

Watercraft & Life Jackets

Life jackets:

- Ensure all guests are fitted for appropriately sized life jackets
- When recording the sign outs on the whiteboard, use **booking number** wherever possible
 - If booking number is not known, use **booking surname**
 - There should be a copy of the booking summary print out at the boat shed to refer to for booking numbers
 - It is important for us to know which booking the hires belong to

Watercraft hire:

- Ensure appropriate watercraft are hired out based on size, experience, weather conditions etc
- **Refer to boat register as needed**
- **Take payment on EFTPOS machine when possible**
 - You can take the EFTPOS machine to the boat shed
 - It might not have signal inside the shed, but should work at the entrance
 - If not possible to take payment at the time, note it down on the sheet and collect payment on equipment return
 - If guest leaves without paying, add a note to their booking on Venuelife

Note number of life jackets and watercraft hire of the bookings summary printout in the boat shed as you go. This will make checking equipment back in at the end of the weekend easier.