

Asset Booking and Hire Procedure

The Eyot Centre

August 2026

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Purpose

The purpose of this procedure is to ensure that all significant assets owned or managed by The Eyot Centre are:

- available when required;
- used safely and appropriately;
- booked and authorised before use;
- maintained in good condition;
- capable of being located at any time; and
- managed in accordance with the charity's governance, financial controls and insurance arrangements.

This procedure supports good governance by ensuring that the trustees are able to account for the location, condition and use of the charity's assets at all times.

This procedure should be read alongside the Centre's:

- Asset Register
- Hire Charges Schedule
- Private Vehicle Use Policy
- Expenses and Reimbursement Policy
- Risk Assessments (where applicable)

Scope

This procedure applies to all significant Centre assets that leave their normal storage location or are allocated for use by Centre sections or external organisations.

This includes, but is not limited to:

- Dragon boats
- Canoes
- Outrigger Canoes
- Kayaks
- Stand-up paddleboards
- Trailers
- Duke of Edinburgh equipment
- Camping equipment
- Event equipment
- Associated equipment and accessories issued with Centre assets, including but not limited to paddles, buoyancy aids, spray decks, helmets, throwlines, pumps, dry bags and similar items.
- Any other asset designated by the trustees.

Principles

The trustees should be able to identify:

- what significant assets the charity owns;
- where those assets are;
- who is responsible for them;

- when they are expected to return; and
- whether they are available, in use, under repair or hired to another organisation.

All users share responsibility for protecting the charity's assets and reporting any loss, damage or defects promptly.

No Centre asset may leave its normal storage location unless it is subject to a Standing Allocation or has been recorded within the Centre Booking System in accordance with this procedure.

Roles and Responsibilities

Trustees

The trustees are responsible for the overall governance of the Centre's assets and shall:

- approve this procedure and any subsequent amendments;
- approve Standing Allocations as part of the annual planning process;
- ensure appropriate financial controls are in place;
- maintain oversight of significant Centre assets;
- consider any policy exceptions or disputes that cannot be resolved by delegated authority.

Centre Manager

The trustees delegate responsibility for the day-to-day administration of Centre asset bookings and external hires to the Centre Manager.

The Centre Manager is responsible for:

- maintaining the Centre Booking System;
- recording and maintaining Standing Allocations;
- administering and authorising routine bookings within the limits of this procedure;
- coordinating external hires;
- identifying and resolving routine booking conflicts;
- maintaining booking records;
- ensuring hire documentation is completed where required;
- notifying the Treasurer of chargeable hires requiring invoicing;
- maintaining an overview of asset availability;
- recording assets that are unavailable due to maintenance or repair;
- reporting significant issues relating to Centre assets to the trustees.

The Centre Manager may seek advice from the relevant Section Lead where specialist operational knowledge is required.

The Centre Manager may not amend Standing Allocations without the agreement of the relevant Section Lead or the trustees.

Honorary Treasurer

The Honorary Treasurer is responsible for:

- raising invoices for external hires;
- recording hire income;
- reconciling hire income against booking records;

- maintaining records of outstanding hire invoices;
- reporting significant hire income and outstanding debts to the trustees.

Section Representative Trustees

Each Section Representative Trustee is responsible for:

- ensuring Standing Allocations remain accurate;
- notifying the Centre Manager of permanent or temporary changes;
- nominating a Nominated Responsible Person for each Ad hoc Booking where appropriate;
- ensuring Ad hoc Bookings are requested and recorded;
- ensuring participants comply with Centre policies and procedures;
- ensuring assets are returned promptly;
- reporting damage or defects;
- cooperating with other Section Leads to resolve booking conflicts.

Nominated Responsible Person

Every Ad hoc Booking and External Hire must have a Nominated Responsible Person.

The Nominated Responsible Person shall normally be the individual leading the activity, expedition, trip, race or event unless another person has been agreed by the Chair or nominated trustee.

The Nominated Responsible Person is responsible for the Centre assets from the time they leave their normal storage location until they are returned, inspected and the booking is closed.

For External Hires, the hiring organisation must nominate a Responsible Person before the assets are released. That individual shall be recorded within the Centre Booking System and any hire agreement and shall be responsible for the Centre's assets throughout the hire period. They shall act as the Centre's principal point of contact for the hire and are responsible for ensuring that the assets are used in accordance with the hire agreement and returned in good order at the agreed time.

The Nominated Responsible Person shall:

- accept responsibility for the booked assets;
- ensure all booked assets are collected and returned;
- ensure assets are used only for their authorised purpose;
- ensure relevant Centre policies and procedures are followed;
- ensure vehicles and trailers are used in accordance with the Centre's Private Vehicle Use Policy;
- ensure equipment is appropriately secured during transport and use;
- take reasonable care to prevent loss or damage;
- report any damage, defects, loss or theft immediately;
- complete the Asset Return Checklist;
- report any incidents involving Centre property in accordance with Centre procedures.

Operational tasks may be delegated to other participants; however, overall responsibility for the Centre assets remains with the Nominated Responsible Person until responsibility is formally transferred to another individual or the assets have been returned, inspected and the booking has been closed.

Appointment as the Nominated Responsible Person does not transfer ownership of the assets or create any personal financial liability beyond that which may arise through negligence, reckless behaviour or deliberate misconduct.

Allocation of Centre Assets

Centre assets are allocated in one of two ways.

Standing Allocations

Standing Allocations are recurring bookings agreed annually and entered into the Centre booking system at the beginning of each operating year.

Standing Allocations recognise the regular programme of Centre activities and reserve the relevant assets during the agreed periods. Standing Allocations do not constitute exclusive use of Centre assets outside the allocated periods.

Standing Allocations shall be reviewed annually by the trustees as part of the annual planning process and may be amended where operational requirements change.

Examples include:

Activity / Section	Day	Time
Henley Canoe Club (HCC)	Tuesday	19:00–21:00
Henley Dragon Boat Racing Club and Outrigger (HDBORC)	Thursday	19:00–21:00
Henley Dragon Boat and Outrigger Racing Club (HDBORC)	Sunday	Morning
Duke of Edinburgh Training	As agreed annually	As published within the annual programme

The Centre Manager shall maintain Standing Allocations within the Centre booking system.

Section Leads are responsible for notifying the Centre Manager and trustees of any permanent or temporary changes to their agreed programme.

Standing Allocations reserve the relevant assets but do not remove the requirement to report damage, defects or incidents.

Ad hoc Bookings

Any use outside a Standing Allocation must be requested and recorded using the Centre booking system before the asset leaves its normal storage location.

Examples include:

- Duke of Edinburgh expeditions
- Additional training sessions
- Competitions
- Residential camps
- Day trips
- Maintenance activities
- Transport of Centre equipment
- One-off Centre events
- External hires
- Any other authorised Centre activity.

External Hire

All external hires must be recorded within the Centre booking system. External hires shall not be confirmed until availability has been checked by the Centre Manager.

External hire records should include:

- Organisation hiring the asset
- Responsible person
- Contact details
- Asset(s) hired
- Dates and times
- Purpose of hire
- Hire agreement (where applicable)
- Invoice reference
- Payment status
- Expected return date and time

Centre Booking System

The Centre shall maintain a single booking system for assets.

The booking system should record:

- Standing Allocations
- Ad hoc Bookings
- External Hires
- Asset availability
- Responsible person
- Collection and return dates
- Outstanding maintenance issues
- Assets withdrawn from service

The booking system shall also provide a record of:

- cancelled bookings;
- maintenance periods;
- assets unavailable for operational reasons.

Booking Priorities

Where booking conflicts occur, priority will normally be given in the following order:

1. Emergency or safeguarding requirements.
2. Standing Allocations.
3. Other Centre youth activities.
4. External hires generating income for the charity.
5. Other authorised Centre activities.
6. Recreational member use.

Where possible, conflicts should be resolved collaboratively by the Centre Manager and the relevant Section Leads.

Where agreement cannot be reached, the matter shall be referred to the Chair or Honorary Secretary whose decision shall be final.

Asset Availability

- Standing Allocations reserve assets only during their published periods.
- Outside these periods, assets may be booked by other Centre sections or hired externally.

Where a Section Lead knows that a Standing Allocation will not be used, they should notify the Centre Manager as soon as reasonably practicable so that the assets may be made available for other Centre activities or external hire.

Collection of Assets

Before any asset leaves its usual storage place, the nominated responsible person should ensure that:

- the booking has been recorded;
- the Nominated Responsible Person has accepted responsibility for the booked assets;
- the Nominated Responsible Person has confirmed that they have read any relevant operating procedures;
- the asset has been inspected;
- any existing defects have been noted;
- any trailer inspection has been completed;
- required accessories have been collected;
- the expected return time has been confirmed.

Return of Assets

Upon return, the nominated responsible person should ensure that:

- assets are returned to their designated storage location;
- assets are returned in a clean, serviceable condition and fuelled or recharged where applicable;
- where assets have been used on waters affected by blue-green algae or any other identified biosecurity risk, they have been cleaned and disinfected in accordance with biosecurity procedures and any applicable local guidance before being returned to storage;
- any damage or defects are reported immediately;

- maintenance requirements are recorded;
- all accessories are returned;
- the booking is closed.

Damage, Loss and Theft

Any damage, defect, theft or loss involving Centre assets must be reported to the Centre Manager as soon as reasonably practicable and, wherever possible, before the asset is used again.

Where appropriate:

- assets shall be withdrawn from service;
- the Treasurer shall be notified;
- repairs shall be arranged;
- insurers shall be notified where applicable;
- trustees shall be informed where necessary.

Asset Register

The Centre shall maintain an Asset Register recording all significant assets owned or managed by the charity.

The Asset Register should include, where appropriate:

- Asset identification number
- Description
- Section
- Purchase date
- Approximate value
- Normal storage location
- Maintenance status
- Disposal date (where applicable)

The Centre Booking System shall complement, but not replace, the Asset Register.

Withdrawal from Service

Where an asset is considered unsafe, defective or otherwise unsuitable for use, the Centre Manager or a trustee may withdraw it from service.

Withdrawn assets shall:

- be clearly identified as unavailable for use;
- be recorded within the Centre Booking System;
- remain unavailable until repaired, replaced or otherwise authorised to return to service.

Records

Booking records should normally be retained for a minimum of seven years.

Maintenance records should be retained in accordance with the Centre's Asset Register and maintenance procedures.

Review

This procedure will normally be reviewed every three years, following any significant incident involving Centre assets or sooner if operational requirements, governance arrangements or legislation change.

Appendix A – Information Required for Asset Bookings

Each booking should include, where applicable:

- Name of nominated responsible person
- Booking Reference
- Organisation or Centre section
- Contact details
- Asset(s) required
- Purpose of use
- Destination
- Date and time of collection
- Expected return date and time
- Trailer required
- Driver's name
- External hire (Yes/No)
- Special requirements
- Approval (where required)

Appendix B – Asset Return Checklist

To be completed by the nominated person and returned to the Centre Manager for reporting to the trustees, required for all use outside of standing allocations.

- ☐ Asset returned on time
- ☐ Asset clean
- ☐ Accessories returned
- ☐ Damage inspected
- ☐ Defects reported
- ☐ Maintenance required recorded
- ☐ Stored correctly
- ☐ Booking marked complete by Centre Manager

Appendix C – Equipment Hire Agreement



Equipment Hire Agreement

Booking Reference: _____

Hire Agreement Number: _____

Hirer Details

Organisation: _____

Registered Address: _____

Responsible Person (Nominated Responsible Person): _____

Position: _____

Telephone: _____

Email: _____

Hire Details

Purpose of hire: _____

Location(s) of use: _____

Collection date/time: _____

Return date/time: _____

Equipment Hired

Equipment	Quantity	Asset ID (if applicable)	Condition on Issue

Additional equipment issued:

Hire Charge

Hire charge:

£ _____

Deposit (if applicable):

£ _____

Payment due by:

Hirer's Responsibilities

The Hirer agrees that they will:

- use the assets only for the agreed purpose;
- ensure the assets remain under the supervision of the Nominated Responsible Person;
- take reasonable care of the assets throughout the hire period;
- comply with all applicable laws and governing body requirements;
- ensure users are appropriately competent and qualified where required;
- ensure any required insurance is in place;
- not sub-hire, lend or transfer the assets without the Centre's written permission;
- report any accident, loss, theft or damage immediately;
- return all assets by the agreed date and time;
- return the assets in a clean and serviceable condition, allowing for reasonable wear and tear;
- where equipment has been used on waters affected by blue-green algae or other identified biosecurity risks, equipment must be cleaned and disinfected in accordance with biosecurity procedures and local guidance before being returned to storage.

Damage and Loss

The Hirer accepts responsibility for any loss of or damage to the hired assets occurring during the hire period, other than fair wear and tear.

- The Centre reserves the right to recover the reasonable cost of repair or replacement where damage results from negligence, misuse, deliberate acts or failure to comply with this agreement.

Insurance

The Hirer is responsible for ensuring that appropriate insurance arrangements are in place for the intended activity.

- This agreement does not provide insurance cover for the Hirer, participants, vehicles or third parties.

Cancellation

The Centre reserves the right to cancel any hire where:

- safety concerns arise;
- the assets become unavailable;
- severe weather or operational issues prevent the hire;
- the Hirer breaches this agreement.

Condition on Return

Completed by the Centre.

Item	Yes	No
Assets returned complete	☐	☐
Assets clean	☐	☐
Damage identified	☐	☐
Repairs required	☐	☐

Comments:

Declaration

On behalf of the Hirer

I confirm that I am authorised to enter into this agreement on behalf of the organisation named above and accept responsibility as the Nominated Responsible Person for the assets listed during the hire period.

Name:

Signature:

Date:

On behalf of The Eyot Centre

Name:

Position:

Signature:

Date:

Linked Documents

The Hirer confirms they have been provided with, or directed to, the following where applicable:

- ☐ Conditions of Hire
- ☐ Safety Information
- ☐ Asset Operating Instructions

Appendix D – Conditions of Hire



Conditions of Hire

These Conditions of Hire form part of the Equipment Hire Agreement between The Eyot Centre (“the Centre”) and the Hirer.

1. Purpose

The Centre makes its equipment available to support charitable, educational, sporting and community activities.

The Hirer agrees to use the equipment responsibly and in accordance with these Conditions of Hire.

2. Responsible Person

Before any equipment is released, the Hirer must nominate a Responsible Person.

The Responsible Person shall:

- be at least 18 years of age;
- be authorised to act on behalf of the hiring organisation;
- act as the principal contact for the Centre;
- remain responsible for the hired equipment throughout the hire period.

The Responsible Person may delegate use of the equipment but remains accountable for ensuring that these Conditions of Hire are complied with.

3. Use of Equipment

The Hirer shall ensure that equipment is:

- used only for the purpose agreed within the Hire Agreement;
- operated safely and responsibly;
- used only by suitably competent individuals;
- supervised appropriately throughout the hire period;
- protected from avoidable damage or misuse.

The equipment must not be altered, modified or repaired without the prior agreement of the Centre.

4. Compliance with Laws and Regulations

The Hirer is responsible for complying with all applicable legislation, governing body rules, navigation authority requirements and local regulations relating to the activity.

This includes ensuring that:

- appropriate qualifications or competencies are held where required;
- suitable safety equipment is available and used;
- appropriate supervision ratios are maintained.

5. Collection

Equipment shall only be collected:

- at the agreed date and time;
- by the Responsible Person or an individual authorised by them;
- once the Hire Agreement has been completed.

The Centre reserves the right to refuse collection if these conditions are not met.

6. Care of Equipment

The Hirer shall take reasonable care of all equipment throughout the hire period.

The Hirer must:

- prevent avoidable damage;
- secure equipment when unattended;
- protect equipment from theft;
- use equipment only for its intended purpose.

Equipment must not be lent, hired or transferred to another organisation without the written permission of the Centre.

7. Vehicles and Trailers

Where trailers are hired or used:

- the Hirer is responsible for ensuring the towing vehicle is suitable;
- the driver holds the appropriate driving licence;
- appropriate motor insurance is in place;
- all legal requirements relating to towing are complied with.

The Centre does not provide insurance or indemnity for private vehicles used to tow Centre trailers.

8. Insurance

The Hirer is responsible for ensuring appropriate insurance arrangements are in place for the activity.

The Centre's insurance arrangements do not provide insurance cover for:

- the Hirer's organisation;
- participants;
- private vehicles;
- personal property;

- third-party liabilities arising from the Hirer's activities.

9. Accidents and Damage

Any accident involving Centre equipment must be reported to the Centre as soon as reasonably practicable.

Where equipment is damaged, lost or stolen, the Hirer must:

- stop using the equipment where appropriate;
- notify the Centre immediately;
- provide details of the incident;
- cooperate with any investigation.

No repairs should be undertaken without the Centre's agreement unless necessary to prevent further damage or ensure immediate safety.

10. Cleaning

Unless otherwise agreed, equipment must be returned:

- clean;
- free from excessive mud, sand, vegetation or other contamination;
- where equipment has been used on waters affected by blue-green algae or any other identified biosecurity risk, cleaned and disinfected in accordance with biosecurity procedures and any applicable local guidance before being returned to storage;
- complete with all accessories and ancillary equipment issued with the hire; and
- in the same general condition in which it was issued, allowing for reasonable wear and tear.

Where equipment is returned in an unacceptable condition, or where the hirer has failed to comply with the Centre's cleaning or biosecurity requirements, the Centre reserves the right to recover the reasonable costs of cleaning, disinfection and any associated remedial work from the hirer.

11. Return of Equipment

Equipment must be returned:

- on the agreed date;
- by the agreed time;
- to the agreed location.

If the Hirer anticipates any delay, the Centre must be contacted as soon as possible.

Late return may affect other Centre activities and future hire requests.

12. Loss or Damage

The Hirer accepts responsibility for equipment whilst it is in their possession.

The Centre may seek reimbursement for the reasonable cost of repairing or replacing equipment where loss or damage results from:

- negligence;
- misuse;

- failure to comply with these Conditions of Hire;
- unauthorised use;
- deliberate or reckless acts.

Reasonable wear and tear will not normally result in any charge.

13. Cancellation

The Centre reserves the right to cancel or terminate any hire where:

- equipment becomes unavailable;
- weather or safety conditions make the hire inappropriate;
- information supplied by the Hirer is inaccurate;
- these Conditions of Hire are breached.

Where reasonably practicable, the Centre will notify the Hirer as soon as possible.

14. Limitation of Liability

Nothing in these Conditions limits liability that cannot lawfully be excluded.

Subject to applicable law, the Centre shall not be liable for indirect or consequential loss arising from the hire or use of equipment.

The Hirer remains responsible for the safe conduct of their activity.

15. Data Protection

Information collected as part of the booking and hire process will be used solely for administering the hire, maintaining asset records, fulfilling legal obligations and protecting the legitimate interests of the Centre.

Personal information will be processed in accordance with the Centre's Privacy Notice.

16. Acceptance

By signing the Asset Hire Agreement, the Hirer confirms that they:

- have read and understood these Conditions of Hire;
- accept responsibility for complying with them;
- are authorised to enter into the agreement on behalf of the hiring organisation.

Appendix E – External Hire Process

1. Booking request received.
2. Availability checked by the Centre Manager.
3. Booking approved or referred to the Chair or delegated trustee where approval is required.
4. Hire charge confirmed.
5. Hire agreement issued (where required).
6. Treasurer notified to raise invoice.
7. Asset collected.
8. Asset returned and inspected.
9. Damage or defects recorded.
10. Booking closed.
11. Invoice payment confirmed and recorded.