

**Please complete and return to the Le Boat Team via email as soon as possible**

To ensure we can prepare for your arrival and provide you with the best holiday experience, it is essential that this form is returned in advance. If we do not receive your form at least 2 weeks before your cruise date, there may be a delay to you and your crew accessing your boat when you arrive at the base.

Once completed, please save and email this form to: [aftersales@leboat.co.uk](mailto:aftersales@leboat.co.uk). If you have trouble completing this form on your screen, you can print it, complete it by hand and return it to:  
**Le Boat, DST House, St Marks Hill, Surbiton, Surrey, KT6 4BH**

**Lead name:**

**Booking reference:**

*Please provide a mobile phone number in case we need to contact you while you are en-route to base*

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**YOUR ARRIVAL TIME**

To help us manage and prioritise our daily departures, can you estimate what time you will arrive at the base:

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For Ireland only - Do you need a transfer to the base? **Yes** **No**

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**BED CONFIGURATION**

How would you like the bed configurations of your cabins to be prepared: (please refer to you boat specifications for possible configurations).

How many single beds?

How many double beds?

Do you need bedding for the convertible settee in the saloon (if applicable to your boat): **Yes** **No**

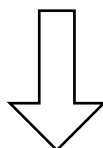
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**EMERGENCY CONTACT DETAILS**

In the event of an emergency while you are on holiday, please provide details of someone who should be contacted. We will only contact this person in an emergency.

First name	Last name	Phone number	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**PLEASE CONTINUE TO THE NEXT PAGE  
TO PROVIDE DETAILS OF EVERYONE WHO WILL BE STAYING ON BOARD THE BOAT...**



### CREW LIST

We are required to have a complete record of everyone on board your boat. Should this change before or during your holiday, please let us know immediately.

Crew number	Title	First name	Last name	Date of birth	Country of residence
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

### NOMINATED CAPTAIN

You must nominate a 'Captain' who will be in charge and be responsible for the safety of everyone on board. This person must be an adult and must be present at your pre-departure briefing.

**Crew number**

(of the person you have nominated – as listed above)

Number of previous boating holidays:

**Mobile number**

(should we need to contact you during your holiday)

If you have any certificates of competency, please list them

**Language spoken**

### NOMINATED 2ND-IN-CHARGE

You must nominate a 2nd-in-charge should the designated captain be unavailable or unable to lead. This person must be an adult and must be present at your pre-departure briefing.

**Crew number**

(of the person you have nominated – as listed above)

Number of previous boating holidays:

**Mobile number**

(should we need to contact you during your holiday)

If you have any certificates of competency, please list them

**Language spoken**