

Welcome to The Boathouse Meeting & Event Room

Fully COVID-19 Secure

The contents of this package have been fully updated for re-opening after closures due to Covid-19. You'll find all the information you require to make a booking, including additional resources which we hope will help in planning for your meeting or event.

The Boathouse offers great facilities and a truly unique location. Having previously been available for groups of up to 60 people, The Boathouse Meeting Room is currently available **for groups of up to 14 people**. Full detail of various uses that are possible under current guidance will be discussed and agreed, and we look forward to working with you to ensure your meeting or event runs smoothly.

The Boathouse Meeting & Event Room is provided by **The Crown Estate, owners of Rushden Lakes**, first & foremost to be made available to community groups, often at prices well below typical hire rates for a facility of this type. The room is of course also available for private and corporate hire at standard rates.

The Boathouse is managed on behalf of The Crown Estate by The River Nene Canoe Hire Co. Ltd (trading as "**Canoe2**" and "**The Boathouse Meeting Room**"), a local canoe hire & paddle activity company who share this special "net zero energy" building. Overseen by East Northamptonshire Council and The Crown Estate, The Meeting Room is managed on a not-for-profit basis, with all income utilised in maintaining & running this modern meeting & events space, offering:

- Spectacular Lake setting, designated a "Site of Special Scientific Interest"
- Audio-visual equipment (70" screen)
- Prime location with major road access to A45
- Ample Free on-site car parking
- Free Wireless High-Speed Internet access
- Total meeting space of up to 100 square metres
- Fully equipped kitchen facility
- Toilets & Showers
- Fully Covid-19 Secure Procedures
- Under current guidelines the room has a capacity of 6 to 14 people, dependent upon layout and type of group attending

Below you will find useful information on Public Transport, Taxis, Parking, and more. We hope that your event goes well and is a great success. If you have any questions, please do not hesitate to call on 01933 522 223.

From all of us at Canoe2 & The Boathouse Meeting Room, we look forward to hearing from you.

Pack Includes:

- Hire Charges
- Public Transport, Parking Accessibility, Wi-Fi & More
- Check-In & Check-Out
- Conditions of Hire
- Booking Form

2021 HIRE CHARGES

The Boathouse Meeting Room Tariff is shown below:

Available 9am-10pm daily all year round (some exclusions around Christmas & New Year)

Boathouse Meeting & Event Room - Hire Rates		
(VAT not applicable)	Upto 4 Hours	Upto 8 Hours
Standard Commercial & Private Hire Rate	£140	£210
Community & Charity Rate (weekends & evenings only*)	£70	£105

***Note that the Community & Charity Rates are also available weekday daytime use DURING LOCAL SCHOOL HOLIDAY PERIODS**

FLIP CHARTS: Please note that our COVID-19 Secure Procedures dictate that flip chart pads must be disposed of after every event. Therefore, a pad will only be made available if requested when booking your event. Pads should then be taken away with you.

PAYMENT DETAILS - PAYMENT IS REQUIRED IN FULL UPON BOOKING, BY CARD

A damage deposit of £200 is also payable, which will be returned in full if the meeting room & associated facilities are left clean, tidy and undamaged and there is no overrun of the hours booked.

Assuming no damage, loss, broken hire terms, or time overrun, your security deposit will be returned within 10 days of hire.

Schedule of cancellation charges:

- *Cancellation within 4 weeks of hire = No Refund*
- *Cancellation 4 to 8 weeks before hire = 50% Refund*
- *Cancellation more than 8 weeks before hire = Full Refund*

Any security deposits paid for cancelled hire will always be refunded

IMPORTANT ADDITIONAL INFORMATION

PUBLIC TRANSPORT TO/FROM RUSHDEN LAKES

To ensure great public transport links to & from Rushden Lakes, The Crown Estate have funded two new bus services as well as the extension of two existing routes. These bus routes will serve Rushden Lakes from surrounding towns and villages, from early in the morning until later into the evening, 7 days a week. The bus services run between Rushden town centre, Wellingborough and out to Northampton and Bedford, as well as other surrounding towns and villages.

Full details of the four bus routes, including all bus stops, bus times and ticket prices, can be found online at <https://www.stagecoachbus.com/promos-and-offers/midlands/rushden-lakes>

There is ample cycle parking on site with cycle rack facilities, and Rushden Lakes is well connected to the national cycle network. A new footbridge has also been built, linking Rushden Lakes to Rushden town centre too and it can be reached on foot in around 20 minutes.

TAXIS

For your information, local taxi/minibus companies include:

Absolute Minibuses – 01933 650522

Lee Cabs – 01933 442444

GPS Taxis – 01933 355055

Alco Taxis – 01933 412222

FINDING US:

The Boathouse Meeting Room address is:

The Boathouse
The Boardwalk
Rushden Lakes
Rushden
Northamptonshire
NN10 6FA

Rather than using the post-code, some sat-nav systems work better if you search “Rushden Lakes”. We’re just off the A45, with excellent links from the M1, A1 and A14

WHEELCHAIR ACCESSIBILITY

The Boathouse Meeting Room is a ground level facility, accessible by wheelchair users via the main door to The Boardwalk. The entry from Boardwalk to Meeting Room is one level. Doors are not powered, so assistance may be required if doors are not already standing open.

Wheelchair accessible toilet & shower is available in the Visitor Centre, the building right next to The Boathouse, a few yards away. Sorry but The Boathouse toilets & showers are not wheelchair accessible.

AUDIO VISUAL EQUIPMENT

A large 70" AV screen is provided for your use. It works simply as a very large computer screen mounted high on the wall, as an alternative to a projector. Your laptop or PC can be plugged in via either the VGA cable, or HDMI lead, both supplied. Each offers the following:

- VGA – Vision only
- HDMI – Sound & Vision

LICENCES MAY BE REQUIRED FOR YOUR EVENT (alcohol or music)

- Have you considered any need for a temporary alcohol, music or entertainment license? See Conditions of Hire for more information
- If license required, please forward copy of license to THE MANAGER ***before*** your event
- See Conditions of Hire (Page 9) for more information

PARKING

There is free car parking in the main Rushden Lakes customer car park, including dedicated parent and child bays, spaces for disabled drivers, and four dedicated parking bays for electric car-charging.

Hirers of The Boathouse Meeting Room benefit from permission to park beyond the standard 5 hours free parking, so please be sure to use the sheet below (next page) to list registration numbers of any vehicles likely to require a time extension beyond the 5 hours.

Boathouse Meeting Room Users

Vehicle Registration Numbers for Parking Extension at Rushden Lakes

Valid One Day Only. Valid Date Requested: _____

Name: _____ Reg & Make: _____

Name: _____ Reg & Make: _____

Name: _____ Reg & Make: _____

Name: _____ Reg & Make: _____

Name: _____ Reg & Make: _____

Name: _____ Reg & Make: _____

Name: _____ Reg & Make: _____

Name: _____ Reg & Make: _____

Name: _____ Reg & Make: _____

Name: _____ Reg & Make: _____

Name: _____ Reg & Make: _____

Name: _____ Reg & Make: _____

RUSHDEN LAKES CAFÉS AND RESTAURANTS

Food & Drink options abound at Rushden Lakes, with an abundance of restaurants & cafés on-site. Please check out the Rushden Lakes website for more detail at www.rushdenlakes.com

COMPLIMENTARY WI-FI

Login details will be provided on-site.

The broadband Wi-Fi supplied is “content filtered” at source, to provide a safe internet environment for our users. However, content filtering is not a precise science and does not therefore take the place of parent/guardian supervision if children are using the facilities. Please be vigilant.

Content filtering not being perfect, it is possible that perfectly safe, valid websites or pages could potentially be blocked. Therefore, **if your event or meeting is reliant on accessing any specific website or page, please provide details to THE MANAGER below at least 5 working days before your event**, and we will be pleased to ensure it is “white-listed” on the system and therefore available to you on the day.

Websites/pages to be “white-listed”:

-----	-----
-----	-----
-----	-----
-----	-----
-----	-----

CHECK-IN & CHECK-OUT

Unless you are a regular user of The Meeting Room (in which case special arrangements may be made), upon arrival a “Welcome & Meeting Room Facilities Induction” will be carried out to ensure THE HIRER is aware of how best to use and care for the facility.

“Clean-up, switch off, lock-up” procedures will also be covered.

“WELCOME & MEETING ROOM FACILITIES INDUCTION”

- **Facemasks MUST be worn when meeting Boathouse Representative upon arrival & departure – Thank You.**
- No more than 14 people allowed in The Meeting Room at any time
- The oven, hob & cooker hood are provided for your use **for reheating only** – Covid restrictions forbid food prep. Use of these by minors is forbidden. Please use responsibly
- Dishwasher – fill but **DON'T put on**
- Fridge/Freezer for your use, but please empty upon leaving
- Tables & Chairs – Laid out for you as per booking, please do not change layout
- Main Meeting Room Doors – opening/locks – And managing public “passers-by”
- Consider leaving doors open for additional ventilation
- No exterior key available, so if no Canoe2 staff on-site, **Meeting Room MUST NOT be left unattended**
- Air-Con settings/control
- Use of phone
- Wi-Fi use and password / floor sockets for ethernet & power
- AV instruction
- Lighting override & blinds
- Be Aware that CCTV operates in The Meeting Room
- Door to corridor and toilets/showers – Ladies & Mens nearest the meeting room only
- No admission to corridor beyond first two toilets, marked on floor and by leaflet stand.
- Rubbish & Waste to be disposed of (large amounts) or sorted and binned (small amounts)
- Emergency regulations and fire meeting point – By the Wicker Swan Sculpture, opposite shop, by House of Fraser. Also emergency services to be informed by phone. **Signature required to confirm responsibility for Fire Regulations.**
- End of Hire – Agreed Time for lock-up and tel. number for any early lock-up. **You must NOT leave until Boathouse Keyholder is on site and has checked you out.**

“CLEAN UP, SWITCH OFF, LOCK UP”

We politely request you leave the building in a clean and tidy condition.

Below is a list of pointers to areas that may require cleaning and actions to be taken before you depart.

1. Kitchen Area: All kitchen tiles and surfaces to be wiped clean & dry. Floor to be hoovered (vacuum left in cupboard for your use). Oven & hob to be left clean & tidy and switched off at mains.

2. Vacuum the main room (vacuum left in cupboard for your use). *Wipe any spillages with a dry cloth to ensure there is no evidence of stains.*

PLEASE DO NOT USE CLEANING CHEMICALS ON THE CARPET TILES.

3. Please ensure that the oven, hob, and hood are turned off at the mains after use.

4. *Small amounts of rubbish can be left in the bins provided, sorted for recycling & non-recyclable*

5. *Larger amounts of rubbish to be removed and taken with you please*

6. All lights are automated and will turn themselves off after you leave

7. In kitchen area, check water taps are off, and check electric hob is off at the wall

8. Blinds to be returned to original position, level with top row of visual safety spots on window

9. Please load the dishwasher, but DO NOT switch on.

10. **Chairs & tables to remain in same layout as found**

11. **Facemasks MUST be worn when meeting Boathouse Representative upon arrival & departure – Thank You.**

PLEASE BE SURE TO REPORT ANY DAMAGE/LOSS/ACCIDENTS AS SOON AS POSSIBLE, AS THE NEXT BOOKING OF THE MEETING ROOM MAY WELL BE FIRST THING NEXT MORNING – **THANK YOU**

THE MANAGER shall be at liberty to retain part or all of the security deposit in the event of The Meeting Room not being left in a condition that meets the satisfaction of THE MANAGER, in order to obtain cleaning services to remedy the position before the next hiring takes place.

Thank you for your cooperation

CONDITIONS OF HIRE

Facemasks MUST be worn when meeting Boathouse Representative upon arrival & departure – Thank You.

For the purpose of these conditions, the following definitions apply:

- The term **THE HIRER** shall mean an individual hirer or, when the hirer is an organisation, the authorised representative
- The term **THE MANAGER** shall mean “The River Nene Canoe Hire Co. Ltd”

If the Hirer is in ANY DOUBT as to the meaning of any of the following, THE MANAGER must be consulted immediately on 01933 522 223 or meeting@theboathouse.org.uk

1. **THE BOATHOUSE MEETING & EVENT ROOM IS NOT LICENSED FOR THE SALE OR PROVISION OF ALCOHOL, NOR FOR THE PLAYING OF LOUD MUSIC, NOR ANY COPYRIGHTED MUSIC. AS SUCH, THESE ACTIVITIES ARE NOT PERMITTED AT ANY TIME, unless you have first obtained an appropriate temporary license for your event. Your deposit will be retained if you breach this rule. Bringing your own alcohol for your own consumption is allowed.**

Temporary license to play copyrighted music must be obtained from PPL/PRS if you plan to do so. Find out if it's necessary, and apply here:

<https://pplprs.co.uk/do-i-need-a-licence/>

If you require a temporary alcohol or entertainment license for your event, please follow the link below to access info & application form:

http://www.east-northamptonshire.gov.uk/site/scripts/download_info.php?downloadID=913

Whilst we are happy to advise regarding any additional licensing that may be required, ultimate responsibility remains with THE HIRER, in ascertaining what license may be required, as well as applying for & obtaining any license BEFORE hire commences. If your event necessitates a license, a copy must be supplied to THE MANAGER **before** the event proceeds.

2. THE HIRER shall ensure that the minimum of noise is made on arrival and departure from The Boathouse.
3. THE HIRER will, during the period of hiring, be responsible for the supervision of the premises, the fabric and contents, their care and safety from damage, however slight, or change of any sort and for the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements. **The Meeting Room must not be left unattended.**
4. **THE HIRER will ensure that no more than 6 to 14 people are in The Meeting Room at any time (precise number as per your specific booking). It remains THE HIRER'S responsibility to abide by all relevant government COVID-19 related guidelines. Any deviation from these guidelines and any related laws, will be entirely the responsibility of THE HIRER.**
5. THE HIRER shall not use the premises for any other purpose other than that described in the hiring agreement and shall not sub-hire or use or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do or bring anything onto the premises which may endanger the same or render invalid any insurance policies in respect thereof.
6. THE HIRER shall ensure traffic problems are minimised by encouraging car sharing and minibuses etc.
7. THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
8. THE HIRER shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, the Local Magistrates Court or otherwise, particularly in any connection with any event which includes public dancing, music or other similar public entertainment or stage plays.
9. THE HIRER shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulation.

10. THE HIRER shall ensure any electrical appliances brought by him/her to the premises shall be less than 12 months old or PAT tested for safety, and used in the appropriate manner
11. THE HIRER shall indemnify THE MANAGER for the cost of repair for any damages done to any part of the property, including the curtilage and contents of the building, which may occur during the period of hire.
12. If THE HIRER wishes to cancel the booking before the date of the event, the return of any deposit or other monies paid will be in line with the enclosed schedule.
13. AT THE END OF HIRING, THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, in accordance with the routine attached.
14. THE MANAGER reserves the right to cancel a hiring in the event of The Boathouse being required for use as a Polling Station, in which case THE HIRER shall be entitled to any deposit paid.
15. THE HIRER shall ensure that any activities for children under the age of eight years old comply with relevant current legislation and that only fit and proper persons have access to children.
16. The oven, hob & cooker hood are provided for your use. Use of these by minors is forbidden. Please use responsibly and ensure that after use they are turned off at the mains & thoroughly cleaned. If necessary, grease filters in the hood should be checked & cleaned after use. Under current COVID-19 guidelines, food preparation is not allowed in the meeting room. The oven, hob & microwave may only be used for re-heating.
17. Broadband Wi-Fi is Included free for use with hire of The Meeting Room. Whilst every effort has been made to supply a fast & reliable connection (we've installed a dedicated fibre leased line direct to The Boathouse), THE MANAGER accepts no responsibility for loss of service, reduced speed, or the number of devices that might successfully connect at any one time.
18. Broadband connection is also available via 24 ethernet sockets to be found within floor boxes spread around the room. Ethernet cables are **not** provided so please be sure to bring your own if required. Power sockets will also be found in the floor boxes. Great caution must be exercised when the floor boxes are in use, as the box covers and cables create a trip hazard.
19. The broadband Wi-Fi supplied is "content filtered" at source, to provide a safe internet environment for our users. However, content filtering is not a precise science and does not therefore take the place of parent/guardian supervision if children are using the facilities. Please be vigilant.
20. Content filtering not being perfect, it is possible that perfectly safe, valid websites or pages could potentially be blocked. Therefore, **if your event or meeting is reliant on accessing any specific website or page, please provide details to THE MANAGER at least 5 working days before your event**, and we will be pleased to ensure it is "white-listed" on the system and therefore available to you on the day.
21. The Boathouse is designated as a non-smoking establishment. No naked flames, candles, fireworks, fires etc are allowed inside or outside of the hall due to the risk of fire.
22. THE HIRER shall ensure that no dogs, except guide dogs, are brought into The Boathouse.
23. Rubbish & Bottles must be removed and disposed of in accordance with current environmental legislation.
24. THE HIRER is not permitted to attach any item to any of the wall surfaces
25. If THE MANAGER deems the event "Out of control" or in breach of this agreement, you will be required to close the event with immediate effect. Under these circumstances, no refund will be due.
26. THE MANAGER reserves the right to withhold all of the damage/loss deposit due to any of the above conditions not being met to our satisfaction.
27. **THE HIRER should be aware that CCTV operates in The Meeting Room**, fed directly to Rushden Lakes Management/Security Suite only.
28. The Meeting Room is a "dry-room" meaning no wet kit and no wet people are allowed. Any wet gear or people should enter only via the Kit-Out room if available.
29. THE MANAGER accepts no responsibility for loss of, or damage to, any personal belongings of THE HIRER or the hiring group. No external key is available to hirers, and The Meeting Room must not be left unattended at any time during the hire

YOU MAY BE REPORTED FOR FAILING TO COMPLY WITH LICENCING LAWS, AND MAY BE PROSECUTED IN A COURT OF LAW.

Covid-19 Secure Procedures – Supplementary terms of hire

1. **Facemasks MUST be worn when meeting Boathouse Representative upon arrival & departure – Thank You.**
2. **QR CODE.** Delegates & Visitors are requested to scan the QR code with the NHS Track & Trace app.
3. **NO ENTRY** allowed for anybody that has any symptoms of COVID-19 or shares household with anybody suffering such symptoms during the 4 weeks prior to the booking
4. **CAPACITY.** The Hirer is responsible for ensuring that the event does not exceed maximum capacity as confirmed when booking
5. **LAYOUT** of tables & chairs will be as booked, and must not be changed on the day
6. **DISTANCING.** Government social-distancing guidelines relevant at time of event/meeting, must be adhered to
7. **SANITISE.** Hand sanitiser provided should be used regularly
8. **FACE MASKS** to be worn where required by guidelines
9. **KITCHEN.** Only ONE nominated person to use kitchen area THROUGHOUT YOUR HIRE PERIOD. The kitchen area is currently only available for preparing drinks and re-heating food. No food preparation is currently possible
10. **DISHWASHER.** All used crockery, glasses & cutlery to be placed in dishwasher, but not to be switched on
11. **TOILETS** for delegates use are through the internal door. The first two doors on the left are the toilets for your event. Access to other areas is not allowed.
12. **FLIPCHART** not available unless pre-booked as an optional extra (flipchart pads now have to be disposed of after each use)
13. **LOCK-UP.** Prompt ending of your event/meeting is essential at the time booked. If you wish to end sooner please contact the appropriate key holder as instructed on day of hire. The Meeting Room must NOT be left unattended.
14. **Any failure to comply with government COVID-19 guidelines is entirely the responsibility of The Hirer**

HIRER'S DECLARATION

I have read and agree with the conditions of hire and cleaning routine sent to me with this document.

I agree to pay a damage deposit of £200, which will be returned if the meeting room & associated facilities are left clean, tidy and undamaged and I do not overrun the hours booked. If any of these events occur, I may lose my deposit. For clarity, the full £200 deposit will be forfeit if the meeting room is not entirely vacated within 15 minutes after the booked time ends.

Evening events MUST be concluded by 9.30pm, allowing clean-up until 10.00pm

Signature of HIRER: _____

HIRER'S name printed: _____

Date: _____

NOTE THAT THE PERSON IN CHARGE OF THE HIRING GROUP ON THE DAY OF HIRE WILL BE REQUESTED TO SIGN BELOW TO ACKNOWLEDGE THE TERMS OF HIRE & THE MEETING ROOM RISK ASSESSMENT (displayed), AS WELL AS CONFIRMING THEIR RESPONSIBILITY FOR:

- THE GROUP ADHERING TO COVID-19 SECURE PROCEDURES & CAPACITIES
- FIRE SAFETY REGULATIONS AND FIRE EMERGENCY PLAN, INCLUDING ENSURING THAT, IN THE EVENT OF A FIRE EVERYBODY LEAVES THE BUILDING & THAT EMERGENCY SERVICES ARE INFORMED BY PHONE

SIGN BELOW ONLY ON DAY OF HIRE, TO CONFIRM YOU AGREE TO THE ABOVE, THANK YOU:

Signature: _____

Name printed: _____

Date: _____

On Behalf of: _____

Please first check availability by phone on **01933 522223** or by email: meeting@theboathouse.org.uk Then, to book:

- Please pay, complete the Booking Form, and any other relevant information and sign Conditions of Hire (page 11)
- Easiest way to complete and return is by saving this PDF Document and choosing the “Fill & Sign” option down the right-hand side once saved, then send by email to above email address or any Canoe2 contact email
- Alternatively, print, complete and then scan it back to us via email, **OR**
- Return by hand or post to our address shown on Page 3

Booking Form – Ref Number _____

Name	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Postcode	
Telephone Landline & mobile	
Email Address	
How did you hear about us?	

Date/s of Hire	
Day of Week	
Start Time	
Finish Time	
Total Booking Fee	
Plus, Security/Damage Deposit	
Is A1 Flipchart pad required?	Please only request if necessary as it must be disposed of after your meeting due to Covid-19 Secure Procedures...
Nature of your event	
Required Layout (U-Shape, Boardroom, Classroom, Theatre, etc)	See Photos Below. State required layout & no. of attendees here:

Type of Booking & Room Layout

On day of hire, the room will be setup by Canoe2 staff in accordance with the layout indicated at time of booking. This layout is not to be altered. Face masks to be worn when not seated.

Note: You may bring up to 14 people for any meeting room use, but the Maximum number indicated is the TOTAL maximum number of people possible if you require proper social distancing (including all delegates, staff, lecturers, trainers or officials chairing the meeting etc).

Layout Name: U Shape (maximum *distanced* capacity of 8)

Large U shape of tables, with 8 appropriately spaced chairs, all with view of AV equipment at front. This is our standard, most popular layout, and if no layout specified, this is the default.

Example image below:



Image above shows U-Shape layout

Layout Name: **Boardroom** (maximum *distanced* capacity of 10)

Large rectangle of tables with 10 appropriately spaced chairs. *Example image below:*

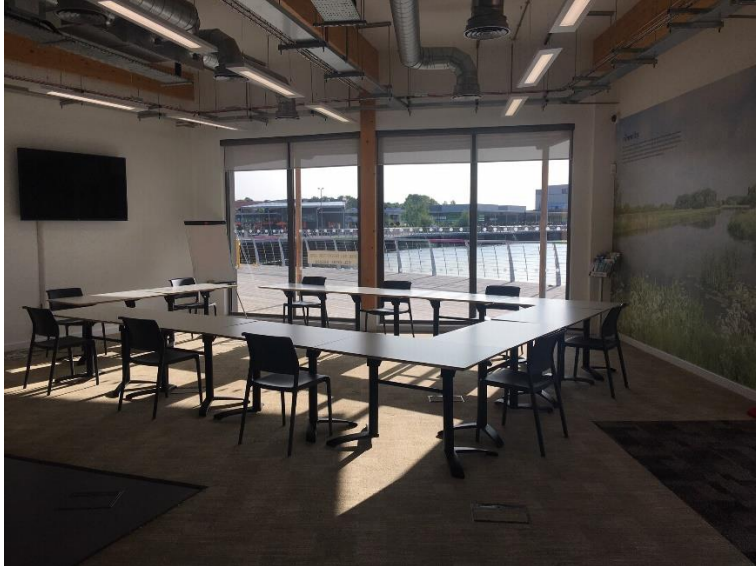


Image above shows Boardroom layout

Layout Name: **Classroom** (maximum *distanced* capacity of 12)

One table & chair per delegate set up facing front, appropriately spaced, with one person delivering from the front. *Example image below:*



Image above shows Classroom layout

Layout Name: Theatre (maximum **distanced** capacity of 14)

Rows of appropriately spaced chairs facing front, with 1 person delivering from the front. **Example image below:**



Image above shows Theatre layout

Layout Name: Reception (maximum **distanced** capacity of 14)

No chairs or tables. Delegates standing and mingling in small socially distanced groups. *(no image)*

Layout Name: Trade Show / Exhibition / Bespoke (maximum **distanced** capacity of 6 to 14 people, subject to layout)

PLEASE REMEMBER:

Facemasks MUST be worn when meeting Boathouse Representative upon arrival & departure – Thank You.