

HAWKESBURY AFLOAT

at



BROOKLYN MARINA

INFORMATION MANUAL

Executive 10 Berth

This information Manual has been prepared to assist you in understanding the houseboat you are on and to enhance your enjoyment of the Hawkesbury River – Sydney's Hidden Paradise

Please read this manual thoroughly.

During your brief on the vessel you may ask us specific questions which you may require clarification on.

Please feel free to phone, fax, visit us at Brooklyn, or email us at relax@brooklynmarina.com.au before your hire – we will be happy to help you as best we can.

We anticipate an enjoyable holiday will be had by your party on the Hawkesbury River.

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SPECIAL NOTE

Your houseboat is just that, a HOUSEBOAT. It is NOT a fishing boat. It cannot and should not be taken to fishing spots. Houseboats are not designed for this. However, you may hire a 'tinnie' from us for your fishing and use the houseboat as a base.

SUGGESTED ACTION HIRE PLAN

Enquiry

- Phone to discuss rates and choice of most suitable houseboat.
- Have a brochure sent.
- Be sure you understand the “extra” costs.
- Discuss all information with others after viewing our website and comparing our product and rates with other companies.

Book Houseboat

- Phone to make booking, pay the deposit over the phone using visa card, send cheque, money order or transfer funds
- Once the deposit has been received a confirmation email will be sent to you and this needs to be read
- The Information Handbook (as a PDF file) will be attached to the confirmation letter. This **MUST** be read.
- Read our Information Handbook - Bring it along on the hire.
- Plan travel time to link in with tidal movements; remember to add 1 or 2 hours (during Day Light Savings) from the times given.

Prior To Hire Date

- Phone to order linen, dinghy motor and finalise arrival times and other points.
 - Taxi service?
- Download directions to Brooklyn Marina.

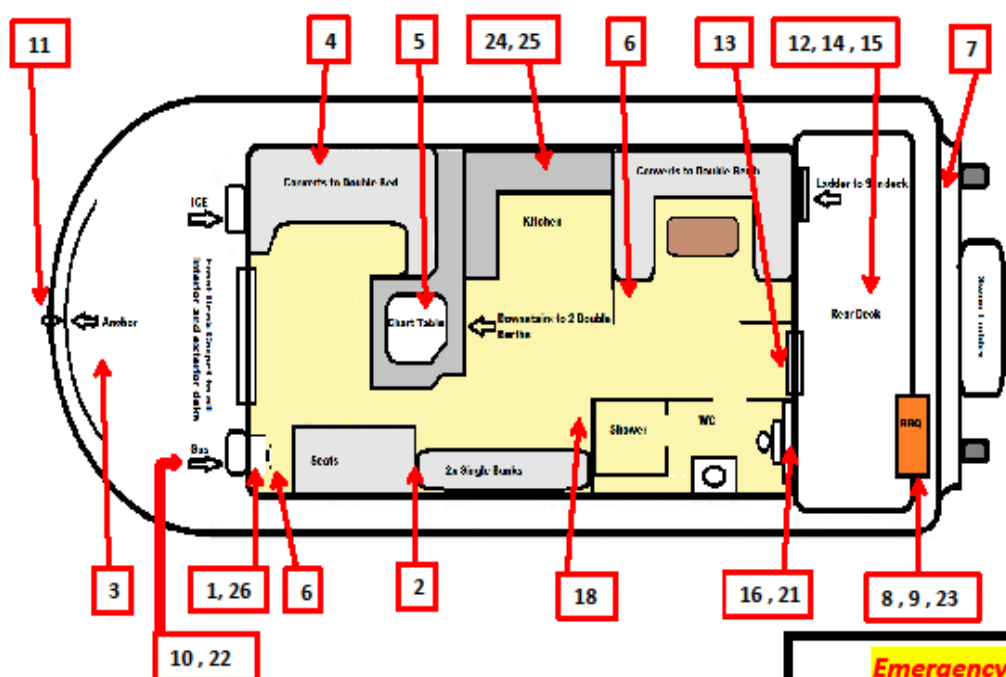
Hire Date

- Be sure to leave home early enough.
- Arrival at the Marina - report to the office and be shown the houseboat.
- Be sure kids are supervised.
- Unpack car & organise luggage etc on boat.
- Park car(s) in designated area.
- Be sure to bring along your USB charging cable and don't leave it in the car.
- Purchase ice & bait, organise esky & drinks.
- Organise Hire Contract - make full payments & sign.
- Briefed in office on map of River & Rules.
- Briefed on boat on how boat operates.
- Plan about 30 minutes to load up , 30 minutes to complete paper work and 30 minutes for our BRIEFING on the boat. The houseboat must leave the Marina no later than 4:15pm.
- Taken to drop off point where holiday begins

Every effort will be made to get you on the water as quick as possible. However, hold-ups may occur, which may delay or cancel your holiday.

Day & Date	High Tide	Low Tide	High Tide	Low Tide

Executive 10 berth Houseboat location guide



Description

- 1- Main circuit breakers - switch panel (at helm)
USB charging port
- 2- First aid kit (on shelf)
Torch (on shelf)
Handbook (on shelf)
- 3- Boat hook (outside – ceiling at bow of boat)
- 4- Life jackets (under starboard bow bench seat)
- 5- Instruction map (on Chart Table)
- 6- Fire Extinguishers x 2 (inside)
- 7- Fuel cocks & fuel bulbs (at motor)
- 8- BBQ (rear of vessel)
- 9- BBQ Gas bottles (under BBQ)
- 10- Gas bottles for all appliances (port bow under bench)
- 11- Anchor / Winch
- 12- Winch Circuit Breaker (in rear bilge area)
- 13- Battery Change-over switch (under rear sliding door)
- 14- Batteries (in rear bilge area)
- 15- Pump Out connection points (in rear bilge area)
- 16- Hot Water System
- 17- Esky (rear of boat & starboard bow in bench)
- 18- Man over-board light (inside)

- **Upstairs** 2 x life rings

Emergency Shut Off Cocks

21. Gas to Hot Water Unit – Adjacent to or under Hot Water Units
22. Gas bottles - Adjacent to bottles (port bow under bench)
23. BBQ – Emergency Shut Off Gas Cock (on bottles under BBQ)
24. Stove/Cook Top – Emergency Shut Off Gas Cock (in cupboard under sink)
25. Fridge – Emergency Shut Off Gas Cock (in cupboard under sink)
26. Water – switch at helm (Fresh water circuit breaker switch)

CONDITIONS OF HIRE

Hire Charges

- Are subject to change without notice. Payment of DEPOSIT will secure the hire charge.

Deposit

Your deposit will go towards the hire amount on the day of the hire

- Executive 10 berth Houseboats = \$500

Bond

- A security bond is required during your hire. The bond covers your liability for missing items and damage to the houseboat provided the fundamental conditions of the hire are not breached. It does not cover your liability for other vessels.
- A Pre-Authorisation of a MasterCard/Visa credit of \$1,000 is required. These funds are frozen by your bank for a period of 7 days and are then defrosted onto your account. However, we will cash this amount in if any damages have been found to our vessel or a third party or additional cleaning is required
- Executive 10 berth Houseboats = \$1,000

Cancellations

- The deposit, less \$65 cancellation fee, will **ONLY** be refunded if notified 6 weeks before the hire period or after this period only if Management is able to relet the boat for the full period and hire amount.

Insurance

- All Houseboats are insured under a marine policy. The limit of hirers' liability (provided the terms on Hirers Agreement are kept) is the Security Bond for the Houseboat and \$1000 excess payable to our insurance company for any damage to other vessels and or property.

Letting

- The letting of the vessel is made on the understanding that the boat is placed at the disposal of the Hirer on the dates booked unless Management is prevented from doing so by mechanical breakdown or unforeseen circumstances. In this case all moneys will be refunded, however, the hirer will have no claim on any account, against Management of Brooklyn Marina.

Public Holidays

- The full hire amount is due 6 weeks prior to the hire.

Bookings

- Bookings are only made on payment of the 'deposit'.
- The bond may be increased upon the discretion of Management. This is particularly the case for single sex groups and young sporting groups.
- The bond is normally refunded within 7 days after completion of the hire unless there is visible damage to the boat or equipment provided, a report has been received that the vessel may have received some damage, or an extra cleaning fee is deemed necessary.

Payments

1. DEPOSIT is required ASAP. The deposit may also be paid off.
2. The deposit goes towards the hire amount on the day of hire.
3. The remaining HIRE AMOUNT is due on the day of hire. This is required earlier for Public Holidays. This is additional to the bond.
4. All ADDITIONAL CHARGES are due on your return.
5. Your BOND will be made via a pre-authorisation to a Visa or MasterCard and this is then released back onto your credit card within 7 days of your return. Cash (refunded to you within 7 days.)
6. Your BOND will be kept until repairs, replacement items, quotes or discussions with NSW Maritime & Police are finalised.
7. Company or private CHEQUES are accepted 14 days prior to your hire date.

CASH, BANK CHEQUES, MONEY ORDERS, VISA, MASTERCARD, BANK TRANSFERS are accepted at all times. Credit card details may also be done over the phone. Do not send this information via email.

Make all cheques and money orders payable to **Marinaffairs Pty Ltd.**

AMERICAN EXPRESS & DINERS CARDS are NOT accepted.

Pets & Firearms

- As the Hawkesbury River is encapsulated in several National Parks pets & firearms are NOT permitted on the houseboat at any time.

Motoring Costs: (this charge is to cover gas & fuel costs)

- Must be paid immediately after your hire, prior to receiving your bond back.
- All Houseboats are charged at \$25 per motoring hour.
- On average hirers travel 2 hours per day.

Cleaning Charges

- A minimum charge of \$35 is due on completion of your hire.
- You will be charged more if the dishes have not been washed, bait and the remains of fish are left on the vessel or carpets & mats require shampooing or if the vessel has not been kept clean & tidy.

Linen

- All hirers must have linen on their houseboat. You can either hire from us or bring your own
- Doonas, Pillows & covers & towels are NOT included in the hire.
- They are available at an additional charge of \$15 per person.
- Pillows can be hired from us (1x pillow with case \$3)
- THIS MUST BE ORGANISED BEFORE ARRIVAL

Age

- At least one member of the crew must be 21 years old.

Parking

- Parking is available at the Marina. Please ask where to park after unpacking your vehicle. You may be required to hand in your car keys during your holiday as your car may park another vehicle in.
- Please limit vehicle numbers to 2 per boat hire.

Group Numbers

- The number of persons (including children) permitted on the hired vessel must not exceed the booked/contracted hire number under any circumstances.
- If checked by NSW Maritime Authority you may be heavily fined.

Taxi Service

- Pick up & delivery from the Marina to your houseboat for late arrivals etc please contact taxi 0422 300100.

Bait, Ice & Tackle

- All these items may be purchased from us.

Fishing Licence

- Fishing licences are required. However, pensioners and parents instructing their children do not require one.
- These may be purchased online from [NSW Fisheries](#) or by phoning 1300 369 365 with your VISA details
- Licences may be purchased in Brooklyn in normal business hours.
- It would be wise to organise these before getting here.

DVD Player & Movies

- There is no TV or DVD Player on the Houseboat
- Please bring along your own lap top / DVD player and iPad.
- Remember there is no 240 volt power on board

Shopping

- There is a small general store in Brooklyn, open during normal business hours.
- The nearest supermarket is Coles in Asquith - 25 minutes away.

What Not To Bring

- We supply - toilet paper, washing up gear & detergent, matches, tea-towels (Please bring more if required as we only supply a basic amount). On board is - crockery, cutlery, cooking utensils, pots & pans, kettle. You only need to bring your food & drinks and your favourite pot/pan.
- Do not bring a hair dryer, 240 volt games, 12 volt fridges, etc

What to ask for

- Linen- should you need to hire this from us
- Wine glasses are supplied on request. These must be returned to the office on your return. As wine glasses are top heavy they are prone to breakages, you have been warned. This is why our wine glasses are the large plastic types.
- USB plug charger for your phone (there is no 240 volt)
- Do you require the hire of our 3hp motor for the dinghy???
- Ask for life jackets for children under 12.

Accidents

- We make every effort to make your holiday safe and enjoyable.
- However, once the vessel has left our Marina it becomes your responsibility.
- It is imperative that you obey all NSW Maritime rules and obey all instructions given in this manual and given to you by Brooklyn Marina staff prior to your departure. Equally, you must adhere to the Contract you have signed.
- Should you be in default in the performance of the conditions of the Contract then the insurance is void and you become legally responsible for all costs.
- When an accident has occurred gauge the extent of the damages then report the accident immediately to Brooklyn Marina, via phone call, SMS or 2-way radio on Channel 88.
- Should a vessel collide with your vessel please take the boat's registration number, and its name down. Complete the Accident Report here in and submit to Management on your return.
- Should another vessel come too close to you, create an excessive wash and cause your vessel to rock dangerously then complete the Accident Report so we can contact NSW Maritime Authority.

Important Numbers

ALL EMERGENCIES: 000

Boating Weather: 131236

NSW Maritime (accident reporting): 9563 8511

Coast Guard: 94563055

Customs Watch: 1800 061800

Water Police: 969 25411

Broken Bay Water Police: 99794044

Coastal Patrol: 99859012 or 99604460

General Numbers

Railway Station at Brooklyn (Hawkesbury River Station): 99857224

Water Taxi:

Hawkesbury Water Taxis – 0422 300 100

The bottle shop at Hawkesbury River Marina: 9985 7906

Hawkesbury River Provisioning (ordering food, seafood platters etc): 0411443944 – www.hrpc.com.au

Anglers Rest Hotel (the Pub): 9985 7257

Mooney Mooney Workers Club: 9985 9244

Australia's Last Riverboat Postman: 9985 7566

Restaurants & Shops

You may call us, we do deliver but it's expensive!

- Do NOT tie up to their jetties or marinas but anchor out (not in the main boating channel) and come in by dinghy, only if you are not drinking or others haven't been drinking. Someone under the influence can easily rock the boat and potentially cause problems and place others and themselves at risk. WE strongly recommend you use a water taxi
- If dining out at night leave an internal light and anchor light on.
- Book before holiday and mention that you will be in a houseboat
- You are not permitted to take the Houseboat to many of these areas. Dinghies are not wise to use as you are usually under the influence of alcohol, too far from the location or try to overload the dinghy. Consequently, be smart and book a water taxi. It may well save your life.

Berowra Waters Waterview Restaurant (9456 2633)

- Licensed. In the marina complex.

Berowra Waters Fish Cafe (9456 4665)

- In the marina. Open 7 days.

Berowra Waters Boatshed Restaurant (9456 1025)

- Licensed. Excellent food but very pricey.

Akuna Bay Restaurant (9450 2660)

- Not one that we recommend only because anchorage and navigating into Akuna Bay can be very dangerous since large cruisers can make it difficult.

Cottage Point Inn Restaurant (9456 1011)

- Highly recommended although pricey - licenced.

Cottage Point Kiosk (9456 3024)

- You may purchase fresh milk, bread, other perishables and alcohol here. They make a great breakfast. Do NOT use any moorings here. Anchor out and row in.

Bobbin Head - no shops.

Peats Bite at Sunnycorner (9985 9040)

Bottle Shop & General Store at Hawkesbury River Marina (9985 7906)

Spencer - General Store and Bottle Shop, refer to 'Restricted Bays'

**IT IS AN OFFENCE TO
DRINK & DRIVE!!**

SAFETY FIRST

It is imperative that all on board understand that their actions may well place others on board and on other vessels at risk. Hence, please act responsibly and adhere to the suggested points below.

- Do **NOT** operate or start the motors when people are in the water.
- Do **NOT** tow people behind the houseboat.
- When travelling there should **NOT** be anyone in the dinghy.
- Please understand that your vessel will rock on the water. People standing close to the edge of the boat may fall overboard.
- As the vessel has no brakes there is much potential danger when approaching a mooring. Approach these very slowly - at walking speed & where possible against the tide & wind

DO NOT PLACE THE MOTORS IN REVERSE TO STOP!!

- The Emergency Station on the CB radio is Channel 88.
- Use the Emergency numbers shown on the map & phone us please.
- As part of an Emergency Procedure it is wise to contact a boat closest to you & request assistance, as well as contacting the Emergency services shown on your map.
- Do NOT allow children or adults to extend any part of their body over the bow, stern or side of a houseboat whilst travelling.

Safety Equipment

- All safety equipment should only be used in case of an emergency.
- All equipment has been checked prior to your hire.
- Please inform us on your return if a situation had warranted using any equipment.
- Do NOT abuse any safety gear, as you will be charged.

Life Jackets

- Please read the instructions on how to put them on.
- Life jackets are stowed under the benches on the starboard side in the lounge area
- Please ask if you require a lifejacket for a child & return these.
- If a situation should arise, please ensure that the jackets when worn are strapped tight.
- Children under 12 MUST wear a life jacket when in the dinghy. WE supply kids lifejackets ONLY on request. These must be picked up from the office. We do NOT have life jackets for babies.
- Life jackets must not be worn when swimming.

IT IS AN OFFENCE TO DRINK & DRIVE!!

Waterproof Torch

- A waterproof torch & spare battery is on board for your use

Overboard Light

- Only use for its intended purpose (at night). You will be charged if abused or batteries are flat - do not use as a torch or extra light.

Fire Extinguishers

- There are 2 located on your vessel. Please locate them before leaving
- Abuse of this equipment is \$110 per extinguisher.
- Correct use: pull the pin at the lever and whilst squeezing the trigger aim hose (a sweeping action) at the base of the flame to extinguish the fire by suffocating the flame with a powder substance.
- After extinguishing the flame you will need to clean up the mess.

Life Rings

- Two life-rings are located upstairs at the rear of the vessel.
- The life-rings are for emergency use only.
- Rope is attached to one of the life-ring for rescuing someone in distress.
- You will be charged \$55 and replacement cost should you cut the rope on the life-ring.

Horn - For Emergency Use Only

- It is an offence to use the HORN other than for Emergency situations only - to avoid collisions, warning a vessel of danger, etc
- Do **NOT** allow the children to use this.

First-Aid Kit

- Each vessel has a first aid kit which is sealed and you will be charged if opened. There is a general use kit onboard with basics.
- Please inform management on your return if you had used items from the first-aid kit.

Marine Radio - Operation

- Refer to the map on board.
- Turn the volume knob to the on position. The channels will then be displayed.
- Brooklyn Marina does NOT have a base channel. We rely on mobile phones and for Houseboats to contact Bar Point and Cottage Point Emergency Bases.
- Please do not play with the CB. It is there to save lives and boats.
- To talk on the CB, press the trigger on the hand held speaker.
- To indicate you have finished speaking - say **OVER**.
- In an emergency, mention 5 details - your location, hirers name, the name of the Houseboat, you are with Brooklyn Marina, and what the problem is. Keep your details short.
- To listen - release the trigger on the hand held speaker

Emergency Channel = 88 or 16
ALL EMERGENCY SERVICES
Phone: 000 or 112

PROPELLER SAFETY

BEFORE STARTING ENGINE CHECK REAR OF BOAT FOR PERSONS IN WATER.

STOP!!

DO NOT START ENGINES WITH PERSONS IN WATER

TURN ENGINE OFF WHEN PERSONS IN THE WATER, AS SOME PROPELLERS MAY CONTINUE TO SPIN, EVEN IN NEUTRAL.

BE A RESPONSIBLE SKIPPER. BEFORE STARTING ENGINES HAVE A SECOND PERSON AT REAR OF BOAT TO GIVE YOU THE ALL CLEAR FOR A SAFE START. Switch off the music so you can hear the second person.

STOP!!

DO NOT USE THE MOTOR(S) TO CLIMB ONTO THE BOAT

HOUSEBOAT OPERATION

Instrument Panel

- Please do not feel intimidated by your houseboat.
- Each houseboat has a different instrument panel system. However, the concept and services are the same.
- In order for power to be supplied to services on board, the switch on the 'switch panel' must be switched on. These include: anchor light, navigation lights, cabin lights, water, instruments, etc.
- These switches need to be switched on to supply power to those labelled appliances.
- On some houseboats the switches have hidden fuses, which when they blow will need to be replaced by us.
- Circuit breaker system (button type), which when they blow will need to be reset by pressing the button on the left of each given switch.
- Circuit breaker system (flick switch type), which when they blow will need to be reset by flicking the switch back on (to the right).of each given switch.
- Hirers should **NOT** attempt to do any self-repair to equipment on board.

Electrical Power

- The switch panel at the helm controls all domestic power. Power runs from the batteries via fuses or circuit breakers to the switch panel.
- You do **NOT** have **240-volt household power** on board - only 12-volt power. Consequently, no microwaves, hair dryers, computer games, DVD Players. 240 volt appliances are NOT permitted, as they drain the power.
- The power supply is a number of large batteries, which have a limited supply of "amps". All electrical appliances on board use a certain number of "amps". Consequently, overuse of power on board will discharge the batteries.
- We do NOT allow Hirers to bring along inverters or appliances which draw too much power (small fridges & freezers, stereos, DVD Players, etc)
- The electric winch uses more power than anything else. Hence ensure the motors are running when using the winch. Certainly hooking up to a mooring would be the best option.
- The batteries are recharged by the solar panels and by the outboards. You need to travel for the motors to recharge and ensure that the solar panels are not cloaked from sunlight by objects.
- There is a battery changeover switch, which allows you to change the battery in use from number 1 battery to the number 2 battery (and vice-versa), when battery levels are low. Never have the battery switch turned to "off" or "both".

Location – Executive 10 Berth:

- Under the rear sliding door.

It is imperative to conserve power whenever possible.

Lights

- All switches for lights are located on each individual light.
- Some lights have additional light switches on the wall but can only be switched on if the switch on the light is also on.

Executive 10 berths

- The kitchen, dinning and bathroom have wall-mounted switches as well. If however, the switch on the actual light fitting is off then the wall light switch will not work. The switch panel displays many lights, be sure not to leave these on unnecessarily

Anchor Light

- The anchor light must be switched on to show to other vessels your location in the dark.
- This light does give some illumination upstairs.

Navigation Lights

- As you are not permitted to travel in the dark, these lights must be left off.

Candles

- CANDLES ARE NOT PERMITTED on board, as the wax is difficult to remove and there is a risk of fire.

Mobile Phones

- Mobile phone coverage can be quite good on the River. However, there are pockets of poor or no reception
- Please bring along a USB cable, which plugs directly into a USB socket.
- If reception is poor then try phoning from the top deck and have background music turned down, raising your left knee to your right shoulder may help too. This may be useful if playing Twister.
- An SMS message can be sent even if it appears you have no reception

Water

- The pump(s) will automatically switch on when a water tap is turned on. The main switch at the helm must be switched on.
- The water is Sydney water, so it is safe to drink.
- It is imperative that you conserve water. Shower briefly, turn tap off, soap then shower again. Do NOT have tap running for dishes, cleaning teeth etc. Toilet flushing uses extensive amounts!!!!

Please conserve water whilst on board.

- If the shower is cold then perhaps someone is using another tap on the boat or someone has fiddled with the dials and knobs on the hot water system. This is a very silly thing to do!!
- If you can hear the water pump constantly going, despite no taps being turned on, then the water lines may have sprung a leak. This obviously has rarely happened, but we try to predict problems to help you out. Turn the main water switch off at the helm and turn on only when water is needed.

Gas

- Some appliances run off LPG gas, consequently they may not run as well as what you are used to at home.
- Do not smoke in the gas bottle areas.
- All appliances are switched on prior to your hire. Please do not fiddle with any of the controls as you may switch them off.
- For extended hires you may need to reignite your appliances after switching the gas bottles. To do this first locate the gas bottles, then
 1. Turn the new bottle knob (top of the bottle) anti clockwise to 'open'.
 2. On the wall of the unit there is a change over switch. Turn or push up/down the switch so the 'new' bottle is activated.
 3. The old bottle's knob should then be turned clockwise to 'close'.

GAS EMERGENCY SHUT OFF COCKS – LOCATION

Fridge – in cupboard under kitchen sink
 Hot water – below or adjacent to hot water system
 Stove/Cook Top – in cupboard under kitchen sink

Reignite Appliances & Operating Instructions

Gas Hot Water Systems Location:

- in the rear deck port side cupboard. Instructions are in the Instruction Manual at the helm and also on the inside wall adjacent to the hot water unit.
- This unit does not have a pilot light as it self ignites when there is water flow from a hot water tap.
- The button on the left of the unit must be pushed on and the dials left in the 'marked' areas. The on position is only a millimetre difference to the off position.
- If there is a problem then refer to the information sheet on the wall left of the unit.
- If the gas bottles have been changed over then you will need to bleed the gas through the lines first:
 - Light a gas burner on the cook top for a few minutes
 - Continue to turn a hot water tap on and off for periods of 15 seconds till the system kicks into place

**ICE may be purchased here at
 Brooklyn Marina – block and
 crushed bags**

Fridge GAS (on Akunadancer)

- All gas fridges do not work particularly well in extreme hot days or with very warm winds. Be sure you have adequate ice for meats and other perishables on these days.
- The size of the fridges on each houseboat is about 105-110 litres with a small separate freezer section.
- Again, please do NOT fiddle with any of the controls.
- Do not simply rely on feeling inside the fridge to see if it is cold, as it takes up to 2 hours to fully operate.
- The rear wall of the freezer best shows if the refrigeration is on.
- Also, it takes quite a while for the cooling system to 'heat up'.
- The ignition system is located at the bottom of the fridge. You need to have the door open.
- The ignition process is similar to that of the hot water system. That is, it requires for the pilot flame to be lit.
- The pilot flame may not always be seen and should indicate if the fridge is operating. This is best viewed at night.
- The instructions to turn fridge on are at the bottom of the fridge.
- Do NOT overload the fridge, as it will not operate correctly.
- Be sure the door is kept closed.
- Please ensure that you have enough ice to cover the possibility of the fridge failing, as this may happen

Fridge 12 volt (on Wavedancer & Riverdancer)

- The on/off switch for this is located at the helm – the circuit breaker switch
- Please ensure that you have enough ice to cover the possibility of the fridge failing, as this may happen

Esky

- The esky on your Houseboat can keep ice frozen for up to 7 days.
- Place 2/3 blocks of ice on the bottom of the esky, and then fill the area with your drink containers. A large crushed bag of ice should then be opened and sprinkled generously onto your drinks.
- It is important to remember in which corners of the esky you have placed which drinks.
- Be sure to leave some crushed ice in the bag for your spirits.
- Before sprinkling the crushed ice throw the sealed bag to the floor to free the ice cubes from each other.
- Do not place bait or fish into eskies - the smell will contaminate

BBQ

- BBQ plates are stainless steel. The heat spreads evenly.
- Freshly caught fish are best on a BBQ. If you have caught squid and cleaned them throw them onto a hot BBQ plate with some garlic and chilli sauce just for a few minutes.

To operate the BBQ follow these steps:

1. Turn gas cock on gas line/hose on. Switch back off when finished with BBQ.
2. Use extension gas igniter or a match (located in the kitchen) ignite each of the burners required from under the BBQ unit.
3. Place the 'fat bucket' on the hook under the BBQ and please remember to place it back in the BBQ after its use otherwise it will inevitably come off from the rocking of the boat when travelling. We need to protect our fish! Fat is high in cholesterol!
4. When finished be sure to switch each burner off and turn the gas cock on gas line/hose off.
5. Clean the BBQ plate with some newspaper or similar. **Do NOT use the tea towels supplied.**

**EMERGENCY GAS SHUT OFF COCK
LOCATED UNDER BBQ**

Kitchen Stove & Gas Burners

- Do NOT use the stove whilst travelling, as the rocking of the boat can cause problems.
- The lid/cover on the cook top **MUST** be left open for the gas to flow to the burners or oven. It is a safety feature.
- Please be sure to switch off all burners when finished.
- The unit has 4 burners and a medium sized oven area with a grill.
- Select desired burner knob, depress and turn to HIGH. Whilst this is happening use the gas igniter gun (device used for BBQ) or matches to ignite the burner. Keep depressed for a few seconds.
- Grill & Oven operate the same way as the cook top burners, described above.

Bedding

- We supply pillows **on request**, at no charge. You must ask for them though.
- For bookings of a couple (2 people) we supply a double mattress with linen - a double sized doona, pillows and towels at no additional charge.
- Linen sets (including doona, pillow, sheet and towel) may be hired at \$11 per person. Please book these.
- The bedding arrangement on **10 berth Executive** is:
 - Bedroom under the lounge area has 2 double beds.
 - Two single bunks opposite the kitchen
 - The dining table drops down to make a separate room with a double bed. This bed is created by unscrewing the 2 knobs under the table, and having 2 people sit on the table (just above the pedestals). Their weight will lower the hydraulic mechanism and tabletop to make the bed. Then tighten the knobs on reaching required height. Be sure not to pinch the mattresses. To raise the tabletop, simply loosen knobs and it will rise hydraulically.

- Double be in lounge area. Move the 2 boxes from the helm to the other lounge

Smoking

- Please **DO NOT** smoke in bed or at the rear of the houseboats where the gas bottles and fuel tanks are located.
- Do NOT smoke inside.
- **DO NOT** throw cigarette butts into the River. The fish don't like it.

Toilets

**All our Houseboats have
holding tanks**

- The toilet can be the single most troublesome item on your houseboat, if used incorrectly. You must be particularly careful how it is used.
- The only objects to be sent through the toilet system are human waste, urine and toilet paper.
- Under NO circumstances should a passenger of the houseboat place other foreign objects into the toilet - including, condoms, **tampons**, tissues, food waste, hair, etc as these objects cannot be correctly macerated by the toilet system and properly discarded.
- You will be charged extra if we need to unblock the toilet system.
- You will also be charged extra if we need to come out to the vessel during your holiday to unblock the toilet. At times we may not even be able to do this, as we require 240-volt power.
- If the boys wish to "wee over the side" then please be careful. However, as your personal liquid hits the River it reacts with the water and is defrayed by the light. It creates a fluoro effect, which is indeed a lighting spectacular.

Correct Toilet Operations

- These toilets are similar to your household domestic toilet system
- One flush mechanism will clear the bowl of waste.
- Again, do NOT use too much toilet paper.

Recycling of Bottles and Cans

- We encourage this. So consequently we have special containers on board for you to separate these from all other refuse.
- These containers can be left on the boat on your return but ensure the garbage bins are emptied in our larger bins at top of drive and then return these bins to the Houseboat.

SUGGESTED 3 DAY ITINERARY

Day 1

- Please ensure that you consider your refuse. Glass, & aluminium cans may be placed in the container/boxes you brought them in for future recycling.
- If late, travel to Refuge Bay and hook up to a mooring. Travel time is about 1.5 hours. - Our moorings are at Refuge Bay and America Bay.
- On the way you will pass under the Rail Bridge, Dangar Island is on your left; Hawkesbury River Marina, the Public Jetty and McKell Park are on your right. You will pass 4 blue moorings here.
- Do NOT attempt to access Hawkesbury River Marina. You may only anchor north of the first nav. marker and East of the Oyster Lease entering the channel to Hawkesbury River Marina. Do not anchor in this channel. The four blue swing moorings located here may only be used for short periods to access the Marina stores. You will have to use the dinghy with a motor or water taxi service. **DON'T** take the Houseboat to the Public Jetty
- If time allows then Gunya Beach is a pleasant stop over but the anchor will be needed. This area is very vulnerable in strong winds.
- Do NOT pass Juno Point and Little Pittwater (refer to the map).
- The waters here can be quite rough so be sure that all is secure, the front door is shut and you give way to yachts.
- Enjoy the waterfall and beach at Refuge Bay & our own moorings.
- Be sure to have the anchor light on at night and count the many stars - you may find a falling star, so make a wish.

Day 2

- Get up early have a brief swim, watch those sharks though, and enjoy a freshly cooked breakfast over the BBQ.
- Head now towards Yeomans Bay. You might try the moorings at Cottage Rock, just around the corner from Refuge Bay. Its beach magically appears at low tide but disappears again as the tide rises. It has a spring water waterfall here. A great place for cricket games or mucking around with the kids. Do not pass the last mooring at Yeomans Bay as it becomes dangerously shallow. This is about 40 minutes away from Refuge Bay.
- Relax and try a line over the side or read a book.
- At low tide take the dinghy onto the mud flats and hike to the end of the Bay. At high tide you could row there and try fishing near the mangroves. There are Aboriginal carvings at the end of the bay.
- If you have booked a table at Cottage Point Inn Restaurant for lunch then anchor a safe distance from the jetty and use the dinghy with a motor to access the jetty (the dinghy can not be used at night). Do not use any of the moorings here.
- After lunch head off to Waratah Bay and have a nap and cuddle.

- Its then time to move to Smiths Creek to stay the night.
- Stay up late and enjoy the serenity and try catching a Flathead, Bream or even a Hairtail in winter. "How's the serenity!"

Day 3

- The Hawkesbury River is truly a hidden paradise - marvel at the way the rocks cradle the roots of the gum trees and how the sea hawks dive from great heights to catch their quarry.
- Lunch will either be the sweet taste of fresh caught fish or the remaining steaks you have in the fridge.
- It's time to tidy up and head on back.
- Please use this time to clean the boat up. The minimum charge is \$35 you will be charged extra if the boat is left in an unsatisfactory condition and if the dishes have NOT been washed and put away.
- Call us once you pass under the Railway Bridge and we will meet you just short of the Road Bridges.
- Please be patient and avoid drifting towards dangerous areas.
- When we are on board bringing you in please have the music turned off and don't allow the kids to get in the way.

On Your Return

- On your return, drive the car down to load up.
- Check that nothing has been left behind.
- We would appreciate if you could take the garbage to our bin at the top of the drive.
- Please let us know if there has been any damage or accidents during your holiday & complete the Accident Report enclosed.
- Once you have packed the car and you're ready come to the office to finalise the Additional Charges, bond, etc.
- A quick visual check of the Freeway from the Marina will determine whether you need to take the Pacific Highway home, as slow traffic will be evident.
- We hope to see you in the future.

Distances

These will vary as dependent on tidal movements and winds

Marina to Refuge Bay = 1.5 hrs	Marina to Spencer = 2 hrs
Marina to Berowra Waters = 2hrs	Bridge to Bridge = 15min
Refuge Bay to Cottage Point = 1hr	Marina to Wisemans Ferry = 8hrs
Smiths Creek to Marina = 2.5 hrs	Refuge Bay to Pinta Bay = 40min
Refuge Bay to Yeomans Bay = 30 min	Cottage Point to Waratah Bay = 30 min

OUTBOARD MOTORS

- Each Houseboat is powered by two outboards. This gives you reliable motoring, particularly against winds and the current.
- Should you encounter difficulties with one of the motors the vessel can still travel on just one motor.
- As there are two outboard motors there are also two control levers with a starting key to start each motor.
- Like with an automatic car you must have the throttle levers in an upright position - in the neutral position. (the engines will not start even if slightly in gear)
- Each motor has a rev. counter which shows how the motors are idling. Do not panic if these counters wildly display unusual rev. movements, as at times this can happen, due to cavitation, rocking of the vessel as the prop spins whilst it has come out of the water or just typical boat idiosyncrasies.
- Be sure the primer "tulip" bulb (on fuel line) is firm (full of fuel)

ENSURE THAT ALL FISHING LINES ARE PULLED IN BEFORE MOVING

Cold Start

- All motors have automatic chokes. You need to rev the motor whilst turning the key. Each vessel here at this point has a different system.
- By engaging the following process it is similar to being at a set of traffic lights in an automatic car and revving your throttle and having the gearshift in 'park' or 'neutral' - you will not move but will rev up the motor. This is needed to warm up the motors.

Stardancer, Riverdancer, Wavedancer

- Be sure to rev with the throttle lever when turning the key.
- Pull each throttle lever out, whilst in the neutral position, and then push lever forward to accelerate. Leave slightly forward for a few minutes to warm up the motors. Pull the throttle lever back to the upright (neutral) position to engage forward gear. The boat cannot move until the throttle lever has been returned to the neutral position and the throttle lever returns to its original position.

Warm Start

- The throttle is not required, simply turn the key (quickly).

Switching Off Motors

- Simply turn the key anti-clockwise just like your car ignition.

Reverse

Should only be used in an extreme emergency. For example - the boat is drifting and you have pulled the anchor in and you are very close to rocks and the only way out is reverse.

- NEVER throw the gears from forward to reverse (wait several seconds) as you will damage the gearbox and surely you would not do this with your own automatic car.
- You should not use reverse when hooking up to a mooring or anchoring. If this is the case then you are approaching your target point too fast. You must only drift in. Refer to mooring section.

Driving

- The outboards push the houseboat
- You drive like a car - to turn right turn the steering (helm) clockwise. Left is then anti-clockwise. It is not as responsive.
- Your turning circle is quite large, as you actually steer from behind. The same principle applies as with a forklift, a right turn pushes the outboard motors in a position that pushes the rear of the boat left. Consequently, pushing the front of the boat right.
- Both throttle levers must be used together, otherwise the vessel may drift left or right. However, one can still drive the vessel with only one motor. You just need to adjust your driving style.
- If you need to make a sharp right hand turn then only employ the outside motor (in this case the left motor).
- Aim the boat at something on the horizon and make slight alterations to direction rather than extreme helm turning.
- Avoid debris (eg. logs) in the water, particularly after rains.
- It would be wise to push the throttle levers from forward to reverse then back into neutral before engaging the change-over units

NAVIGATION AREA

Restrictions & Regulations

- To help you navigate the River safely, refer to the wall map. **YOU MUST REFER TO IT!!!**
- RED shaded areas are out of bounds and should not be entered
- If you are found to be in these restricted areas then you are in default of your contract and may lose your bond.

The Restricted Areas Are

You may travel

- Into Cowan Creek as far down as far as 'Houseboat Bay'.
- Into 'Berowra Waters' as far as the first set of moorings.
- As far as Spencer.
- Do **NOT** pass 'Juno Point' and 'Little Pittwater' (**DON'T EVEN ANCHOR HERE!**) This leads into 'Pittwater' and open ocean. Do NOT go there !!!!!

Specific Bays, Creeks and areas to avoid:

- Do not pass the **last public mooring** (indicated on the wall map by a yellow shaded number) as the water depth is dangerously shallow.
- We advise you avoid '**Akuna Bay**' as very large cruisers pass by from the Marina and your vessel will rock heavily as they pass.

Apple Tree Bay and Bobbin Head - Do not enter these areas, as it is a private marina area with all vessels closely moored. Navigation is treacherous. Do not even attempt to use the moorings here as the marina staff will fine you. Simply put, avoid the entire area.

Berowra Waters - For the same reasons as mentioned for Bobbin Head - avoid the area.

Cottage Point - Do not tie up to any moorings here as they are privately owned and you will be fined. Also, you CANNOT pull up to the jetty. Anchor out and row in. Avoid the submarine cables.

Jerusalem Bay - do not pass the large rock wall on the left, as it is dangerously shallow.

Yeoman's Bay - it's very shallow past the last mooring. But can be accessed by dinghy at high tide.

Mullet Creek - totally out of bounds, as it is always very shallow.

Spectacle Island - do NOT go north of the green marker (between the markers and the island).

Mooney Mooney Creek - totally out of bounds, as it is very shallow.

Sandbrook Inlet (the Gut) - totally out of bounds.

Dangar Island - the eastern shore line. There is only a narrow passageway through the eastern channel, as Dangar Island's eastern shoreline is dangerously shallow.

Hawkesbury River Marina - the channel into this area.

Porto Bay - totally out of bounds, as it is very shallow.

Cobar Bay - totally out of bounds, as it is very shallow.

Cogra Bay - totally out of bounds, as it is very shallow.

Bar Island - no entry west of this area, Kulkah, Friendly and Big Bays, as it is extremely shallow & hazardous.

MacDonald Creek - totally out of bounds, as it is very shallow.

Challenger Head to Juno Point - very rocky and dangerous.

Spencer - north of the inlet area into Mangrove Creek. Avoid the jetty and do not go past the red & green markers here. Do NOT anchor near these markers as the tide moves your anchor line will wrap around these poles. Do not go further upstream than Spencer.

Oyster Leases - these areas are marked by white pegs. At low tide the trays are quite visible but at high tide the danger is hidden. Do NOT attempt to drive the dinghy or Houseboat over, around or behind these areas.

Beaches - Do NOT beach the vessel. Don't anchor too close to beaches as the motors sit deeper than the bottom of the houseboat.

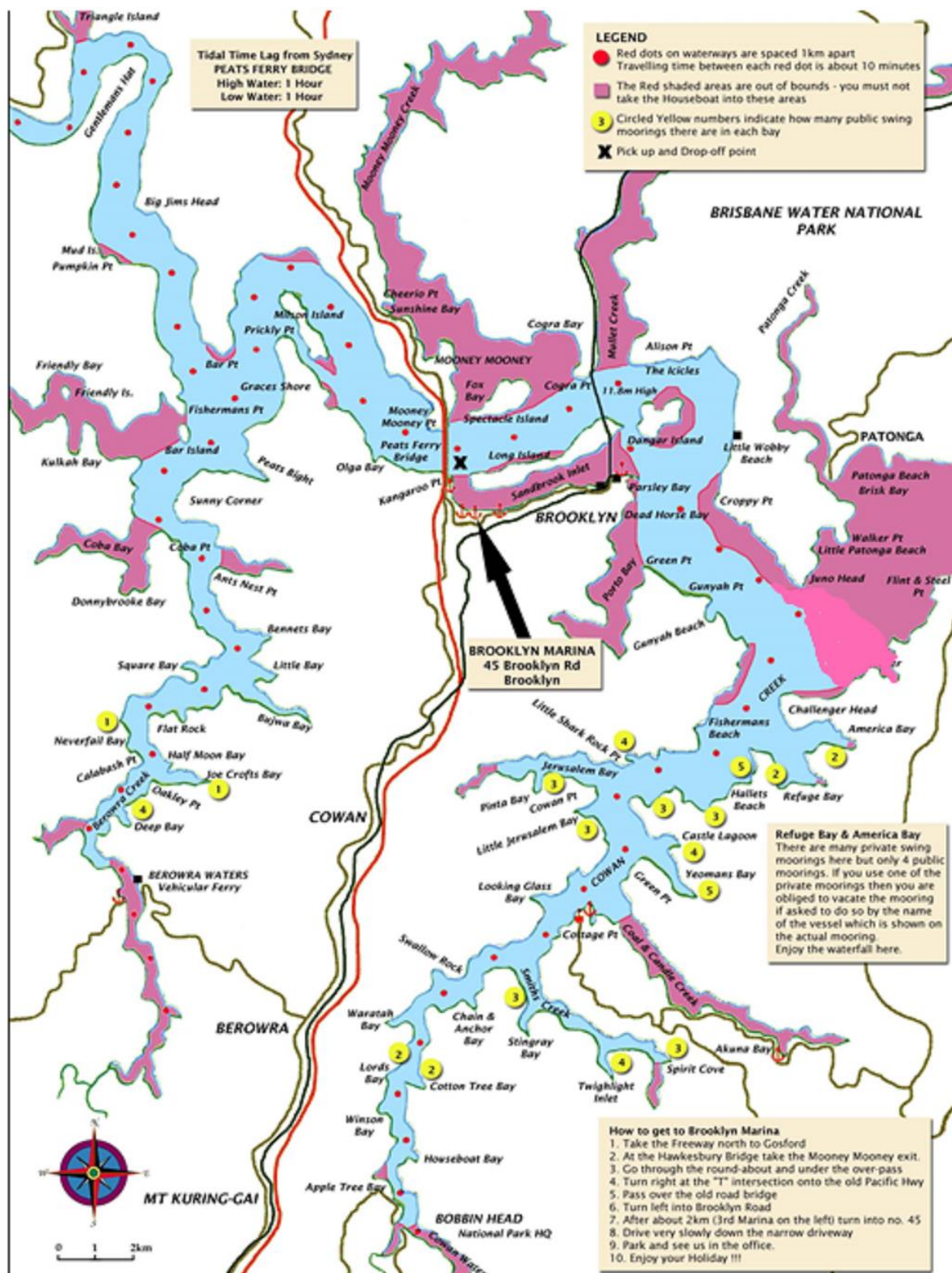
Poles - these are navigational markers of varying colours and capped with varying shapes (to indicate numerous messages). Do NOT anchor near these poles as the tidal movement will put you and the anchor at risk. No doubt culminating in you needing to cut the anchor line and losing your bond.

Marinas - These areas must be avoided altogether as it can be very precarious driving a houseboat through several very expensive boats, particularly as the insurance cover specifically states that hirers should not do this and that Brooklyn Marina will drive the houseboats into the Marina from the drop off point.

YACHTS & FERRIES - these vessels have right of way.

You will lose your bond should it be shown that you failed to avoid these areas and damage may have been caused to the Houseboat hired

LOWER HAWKESBURY RIVER MAP



Important Notice to All Hirers:

You are not permitted to take the Houseboat into "Sandbrook Inlet" (also known as the "Gut")

On your return you are to wait at the pre-arranged Pick-Up/Drop-Off area, which is located 50 metres east of the Road Bridge (between the Road Bridges and the Railway Bridge). Be careful that you do not drift towards the shore or shallow waters. Your pick up time is pre-arranged. If you wish to return earlier then you need to phone Brooklyn Marina well in advance and again wait patiently to be picked up and escorted to the Marina. Thank you for your co-operation.

Travelling Times & Conditions**PORT = LEFT****STARBOARD = RIGHT**

- Please refer to the boating handbook on board and become familiar with the material supplied here from "NSW Maritime".
- You are NOT permitted to travel at night or during very strong winds
- It is advisable to time your trips to coincide with the tidal movement. This will allow for faster trips, which is a saving to you.
- You must travel on the right hand side of the River (opposite to travelling on our roads). That is, you must pass boats coming towards you on your right hand side of them.
- Give way to vessels coming from your right.
- Keep clear of the vessel you are overtaking.
- There are RED & GREEN channel markers. These indicate where the safest area on the River is to travel. When travelling towards the ocean - GREEN marker poles must be on your LEFT. Coming back from the ocean - RED marker poles must be on your LEFT.
- Do NOT cut corners. DON'T travel between green/red marker poles and the shoreline- stay between the GREEN & RED marker poles.
- Arguably, the most frequently visited areas where houseboats become stranded and stuck is either between the 3 GREEN markers heading into Sandbrook Inlet and their western shoreline. Also, the area South of Spectacle Island, and north of the green markers. This is why we pick you up about 40 meters East of the middle of the road bridges - well away from these areas.
- Do NOT attempt to bring the houseboat in yourself. Be alert whilst you wait. Avoid drifting into the bridges or these dangerous areas.
- It is advisable that if a large vessel is coming towards you, to turn square on into its 'wake'. That is, a vessel will leave a set of waves behind it when travelling (called a 'wake'). If you were to head into the wake at an angle, then your vessel will rock heavily from side-to-side and place its crew in danger. Consequently, by heading into the wake square on and reducing the throttle (speed) to neutral you will 'gently' rock from stern to aft. This happens, as your vessel is longer than it is wide, so the rocking will be diminished.

Safe Boating - Buoyage System

PORT	Red 'can' shape on left upstream and right downstream. Flashing red light, if lit.
STARBOARD	Green 'cone' on right upstream, left downstream. Flashing green light, if lit.
SPECIAL MARK	Yellow 'can' on left upstream, right downstream. Yellow 'cone' on right upstream, left downstream. YELLOW light
SAFE WATER MARK	Indicates deep water. WHITE light
ISOLATED DANGER MARK	Pass any side but keep well clear . WHITE light flashing in groups of two (if lit).
NORTH CARDINAL MARK	Pass on north side . WHITE light flashing continuously quickly
SOUTH CARDINAL MARK	Pass on south side. WHITE light 6 quick flashes and one long flash
EAST CARDINAL MARK	- Pass on east side. WHITE light in groups of 3 quick flashes.
WEST CARDINAL MARK	Pass on west side. WHITE light in groups of 9 quick flashes

Common Terms

AFT	Rear of houseboat
BOW	Front of houseboat
UPSTREAM	Towards Wiseman's Ferry
DOWNSTREAM	Towards the ocean
PORT	LEFT
STARBOARD	RIGHT
BUOY or MOORING	Floating object (either a large truck tyre or plastic cone shaped object) held to the river bed by a large concrete block and used to keep boats safe and secure in protected bays
HELM	The steering wheel
KNOT	Nautical speed 9 (1 knot = 1.2 kph)

Mooring (Hooking Up To One)

When mooring the houseboat to a public mooring, follow these simple rules....

1. All public moorings are shown on your wall map.
2. Public moorings have a duration stay period of 24 hours.
3. You may hook up to one of almost 200 privately leased moorings in Refuge Bay and America Bay. However, if the owner of the mooring should come by (the boat licenced for that mooring will have its name on the mooring buoy) then apologise and go to the next one. It is hard to find a spare mooring here over Christmas, Easter and other hot weekends)
4. Locate a vacant mooring and approach it at walking speed.
5. Have 1 or 2 people at the bow with the gate open and a boat hook in hand. Be sure they indicate to the driver where the mooring is.
6. Approach the mooring against the tide or against the wind, whichever is the stronger. This will then slow you down.
7. When you are about 15-20 meters away from the mooring buoy bring the throttle levers back to neutral and drift towards the buoy. If the houseboat seems to be drifting left then push the left throttle down slightly to push the boat more right. The idea is to stop the houseboat before it hits the buoy
8. The buoy will have a 2-metre rope attached to it and, the end of this rope will have a loop. One of the persons at the bow will need to hook any part of the rope and pull it up. The loop must then hook over any of the bollards (a cross shaped object) located at the bow of the boat. Be sure the mooring line is **not** hooked over the railing.
9. You will feel the boat then turn with the tide.
10. When travelling between boats to a mooring understand that you have a large turning area. To make sharp turns engage only the outside motor. To turn right use the left one. But remember go slow

DO NOT AT ANY TIME PLACE THE MOTORS IN REVERSE TO STOP OR SLOW DOWN. IF THIS IS THE CASE THEN YOU HAVE APPROACHED THE BUOY TOO FAST.

Mooring (Unhooking From One):

When leaving the mooring, follow these simple rules....

1. Ensure all are on board the houseboat & no one is in the dinghy.
2. Ensure that the dinghy is correctly hooked up to a bollard and **not** to a railing or the motor guard and the swim ladder is **not** in the water.
3. All fishing lines are wound in.
4. Warm the motors up and have them running in neutral.
5. Unhook the buoy's rope from the bollard and drift away.
6. When you are far enough away from the buoy engage appropriate motor(s) and head in the desired direction.
7. Ensure that when unhooked and have just engaged the motors, you avoid the rear of the houseboat coming hitting the buoy.

Moorings Controlled By Brooklyn Marina

We have 2 moorings at Refuge Bay / America Bay:

- **Refuge Bay's**
- **America Bay's**
- Both moorings are large beehive shaped orange plastic buoys with the words "**Brooklyn Marina Boat Club**" written on their side and they have a white foam ball attached
- You may politely ask vessels which are not part of our fleet to leave.



Anchoring

- Anchoring can be the trickiest part of your holiday. Consequently, if not done properly it may well ruin your holiday. So please take great care in this and be patient and vigilant!!!!
- Each houseboat has a different anchoring system so relate the instructions specifically to your boat and to your needs.
- When anchoring the houseboat please follow these simple rules....
 1. Always anchor in bays protected from (expected) winds/storms.
 2. Locate the desired area and be sure that you are not in an area mentioned below.
 3. Do **NOT** anchor...
 - In the main River channel, as the tide is fast & furious and near impossible to raise the anchor. Also, very large vessels use this thoroughfare, which adds to the risk.
 - Over underwater power or phone lines, not even within 100 meters of the signs indicating their location.
 - Within 50 meters of a bridge.
 - Near a buoyage system or navigation marker.
 - Near the opening to the ocean (**NOT** past Juno Point and Little Pittwater area) as it is dangerous, vulnerable and fishing trawlers travel these areas at night. You will likely lose the anchor here!!!!!!
 - Near a beach or close to shore, particularly rocky areas.... too close to other vessels.
 - Too close to oyster leases (farms).
 - From the stern of the boat but always anchor from the bow.
 - In an area where you may suspect rocks to be at the riverbed.
 - Usually, if there is a rock wall or rocky outcrop on the shore then there will be rocks under the water in that area.
 4. It is imperative to approach the desired anchoring location at a walking pace (as with a mooring) against the tide in calm conditions but against strong winds.
 5. Once the houseboat is stationary and you have eased the throttle levers both into neutral...perform the following operation to each of these vessels, again whilst the motors are running in neutral...

Anchoring at low tide - and the angle of the anchor line is say 45 degrees as the tide comes in the houseboat will rise and the angle of the anchor line will increase. It may well become so taught that the buoyancy of the boat will pull the anchor out of the mud. Consequently, the boat will drift, as it is not anchored.

It is crucial that the houseboat does NOT continue to move forward under power whilst the anchor is down since the anchor rope will snarl the propeller.

Dropping The Anchor

- Release the chain by first switching the winch on into the "down" position, whilst pressing the safety button. The switch for this is located at the helm. Allow the anchor to run from the anchor pipe below the bow. The anchor will drop to the River bottom.
- When the anchor has finally hit the bottom of the River and adequate length of chain is released. The tide or the wind will pull the houseboat around. You will feel the anchor holding (embedding itself into the mud). As this happens let out more and more chain - about two and a half lengths of the boat (the anchor line should be at about 30 degrees. But be careful of the tidal situation at the time). However refer to the topic 'SCOPE' at this point.
- Do **NOT** engage the motors in reverse as the tidal movement or wind will be adequate to embed the anchor into the mud.
- If there is no power to the winch then you may need to reset the circuit breaker in the bilge area under the floor hatch of the back deck. It has a blue switch.
- Be sure that you have the motors running (in neutral) to supply power to the winch.
- A note of caution - if you have raised the anchor too high then the stalk of the anchor will get caught in the anchor pipe guide (below the bow). If this occurs you will need to manually release chain and the physically push the anchor towards the River (you will have to hang over the bow and push it with the blunt end of the boat hook - be careful)

SPECIAL NOTE:

- There is only chain connected to the anchor. If for any reason a section of the length of chain has to be cut then the entire length of chain becomes useless. You will no doubt lose your bond if this happens.

On THESE HOUSEBOATS....please...

- Check the anchor is not dragging.
- Switch the motors off after you have anchored.
- Check the anchor is not dragging and again during your stay in the present location.

Checking The Anchor

- You need to be vigilant when on anchor.
- To check to see if your anchor is still holding we recommend...
 - From the bow of the boat note a particular landmark (an unusually shaped rock or tree) on both the port & starboard shores. You may have moved if it seems you have moved from their line of sight.
- Have you moved closer to neighbouring boats??
- You are more likely to drift anchor after the tide has turned. So if the tidal turn is early in the morning and the wind may be assisting in you drifting you may have to get up and check the anchor.
- The anchor line needs to be taut. If not then it might be low tide.

Scope

- Scope means the ratio of the length of anchor line let out to the depth of water in the place you are anchoring.
- It must be always at least 3 to 1, and in exposed conditions or heavy weather it should be increased to 5 to 1 or even greater. For example, if you have 5 meters of water under the boat, you should have at least 15 meters of anchor line out. In an exposed area, that should increase to 25 meters of line laid out.
- The reason why scope is so important is that the more line there is out between the boat and the anchor, the flatter the pull is on the anchor, allowing it to remain firmly dug in to the bottom. In fact that is how an anchor is retrieved, by reducing the scope to make it break out.
- The problem with allowing too much anchor line is that it places the vessel close to other boats and the shore and in a confined space as in a bay this becomes problematic.

Lifting The Anchor

- Before lifting the anchor ensure that
 - No one is still in the water.
 - The ladder has been raised or removed.
 - All fishing lines and crab pots etc have been brought in.
 - There are no children on the foredeck.
 - Familiarise yourself with all neighbouring boats, the wind, shoreline and the tidal movement.
 - Plan the route you will travel from your location.
- Switch the motors on and leave them idling in neutral.
- Switch the main power on at helm. The up/down switch must be engaged whilst holding the safety button down. Both located at the helm. Watch to see the anchor's position as it is lifted.
- As the anchor is being raised you may try and very slowly drive the houseboat forward towards the anchor. This will reduce the strain put on the winch.
- Should the anchor become stuck (in the mud), simply drive over the anchor, as it is a plough anchor it will drag back from its position and pull out from the mud. However, if the anchor is lodged in behind a rock or on a reef this will become very very difficult. This is why we highly recommend you only anchor in bays where these risks are reduced.
- (Previous damage has been as much as \$8,000).
- As soon as you notice the anchor has become dislodged and it seems the vessel is moving forward place the motors in neutral again.
- In the rear bilge area there is a circuit breaker (blue coloured switch) this may need to be reset if the anchor winch has no power.
- Do NOT pull the anchor too far up which will damage the bow sprit (the step up onto the boat that holds the anchor in place). Also, do not have the anchor dangle in the water, as it will damage the boat otherwise.

Watch to see the anchor's position as it is lifted, you may need to lean over the front deck slightly. Additionally, the last metre of the chain has been painted to indicate the anchors close proximity. Be careful!! Do NOT pull the anchor too far up and then damage the under-deck area or it may get stuck in the anchor guide shaft.

Getting Stuck - On Mud, Shallow Areas or Rocks

- If this ever happens then you are a fool and have no doubt damaged the motors, props, the vessel's hull and most definitely your pride.
- You will more than likely lose your bond or part of it.
- **SWITCH THE MOTORS OFF**
- Gauge the condition of the boat how much water is below you, is the vessel floating, how far you are from shore, which direction the wind is blowing, is it an outgoing or incoming tide etc, etc.
- Contact us on your mobile (text message if poor reception) or in an emergency contact the coast guard via CB radio on Channel 88.
- We will try to tow you off if at all possible.
- In the mean time pull the motors up. Refer to 'contents'.
- You may need to toss the anchor over to maintain your position.
- You will need to wait for the tide to come back in and raise the boat from the mud. This could mean waiting 12 hours for a higher tide.
- It is only then that we can tow you off the shallow area.
- If you attempt to reverse the vessel from its stranded position then the motors may take in mud, which will clog the internal movements, overheat the motors and damage them completely.
- If you are caught on rocks – this is a very serious situation and may sink the vessel in minutes.
- Each situation will require its own strategy. You must let logic dictate your actions.

Lifting The Motors Up

- You will need to lift the motors...
 - To check the props, if it has fishing line or rope tangled around the propeller.
 - If you are in shallow water and since the propeller is lower than the hull of the boat it may be stuck in mud etc.
- Both motors may be lifted electrically
- To lift motors electrically - on the port side of each motor, just below the cowling (the hood to the motor) is a button.
 - Press button **UP** will raise the motor.
 - Press button **DOWN** will lower the motor.
- Be sure you have lowered the motor all the way before starting it.

Dinghy - Outboard Motor Operations

- When hiring an outboard dinghy motor follow the directions given:

Do not use this motor in reverse - by turning the motor at 180 degrees

3hp outboard motors

1. Be sure the oars are in the dinghy and the others on the houseboat know where you are going.
2. Switch fuel line and breather valves on.
3. Turn choke on (pull out).
4. Turn throttle half way, like on a motorbike.
5. In a safe position, pull cord to start.
6. Switch choke off (immediately push back in). Overuse will flood the motor.
7. Speed is controlled by throttle tube, on the tiler handle
8. To travel left, push tiler handle right.
9. To travel right, push tiler handle left.
10. To stop press red button.

Dinghy

- Be responsible at all times.
- The dinghy is supplied with 2 rowlocks, 2 oars, bailing scoop & tow rope.
- No skylarking or towing people behind the houseboat.
- Whilst driving the houseboat the dinghy must be secured where it was first located - not to railings/motor guard but to a rear bollard.
- Ensure that the boat is secured if taken away from the houseboat & left on its own. Children usually lose the dinghy this way.
- Do not stand up or overload the dinghy with people or goods.
- Please keep dinghy dry by scooping water out when required.
- Do not try and dive into the water from the dinghy or pull someone into the boat.
- If there is a non-swimmer or poor swimmer onboard then insist on them wearing a life jacket. Children should wear them.
- Do **NOT** use the dinghy at night - it does not have safety lights or navigation lights.
- The dinghy is only for very short distances (even if a motor is supplied). You cannot mow the Football Stadium with a small Victor Lawnmower.
- Children must wear life jackets when travelling in the dinghy
- If only one person is travelling in the dinghy a life jacket must be worn

KAYAK HIRE with your HOUSEBOAT

DOUBLE KAYAK = \$30 per day

SINGLE KAYAK = \$20 per day



Hawkesbury Afloat

at BROOKLYN MARINA

HOUSEBOAT HIRE CONTRACT AGREEMENT

Hirer accepts full liability for breach of the following fundamental conditions of hire.

6. The driver of the houseboat must not be under the influence of alcohol or drugs.
7. The houseboat must not be driven in a negligent or reckless manner.
8. The houseboat can not be rafted to other boats, driven ashore, driven upon oyster leases, driven up to fixed jetties and pontoons or driven into areas where boats are permanently moored or berthed (Akuna Bay, Bobbin Head, Appletree Bay, Cottage Point, Parsley Bay, Dangar Island, Berowra Waters and past Spencer).
9. The houseboat must not be driven beyond the permitted areas which are shown on the map supplied to you, displayed in the Handbook and the map supplied in the boat.
10. The houseboat cannot be driven at night unless the safety or health of people on board is at serious risk.

If breach of any of these conditions results in injury to any person or damage to any thing, the hirer will indemnify Brooklyn Marina for the full amount of any claims or damages resulting from that breach.

The bond does not cover these breaches.

Hirer also agrees to the following:

- a) The deposit is confirmation of your booking. If the booking is cancelled we will not refund the deposit unless we can rehire the boat for at least the same fee. The balance of the hire fee is paid by cash or credit card on the day of departure.
- b) We reserve the right to cancel the booking prior to departure if we assess that the Hirer is unsuitable. We will refund any money paid.
- c) A bond of \$1,000 minimum is payable by the day of departure for ALL our houseboats

The bond covers your liability for missing items and damage to the houseboat provided the fundamental conditions of hire are not breached. It does not cover your liability for damage to other vessels.

- d) We cannot accept liability for any vehicle parked at the marina, nor for any possessions owned by hirer or any other persons.
- e) Each Houseboat is licenced to carry a maximum of persons by law. These are:

- The Mariner Cruiser 2 - 4 berth is licensed to accommodate up to 4 persons overnight and during the day
- The Horizon 2 - 4 berth houseboat is licensed to accommodate up to 4 persons overnight and during the day
- The 8 Berth Deluxe 8 Homecruiser houseboat is licensed to accommodate 8 persons overnight and during the day.
- The Executive 10 Berth houseboat is licensed to accommodate 10 persons overnight and during the day.
- The 10 Berth Deluxe 10 Homecruiser houseboat is licensed to accommodate 10 persons overnight and during the day.
- The 12 Berth Ultra Homecruiser houseboat is licensed to accommodate 12 persons overnight and during the day.
- The 12 Berth PLUS Homecruiser houseboat is licensed to accommodate 12 persons overnight and during the day.

NOTE: Any person over one year old is counted as a person.

- f) No pets, explosive devices or firearms are allowed on the houseboats.
- g) No candles are permitted on the houseboat and no smoking inside the boat or near the fuel and gas tanks.
- h) If hirer has not been briefed prior to 4pm, we reserve the right to keep the boat at the Marina overnight.
- i) If the houseboat is not returned to the marina by the due time, we reserve the right to charge a late fee of \$60 per hour or part thereof.
- j) If the houseboat runs aground or is involved in any accident we must be immediately notified. We will then determine the most appropriate course of action, taking into account personal safety of hirers and staff and actual and potential damage to the houseboat.
- k) All safety equipment on the houseboat must only be used for safety purposes. This equipment includes fire extinguishers, life rings, dan buoys, life jackets and first aid kits.
- l) If the houseboat is not returned in a clean and tidy condition we reserve the right to charge for any additional cleaning required.

November . 2019

Hawkesbury Afloat at BROOKLYN MARINA

DINGHY - OUTBOARD MOTOR HIRE

HIRE CONTRACT

3hp	
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Conditions Of Hire

- Please read the conditions below and sign the contract.
- You, as Hirer, are responsible for this outboard.
- Ensure that the motor is securely fixed to the transom of the dinghy
 - the motor clamps do not come loose and are screwed down tight.
 - the security line from the motor to the dinghy is securely attached.

The outboard has been fully serviced, checked and tested prior to your hire. It operates correctly.

- If the motor fails then you may not have listened to our instructions. Usually, it is one of the following problems:
 - the breather on the fuel cap must be turned on when using the motor and turned off when not using the motor.
 - Salt air may enter the breather inlet valve when left open and not being used. This contaminates the fuel and the motor fails.
 - the choke was operated for too long a period and you have flooded the motor.
 - turn the fuel shut off valve on when in use and off when not in use.
 - there is inadequate fuel in the tank.
 - the propeller has hit an object, the shore or a rock. The shear pin, which rotates the propeller, has snapped. Do not place the motors in reverse, as the shear pin will snap as propeller hits the transom.
- Stop and tilt motor before going into shore. This may break the leg (which is very expensive) or snap the shear pin.
- We will NOT go out to perform any repairs on the dinghy motor.
 - You may come back to the pick-up point for an exchange (if one is available).**
- There are NO refunds on a dinghy motor hire.
- Should you return without the dinghy motor then you must pay the replacement cost of this motor (between \$850 - \$1250)
- Your Houseboat hire bond does not cover the dinghy motor loss.

I agree to the above
terms and conditions: _____

Date: _____

Hawkesbury Afloat at BROOKLYN MARINA

ACCIDENT REPORT

Name of Vessel

Name of Hirer

Details of Accident: (How it happened)	Date	

Damage / Injury Details

Damage to other Person/Property (the other vessel)

Accident Date		Time		Vessel	
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Houseboat Operator (Name & Address)	Phone	
Signature		

Witness (Name & Address)	Phone	
Signature		

DON'TS AND DO'S

xxx DON'T xxx

✓✓✓ DO ✓✓✓

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Don't travel at night ▪ Don't travel in high winds and rough conditions. ▪ Don't reverse unless an emergency ▪ Don't anchor in fast flowing water ▪ Don't have any pets or firearms ▪ Don't travel into any red areas ▪ Don't anchor from the stern of the houseboat or too close to other boats, shore, and navigation markers. ▪ Don't engage winch without motors idling ▪ Don't drive whilst intoxicated. ▪ Don't travel or anchor past Juno Point and Little Pittwater. ▪ Don't attempt to beach the vessel ▪ Don't anchor near bridges and submarine cables. ▪ Don't have more persons on board than the contractual number. ▪ Don't tie to any wharves, jetties other fixtures or vessels. ▪ Don't travel near rocks, shore, oyster leases, navigation markers ▪ Don't run motors if alarms sound ▪ Don't leave your rubbish on boat ▪ Don't tow dinghy from railings or motor guard. ▪ Don't abuse power supply ▪ Don't enter solar panel areas ▪ Don't throw tampons and other objects into toilet. ▪ Don't act irresponsibly ▪ Don't overload the dinghy with people or goods. ▪ Don't start motors with persons in water | <ul style="list-style-type: none"> ▪ Do check map regularly ▪ Do replenish water & fuel whenever you pass the Marina ▪ Do conserve battery supply ▪ Do conserve water supply ▪ Do take responsibility of the boat ▪ Do respect the vessel & its contents ▪ Do wait for us at the prearranged pick up spot (near the road bridge) to bring you to Brooklyn Marina ▪ Do be careful when using winch & have children well clear. ▪ Do have a good time ▪ Do adhere to all rules/regulations in the NSW Maritime Handbook ▪ Do raise ladders when travelling ▪ Do read & adhere to Instruction Manual, which is sent out to you ▪ Do put sun canopy down in strong winds and expected storms. ▪ Do anchor out from Restaurants / Stores and row in. ▪ Do contact Brooklyn Marina in an emergency or an accident ▪ Do be good to your mum & hug her ▪ Do clean up boat before returning ▪ Do ensure you are moored or anchored before nightfall. ▪ Do use channel 88 in an emergency ▪ Do keep noise to a minimum ▪ Do find protection & safe anchorage before bad weather ▪ Do tow dinghy from rear bollard ▪ DO check that all is clear around motors before starting |
|--|--|