proceed with the booking. Payments can be made by debit card, by bank transfer or by credit card. Cheque payment must be cleared into our account not less than 30 days prior to a function.

**CAPTAIN'S CONTROL OF THE VESSEL:** During hire the vessel will remain under complete control of the Captain and / or Crew as provided by the owners. If for weather, tidal or other reasons the Captain considers it necessary to vary the scheduled trip his decision shall be final. The Captain will endeavour to bring the vessel alongside 15 minutes before the embarkation and disembarkation time. Passengers should disembark within 15 minutes.

**BOARDING AND FINISHING TIMES:** The crew will endeavour to board your guests 15 minutes **before** the scheduled sailing time. The vessel will then return back alongside the point of departure 15 minutes before the hire time expires, the host and guests will be expected to vacate the vessel in remaining time. The vessel is not allowed to make any intermediate stops for disembarking or embarking, unless previously arranged or in the event of an emergency. The crew will try to accommodate late arriving guests to the best of their abilities, but cannot guarantee that the vessel will stay alongside after the departure time has passed.

**CATERING:** There is an own catering charge of £350 +VAT which is the equivalent of our minimum spend.

**STAFF:** Must have at least 1 member of staff when catering is being provided. The number of staff needed varies on the menu chosen, please see menus for our recommended number.

**DELAYS:** Should the vessel be delayed the company cannot be held responsible for the degradation of any prepared food stuffs.

**BEHAVIOUR:** We operate a zero tolerance to violent or aggressive behaviour physical or verbal aboard the vessel, and the crew reserve the right to eject any persons from the vessel who behave otherwise. The crew reserve the right to cancel any function in which aggressive or violent behaviour takes place. The crew reserve the right to disallow persons aboard the vessel if they display violent or aggressive behaviour.

**SMOKING:** Smoking is not permitted in any enclosed area on the vessel; however, smoking is permitted on the open deck.

**LIABILITY OF OWNERS:** The owners shall not be liable for any accident, injury, loss, damage or delay to persons embarked; or their possessions howsoever caused, during embarkation or disembarkation, whether this be by negligence of their employees or otherwise.

**DAMAGE / SECURITY:** The Hirers are liable for any loss or damage to the vessel or equipment caused by them or persons in their party. For certain events the Company will insist on an advance damage deposit and also the compulsory use of the Company's own security personnel.

**GENERAL:** The Company 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. The Company also reserves the right to alter prices should circumstances beyond their control make this necessary. The Company also reserves the right to charge interest of 2% above Lloyds bank base rate on outstanding debt.

**COMPLAINTS:** Should the client have any cause for complaint, the Captain must be notified during the party and the office must be notified in writing within a week of the event. Complaints cannot be properly investigated unless so notified.

**CANCELLATION:** If a cruise is cancelled by a client for any cause, within six weeks of the date of the cruise, then the whole amount of the boat hire and other ancillary charges are payable by the client unless the company is able to re-let the date.