



CAPTAIN HANDBOOK

Bellamer Ltd/Houseboat

Introduction	5
Parking.....	5
Departure	5
Formalities and boarding	6
Important formalities	6
Optional services:	6
Initiation to the boat	7
Plan your trip well	7
Shopping	7
Shopping basket-service	7
Relax	7
Rental equipment.....	7
Bicycles	8
Boats and jet ski	8
Paddling and sailing	8
Pets.....	9
Cleaning at the end	9
Means of payment	9
Checklist before leaving.....	9
Please don't forget:	9
Baggage:.....	9
How do you arrive?	10
Return of the houseboat	10
Boat return formalities.....	10
Late return	10
Abandonment of the houseboat	10
Operation	11
Loading.....	11
Safety on board	11
Inventory of safety equipment.....	11
Extinguisher.....	12
Anchors	12
Lifebuoy and lifejackets	12
In the event of an accident.....	12
In case of a breakdown.....	12
If there is a problem with the engine:	13

Problems with the propeller:	13
Problem with the water or toilet	13
Basic rules	13
Starting your Engines and Driving the Houseboat.....	14
Crossing lakes and open water	14
Departure	14
Crossroads in a narrow passage.....	15
Turning around in a small space	15
Brake and stop the boat	15
U turn.....	15
Beaching and Mooring your Houseboat.....	15
Docking	16
Tying up.....	16
Anchorage	17
Leaving the Beach:	17
Water Hazards	17
Locks	17
Important rules	17
Automated locks without a lock keeper	18
Approaching a lock	18
Locking up.....	18
Locking down.....	18
Leaving a lock	19
Storms	19
Signals	19
Houseboat Fuel Consumption and Speed	20
Water and septic tanks, gas and battery level	20
Refrigeration System	20
Bedtime Checklist.....	20
Insurance.....	21
Damage deposit	21
The Don'ts	21
Inventory of boats	22
Base.....	24
Access:.....	24

Introduction

Welcome to Lake Paijanne! The team of Bellamer is here to help you. We wish you a pleasant stay and hopefully you will have memorable experiences during your holiday. This handbook introduces our facilities, the area, and most importantly your houseboat.

Parking

There is car park near the harbour. The parking costs 10 euros per day. You can either buy the ticket from Jyväsparkki's service center at Väinönkatu 8 40100 Jyväskylä. The service park is located near to travel centre of Jyväskylä. Other option is to park your car in parking centre and pay when you come back from your trip. There are automats in the parking centre where you can pay your parking. The nearest parking centres are located in Paviljonki area. Please check the closest parking from the map.



Departure

All the formalities and the boarding take place every departure day from 4 pm forward. If you arrive earlier than 4 pm ask if the houseboat is ready for you. The morning and afternoon are reserved for the return of our previous clients and the preparation of the houseboat for the following ones.

If for some reason, you are arriving after 4 pm please inform our staff member beforehand at what time you will arrive so she knows to be in there at that time. The captain course is available

until 6 pm. If you arrive after 6pm we have to charge 100€ fee of the extra captain course arranged. You can reach our staff member by calling to her. The mobile phone number is +358401646168. If any other questions occur before the departure, just give her a call or email to info@houseboat.fi.

We suggest that you would empty your suitcases straight away. There is space for suitcases under the beds. Make sure you use soft sell suitcases to prevent suitcases to damage the bed. If you can't fit all your suitcases under the beds or you are using hard case suitcases and you have arrived by car please put your extra suitcases in there. This way you will have more space in your houseboat and you don't have to move the suitcases all the time when they are in your way.

Formalities and boarding

As soon as you get to the harbour, go to the houseboats and there will be our staff member waiting for you. In the beginning, you will go through the paperwork. At the same time, you will check houseboat's condition. It will only take around 15 minutes to half an hour to go through the formalities. The services you are taking must be paid at the base before your departure. Our staff members will be delighted to advise you about your cruising plan and they will tell you about any special factors that might affect the waterways you will be going on. If you want are looking for new activities during you stay please don't hesitate to ask our staff member for recommendations. When the paperwork is completed and you have checked houseboat's condition our staff member will show you how to operate the houseboat. After the captain lesson you will have time to storage your belongings before you leave the harbour. If you require any optional services please inform our staff members before hand.

Important formalities

- ∞ Hiring contract
- ∞ Crew list
- ∞ Check list
- ∞ Damage deposit
- ∞ Boat handling – theory and practice

Optional services:

- ∞ Booking parking spaces in the car park
- ∞ Renting bed linen and towels
- ∞ Hiring bicycles
- ∞ Hiring dinghies and motor boats
- ∞ Hiring SUP-boards and sailing boards
- ∞ Paying for the pets charge
- ∞ The shopping basket service

Initiation to the boat

When our technician is ready he will explain the engine and the boat's equipment for you. If any question occur during your captain course, please don't hesitate to ask advice for further explanation.

Do remember that there may be several other boats starting on the same day as you, so please be patient and wait for your turn. Our staff can't look after everybody at the same time. If you have to wait for your turn please use that time to get to know your houseboat, this manual and unpacking your belongings and suitcases.

Plan your trip well

If you're ready for your trip and you are not sure where to go, take time to ask our employees for suggestions. A lake map is provided on your houseboat. Study it, mark destinations, check directions and landmarks (north, south, etc.) Lake Paijanne is very easy to navigate with one main channel north to south.

Shopping

One of the great advantages of Lake Paijanne is that there are two bigger cities on the road. The first one is Jyvaskyla where your trip will start and the second one is Lahti that is located on the south part of Lake Paijanne. The population of Jyvaskyla more than 132 000, so it has all of the amenities that you would expect from a city that size. There are many large grocery stores located here. If you would like to do all of your grocery shopping when you arrive you can, or pick up any items needed that you may have forgotten.

Shopping basket-service

For those who want, we can provide a shopping basket of essential items to be on board when you arrive. We will take your order to a local supplier who will process your order and deliver it to your departure base on the day you set off. You can either pay the supplier directly or we can charge it from you. Please note that we charge a service fee for your order.

Relax

Decreasing the amount of time spent operating your houseboat not only saves fuel, but results in more enjoyable hours spent fishing, swimming, hiking, visiting and just plain relaxing on beautiful Lake Pajanne. If you want more activities you can always add rentals to your houseboat. To book the rentals just call +358401646168.

In addition to houseboat rentals we have multiple options for you. We offer just about anything you might want. Rib-boats, dinghies, kayaks and jet skis. We also offer sup boards, sailing boards, bikes and any items that you will need to enjoy your stay with us at Lake Pajanne. If you would like to book any of these items with your houseboat rental we offer special rates for our houseboat customers. Please call us at +358401646168 for more information.

Rental equipment

Bicycles

Bicycle is a great way to explore varying Finnish landscape with different kinds of forests, cities and villages. They allow you to move away from the lake when you stop and discover the surrounding countryside. They are a great way to do shopping in small villages and towns nearby. There are several bicycle routes in Finland. You can choose asphalt surface, off-roads, recreational area or cycle nearby water. There are three different kind of bicycles to choose from. Remember to reserve your bicycle beforehand so it will be waiting for you when you arrive. Bicycles are not insured against theft so remember to take good care of them.

- ∞ 7 gear bikes
- ∞ Mountain bikes
- ∞ Off road electronic bike
- ∞ Fat bike

Boats and jet ski

Jet ski, dinghies and boats are an excellent choice for shallow water areas and getting to know the places that are impossible to access with the houseboat. They are also a great way to explore the Finnish lakes, rivers, islands and beaches.

Steering a jet ski is as easy as steering a motorbike. You just need to turn the handlebars to go one way or the other. You can fit one to three people on the jet ski. This is a perfect choice if you are looking for an excitement of speed. Jet ski accelerates easily and that's why you need to be extra careful with steering.

Lightweight dinghies are easy to use and that's why they suit well from the beginners to the advanced users. Rib and aluminium boats offer both excitement of speed and peaceful way to explore various Finnish nature. Rib and aluminium boats are excellent choice for fishing. Visiting a grocery store or taking care of business doesn't cause a problem with these boats because you don't necessary need a berth. You can fit several people in these boats.

- ∞ Jet ski
- ∞ Dinghies
- ∞ RIB-boats
- ∞ Aluminium boat

Paddling and sailing

Finland has a beautiful nature and thousands of lakes. That makes Finland an excellent place for SUP surfing, kayaking and sailboarding. Kayaks are perfect way to get to know beautiful Finnish nature. They offer an easy way to access different kinds of lakes and rivers because it doesn't matter if the water level is low or the lake or river is narrow. There are multiple routes that suits for kayaks in Finland.

Stand up paddle (SUP) surfing is an off-shoot of surfing and it originates from Hawaii. SUP surfing has made a breakthrough among paddlers. At the moment SUP surfing is more popular than windsurfing. SUP surfing improves your balance and body control. SUP surfing is a great choice for everyone who enjoys water activities.

Enjoy Finnish summer, lakes and rivers with all your senses by taking a trip with a sailboard. Have fun and let the wind take you from one place to another. Sailboard works well also in the shallow water. Use sailboard to explore various Finnish lakes, islands and beaches. This small sailboard suits well for the beginners.

- ∞ Kayaks
- ∞ SUP-boards
- ∞ Sailboard

Pets

Dogs and other domestic animals are welcome on board. Verify that the animal is vaccinated and make sure you provide essential equipment for your animal. At your departure, you will have to pay for each animal. Please ensure that your pet does not sleep on the bedding.

Cleaning at the end

The day of the return, you will have to give the houseboat back in a good and clean condition. We will ask you before returning the houseboat:

- ∞ To clean the crockery and store it
- ∞ Take the bin bags with you and put them in the rubbish bins provided in the harbour
- ∞ To empty and arrange the closets and the drawer
- ∞ To strip the beds
- ∞ Empty the septic tank
- ∞ Fill the water and fuel tank

We would have to charge for cleaning services if you do not respect these instructions.

Means of payment

You have the following methods of payment on site for the damage deposit and other extras: By bank or credit card (American Express, Euro/Mastercard, JCB, Visa and Maestro) You can always pay with cash as well. For security reasons, our bases prefer cashless payment. We kindly ask you for your consideration.

Checklist before leaving

Please don't forget:

- ∞ Travel documents: Passport of, if needed, visa for all crew members

Baggage:

- ∞ Suitable clothing and shoes
- ∞ Sun lotion, medicaments etc.

- ∞ Games, books, travel guides etc.
- ∞ Charging cables and adapters for your electronic devices (notebook, iPod, iPad, mobile phone etc.)
- ∞ Required utensils for the dog, if you take it with you.
- ∞ Cash for paying the groceries on site. Most of the shops accept cards as well.
- ∞ Bed linen and towels. The other option is to rent them.

How do you arrive?

By car:

- ∞ Directions to the base can be found from the end of this manual.

By plane/train/bus:

- ∞ Are the tickets printed and packed?
- ∞ Have you organised the transfer from the airport to the departure base?

Return of the houseboat

After a great vacation on Lake Pajanne you return your Houseboat to the Jyväskylä harbour. The houseboat has to be returned by 11 am. Please respect the time for the return of your houseboat, as the next customer is taking charge of the houseboat on the same day.

You should have your boat cleaned up as you would your home, with your trash and personal belongings off the boat. There is a charge for houseboats that are returned dirty or with unwashed dishes. This includes the inside and outside of the houseboat. Contact our manager for any special arrangements. Her number is +358401646168.

Boat return formalities

- ∞ Return your houseboat in a generally good condition (check cleaning at the end)
- ∞ Please bring all of your trash back to the docks and dispose of it properly. Never throw any trash or food into the water. Your assistance in this effort to keep the lake beautiful will make the area better for the next person to visit and better for you the next time you come.
- ∞ Return the extra hired or borrowed equipment (bicycles, SUP-boards etc.)
- ∞ Your damage deposit will be given back once you have checked the houseboat's condition and inventory with the staff member.
- ∞ We remind you that you are responsible for the boat and its equipment in case of damages or accidents.
- ∞ Think about the following customers that will take your boat and report to the staff members any kind of problems you have had.

Late return

In case of a late return, the base may charge you with an extra fee.

Abandonment of the houseboat

There will be an extra fee for conveying the boat back to the base as well as the amount of the fuel and the extra fee for cleaning service.

Operation

During the captain course, we will instruct you how to use the houseboat and check out all the procedures of houseboat with you. You don't need any special skills when you are steering the houseboat, the only thing you have to consider is the size of the houseboat, its engines and the basic rules of boating and courtesy. The captain course will last from 45 minutes to 1 hour. We suggest that you to read this operational manual through and ask from our team instructions if any questions occur. The operation manual will help you to become familiar with the operational systems of your houseboat.

This operational manual will give you some basic information about your houseboat's operation, amenities, inventory, docking and general useful information.

Your houseboat will be your home while you are on holiday. We hope that you will enjoy and relax during your trip as you would in your own home.

Loading

Please be conscious of where you place supplies and belongings in the boat. Extra weight on the front deck will make the bow ride low in the water, which can cause water to splash onto the front deck if you encounter boat wakes or rough water. Try to distribute the weight evenly front and back, and from side to side. Put all heavy objects in the rear of the houseboat.

Safety on board

Your houseboat is duly registered by an official insurance company as well as by the authorities. It meets all the security conditions required by law.

You must however also contribute to the active safety on your houseboat and its crew:

- ∞ By taking the precaution of holding your children and your animals inside the houseboat while going through a lock or mooring.
- ∞ By wearing suitable shoes. If the dock is made of wood never go in there with the bare foot.
- ∞ By preserving minimum order on board.
- ∞ By taking care to roll up your ropes after each manoeuvre
- ∞ By taking care while jumping off the houseboat
- ∞ By explaining to the crew that they should never roll a mooring rope up around their wrist or ankles or try to stop the houseboat with their feet.
- ∞ By never keeping the boat hook in front of your body.

Attention!

Never forget to hold the houseboat with one hand and keep the other one free to be used.

Inventory of safety equipment

Extinguisher

There is an extinguisher in each houseboat. Ask during the captain course where the extinguishers are. If you have to use them during your cruise, please don't forget on your return to tell our staff members about it.

Anchors

All our houseboats are equipped with an anchor which would be your safety aid in the event of breakdown or of a wrong manoeuvre near a dam. Before lowering the anchor, first make sure that the rope or the chain is straight. Let it unravel to the maximum. The length of the rope or chain should be three times the depth of the location. Never use an anchor in a canal.

Lifebuoy and lifejackets

Our houseboats are supplied with a lifebuoy. We provide adult life jackets aboard each houseboat. If you require smaller jackets for children aboard, please request jackets from our office upon check in. In addition all children under the age of 13 must wear a life jacket while the houseboat is under way. There is a large fine if you are stopped by law enforcement on the lake for failing to do so. Small children should be escorted on and off the boat at all times.

In the event of an accident

If you are having an accident please call to our base immediately. If a crewmember is injured, the notification has to be made to the public-safety answering point (call 112). Our staff member or the public-safety answering point will give you further instructions. If there is a damage in a houseboat and you won't be able to continue your trip our staff members will come to help you.

In case of a breakdown

Unfortunately there are sometimes breakdowns. Sometimes there is a problem with the engine, electric problems and problems with the heating.

In the case of a breakdown, call to our staff member immediately (the phone number is in the end of this manual). If for some reason you will reach the answering machine, please leave a message or send SMS.

When you call to our staff member, remember to give to following information:

- ∞ Your name and the name of your boat
- ∞ The precise location where you are (you can always check from the navigator)
- ∞ The nature of the breakdown (according to your observations)
- ∞ A phone number where our staff members can reach you

We will take your phone number in the rent contract so we will be able to reach you in any case. If our staff member can't help you on the phone our technician will come as soon as possible. Do not try to repair the problem yourself unless the staff member ask you.

In some cases you can try to fix the problem by yourself. In any case, do not hesitate to contact our staff member to ask more advises. Some problems can be solved during the phone discussion.

If the breakdown doesn't stop you to continue your trip we will help you later on.

If there is a problem with the engine:

- ∞ Check that you have fuel left
- ∞ Shut the engine and let it cool down. After a while try to start the engine again.

Problems with the propeller:

Always in the waterway there might be a problem in a propeller. Check if there is plastic bag, dinghy's rope or other waste caught in the propeller. If the propeller is run into the sand or any debris, turn OFF the engine and check the propeller. If it is bent or damaged, call to us and we will help you. Continuing to drive the houseboat with a bent or broken propeller will result in further damage to the outdrive.

There is an easy access to the propeller.

- ∞ Turn off the engine, turn off the batteries master and take out the key.
- ∞ Lift the engine. There is a button for it under the engine.
- ∞ After the engine is up try to take off everything caught around the propeller.
- ∞ After low down the engine. When you start the engine again check that the propeller is working correctly.

Problem with the water or toilet

- ∞ Check that you haven't run out of water.
- ∞ Check that your septic tank is not full.

Basic rules

It is easy to cruise on rivers, canals and lakes. The most important thing is to remember a common sense.

Check the table in the end of this manual. There will be a table of the most important signs that you need to know. Please respect these signals.

We recommend that you navigate only during the daylight and with good visibility. It is forbidden to sail when the conditions do not allow you to see the route. If it's really windy do not try docking.

When there are no other boats around, you can stay in the middle of the waterway but when you approach another boat stay on the right hand side. Remember to check all the time if there is another boat behind you.

Please respect the authorized speed limits. There will be a sign showing the speed limits. Commercial navigation (cruise boats with the passengers) always have priority over rental boats.

Make sure that you don't go too near of sailing boats and rowboats because they are usually less easy to handle.

Houseboats move always on the right hand side. If there is a crossing point the priority goes to the one who is coming from the right.

Never cut off front a boat's route, always go from behind.

If there are fishermen slow down and keep away from their lines.

Be careful with the low bridges. There is always a risk of accidents and injuries. Always keep in mind the height of your houseboat and add a security margin of 20 cm.

Starting your Engines and Driving the Houseboat

Be sure the outdrives are down and locked. Look for the possibility of swimmers or other boats around the rear of your houseboat before starting the engine. Always have a lookout in the rear of the vessel before shifting into gear or reverse.

Proceed slowly at wakeless speed (idle setting on your throttles) in harbour areas, around other boats, or in narrow canals. The houseboat requires a large area to come to a stop because of its size. Reverse gear is its only brake.

Once in open water, get a "feel" of your houseboat. Make some turns – experiment on stopping distances, then set throttles to cruising speed and set course for your destination on the lake. Our houseboats have engines and generator that operate on regular fuel only. Engines and generators are well maintained, but they do occasionally break down.

If the houseboat is being moved around by wind or current, and you feel loss of control, do not be afraid to use the throttle and "power out" of the situation.

Crossing lakes and open water

- ∞ When you start your trip and cross to open water, you must stick to the navigation channels shown on your map, and go the correct side of buoys when they exist. You can check buoys from the end of this manual.
- ∞ Make sure the weather condition is good enough when going to an open water.
- ∞ If the wind is strong and/or the waves are high do not try to cross to an open water.
- ∞ On open water, always wear your lifejackets; if you fall overboard, the consequences might be fatal.
- ∞ If you moor at night on a lake, think about your anchor lights.
- ∞ Never cruise at the night time.

Departure

First start up the engine. After untie all the ropes except the one at the front. Turn the steering wheel the opposite direction of the dock and slowly start to reverse. You will note that the stern of the boat moves away from the dock. When the stern is released a bit untie the front rope and ask your crew member to jump in. Continue leaving backwards. When the boat is free put

accelerator back in neutral position, then slowly in the forward position. Please don't forget to retrieve the mallets and mooring spikes before leaving, if you have used them. Remember to take good care of the mooring ropes. Keep them tidy and well arranged. If a rope falls in the water and wraps around the propeller is likely to cause tiresome breakdown.

Crossroads in a narrow passage

If the other boats are further away than you to the narrow passage, you will go first. But if the other boats are closer than you to the narrow passage, give him the right of way.

Turning around in a small space

Sometimes it may look difficult to turn round in a small space even for an experienced pilot. But don't worry, it is easier than it looks, you just need to:

First turn the wheel completely to left and start to reverse. Then turn the wheel completely to the opposite direction and put the forward gear on. Continue doing this until you have turned completely. If you want to turn the other way around first turn the wheel completely to right and start to reverse. After that continue just like mentioned above.

Brake and stop the boat

To slow and stop your boat, use the reverse gear. You must always take care of your speed. You must engage reverse gear and accelerate briskly and proportionately to your speed and to the stopping distance. Don't forget that when going from forwards to reverse, wait for two seconds gear in neutral position to avoid damage to the gearbox.

After having slowed/stopped, return to the neutral position. Remember that there is always a certain lapse of time before the boat responds to manoeuvres.

U turn

When making a sharp turn or U turn, move the steering wheel in the direction you are turning before putting the boat in gear. After traveling forward, put the houseboat in neutral and turn the steering wheel quickly in the opposite direction. Place the shift lever in reverse. Continue this process until the turn is made. The houseboat steers from the rear and forward motion will push the boat in the desired direction. Reverse motion will pull the houseboat in the desired direction. The houseboat is equipped with hydraulic steering and takes approximately 5 turns from the hard left to go to hard right. If making a turn near an obstacle, **ALWAYS HAVE ONE PERSON AT THE BACK (STERN) OF THE HOUSEBOAT & ONE PERSON AT THE FRONT (BOW) OF THE HOUSEBOAT TO PROVIDE YOU WITH ASSISTANCE.**

Beaching and Mooring your Houseboat

In order to beach your houseboat properly, please follow these procedures:

Do everything really slowly. Remember that there isn't a brake pedal and that boats take time to respond. Choose a spot that is well protected from wind and waves and sharp rocks that may damage the hull. The water level at the stern of your boat should be deep enough so the propeller

isn't in danger. Do a trial run in a reasonably distance from the shore so you would be able to check for proper depth and beach condition.

After you have selected your beach, approach the shore at a slow speed. Have your crew standing on the front deck with stern ropes and beaching stakes in hand ready to secure the boat once your bow touches the shore. Never try to fend off with your foot, leg or arm.

When your bow touches the beach, leave the motor idling in forward gear. This will hold the boat on the beach while your crew is securing the ropes. If a breeze or wave washes the boat sideways, use more throttle to straighten the boat until you can secure it.

The crew should now secure the two stern ropes to the stakes at a 45 degree angle from the stern of the boat to the beaching stake. Be sure that the ropes are tied securely around the stakes and tie ropes as low to the ground as possible to prevent the stakes from pulling out.

After you have secured the boat, turn ignition OFF, turn shift power switch OFF and remove the keys from the ignition and place them on the dash. This will ensure that the keys are not broken off in the ignition or left in the "ON" position overnight.

NOTE: MOVING THE SHIFT CONTROL LEVER WITH THE ENGINE NOT RUNNING COULD CAUSE DAMAGE.

PLEASE DO NOT PERMIT CHILDREN TO PRETEND THEY ARE "DRIVING THE BOAT".

If your manoeuvre wasn't quite right, stay calm and try again. Remember to take your time to do it.

If you are unsure how to do the beaching please moor your houseboat close to the beach and use your dinghy for beaching.

Docking

Easiest way to do the docking is to approach the dock slowly. Make sure you have a crew member in front and back ready with the ropes. Bring the front of the boat up slowly to the dock. Have your crew member in front to step off and tie up the front of the houseboat. After that turn the wheel towards the dock and put the engine in reverse. The back of the boat will slowly be pulled to the dock by the propeller. The crew member in back will step off and tie up the boat.

Tying up

There will be harbours and ports in many places. Most of them have a guest dock. In some ports and harbours you might have to pay a fee for it. The fee covers water and electricity. It is important that you securely tie up a boat especially if you stop for the night. Remember that you are not committed to moor in harbours.

General tying up rules:

- ∞ To tie up a houseboat properly, tie up the stern first and then the bow.
- ∞ Never have ropes across the towpath or docks, walkers and cyclists might get hurt.
- ∞ Tying up in the wild might seem fun but think about access to your boat.

Dropping anchor

- ∞ Evaluate the depth
- ∞ Stop the boat facing the wind
- ∞ Put the engine into neutral position
- ∞ Release the anchor from the button until it touches the ground

Raising anchor

- ∞ Start up the motor
- ∞ Pull up the anchor on board by pushing the button
- ∞ Leave the mooring place slowly

Leaving the Beach:

Always check for swimmers. Have someone at the helm with engine running. Keep the engine in forward gear as your crew unties stern ropes and pulls out beaching stakes. Secure all ropes and equipment properly on the boat. Place shift control into reverse gear. Slight swinging of the stern from side to side may be necessary to release the boat from shore.

NOTE: Always back your boat at least five (5) boat lengths from the shore before changing gears to forward. If you are too close to shore when changing directions, the stern could swing into the shore and damage the propeller.

Water Hazards

Always have a look for logs and debris in the water. If a collision appears unavoidable, place the shift lever in neutral, stop the engines and lift the outdrive to avoid damages in the propeller and coast past debris.

Locks

You need a good teamwork to go through the locks right way. The keeper is not in there to help you to tie up your boat in the lock. If he does help you it's purely because of the kindness. Going through a lock takes approximately 15 to 20 minutes.

- ∞ Try to avoid going to the lock just before the closing time. There is a sign that says opening hours. Arrive at least half an hour before the closing time. In some locks you will be asked you to keep the engine turned on so in a case of emergency you will be able to react fast. Others might ask you to turn the engine off.
- ∞ Several boats can fit to the lock at the same time. Sometimes it will take some time to organize the boats in groups but that way will save the water.

Important rules

- ∞ Turn the engine on when you go in the lock. If the propeller isn't turning on you won't have control over the boat.
- ∞ Never jump from the houseboats roof to the lock side. It's not only dangerous for you but it could also damage the boat.
- ∞ Don't loop the rope around your arm or wrist.

- ∞ Don't use hands or feet to fend off. You could hurt yourself badly; instead use the boat hook.

Automated locks without a lock keeper

- ∞ These are medium-sized locks that can be found on canals with little commercial traffic.
- ∞ There will be details and signs of how to operate them.
- ∞ Normally there will be a rope that will start the operation of the lock.

Approaching a lock

If the gates are closed when you arrive, stop about 100 meters from the lock and tie up the boat. Either the lock is set for the other direction or there is already a boat in the lock. You can send a crew member up to the lock on foot in order to investigate. You must wait until the lock is ready and then either sail in or in case another boat is coming out, wait until it has passed you before going in. Follow the instructions given in a lock. When the signal changes to green you can go in the lock.

Locking up

- ∞ Enter to the lock slowly, then ask one crew member to go in a bow and the other one go in stern.
- ∞ When you are well in, stop the boat by putting the engine into reverse. After that ask a crew member in a stern to catch a rope hanging on a lock's wall with a boat hook.
- ∞ When a crew member has the rope ask him/her to tell that he/she has it. After that the crew member in a bow catches the rope hanging on a wall.
- ∞ After that the paddles of sluices on the upper gates will open. Crew members on board should keep the ropes tight as the water rises, so as to keep the boat close to the lock wall.
- ∞ When the water level inside the lock matches the outside level, the upper gates will open.
- ∞ After this ask your crew members to let go from the ropes and push you away from the wall with a boat hook. Then you can motor gently out of the lock.

Locking down

- ∞ Enter the lock slowly. When you are well inside, stop the boat by putting your gear in reverse. Moor up (do not fix the ropes) first at the bow, then at the stern.
- ∞ Give enough slack in the ropes (which you should hold on to) to allow for a fall of about 2,5 meters or sometimes even more.
- ∞ Make sure the boat doesn't get drawn back too close to the upper gates, lest the rudder and propeller gets caught on the gate sill.
- ∞ After that the paddles or lock on the lower gates will open. While the water is going down, keep the ropes taut, letting them out bit by bit as the boat goes down.
- ∞ When the level has stabilised, the crew member on board pulls in the mooring ropes.
- ∞ Push the boat off, motor out slowly as soon as the gates are fully open.
- ∞ Attention! Your ropes must always be free and able to slide freely. If not, your boat might get damaged.

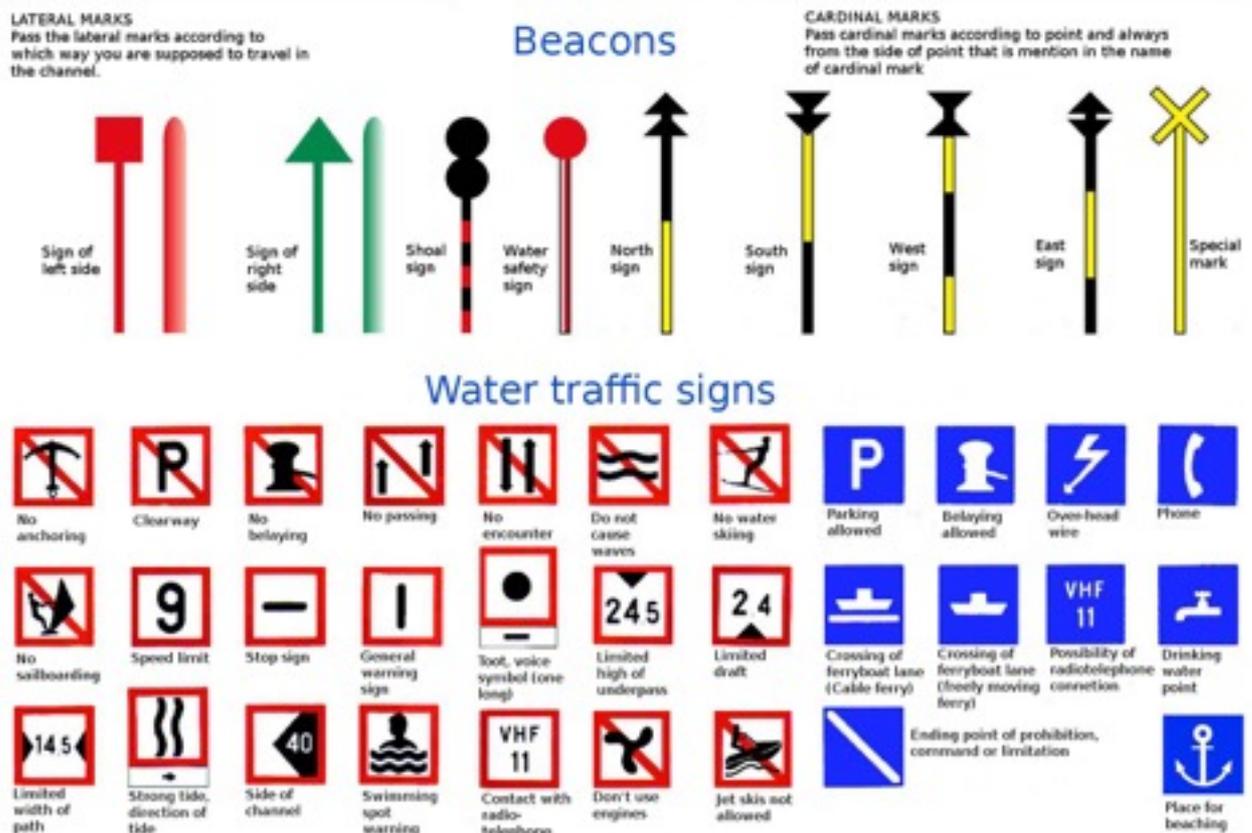
Leaving a lock

Before leaving the lock wait until the gates are completely open and then go out straight ahead and in the middle of the channel to minimize the risk of scraping the lock walls. Make sure that the fenders are in position and use the boat hook if necessary.

Storms

Fortunately most storms last only a short time. Storms are usually small local storms which move through the area very fast. During a storm move slowly into the wind toward a sheltered bank using just enough power to control the vessel. Tie the boat up securely and wait for the storm to subside. Remain calm and contact us for any assistance. If you are in a real trouble call to emergency number 112. Stay clear of rocky beaches during storms to prevent hull damage. When there is a strong wind or storm do not try the docking. Wait in a safe place the wind to calm down and try docking later on. Watch for clouds, and if you see a squall coming, the weather report can be heard hourly on local radio. Use your own discretion. Storms can come up very quickly, and it would be wise to move the houseboat to a sheltered location on shore. Remember to load as much of your weight as possible at the rear of the houseboat so that the bow will ride higher in the water.

Signals



Houseboat Fuel Consumption and Speed

At the start of your trip, your fuel tank will be full. Most houseboats move about 8 to 10 kilometres per hour. This rate can vary depending upon load, wind and weather conditions. Always be aware of approximate fuel consumed and distance yet to be travelled.

Your engines will use approximately 6 to 10 litres of gas per hour. The consumption depends on the way you are driving and the weather. You can check the fuel level from the indicator. When the fuel level is down make sure that you fill the fuel tank in the next gas station. There are gas stations in Jyvaskyla, Laukaa and Korpilahti harbour, SEO Saynatsalo and Noukanniemi. Our engines use E98 fuel only. That way you will prevent that, you don't run out of fuel. Remember to return your houseboat with full fuel tank.

Water and septic tanks, gas and battery level

During your trip make sure that you don't run out of water or the septic tank isn't full. You can check how much you have water left and space in the septic tank from the indicators. If the water level is low or the septic tank full stop in the nearest harbour to fill the water or empty the septic tank. To avoid that the toilet doesn't get blocked or the septic tank doesn't fill too quickly please avoid using toilet paper. If you need any help don't hesitate to contact us and we will guide you during your trip. Remember to return the houseboat with empty septic tank.

We use composite bottles for gas. To make sure that you will have enough gas check the gas level from the bottle. If for some reason you are running out of gas please fill the gas bottle in the nearest gas station.

All houseboats have a battery system for starting the engines and providing accessory power for the lighting system and other electrical equipment. Our houseboats use solar energy. There is an indicator where you can check the battery level. If for some reason your battery level is low turn on the generator. The solar energy should be enough for you and in a sunny day batteries charge quickly. Please remember that the battery doesn't last long if you are using several electrical devices at once. We recommend that you would use only one electrical device at the same time. Also if you don't need lights or other electrical devices please turn them off after use. If you had to turn the generator on please make sure that you turn it off when the battery level is up again. Accessories should be turned OFF when not in use.

Refrigeration System

The houseboats are equipped with refrigerators. A helpful hint is when you are loading your refrigerators do not put warm items in them. This will rapidly bring down the inside temperature of any refrigerator and it can take as long as 24 hours to bring the temperature back down inside. Remember the more items in your refrigerator the longer it will stay cold. Also remember the more you open the door the warmer the refrigerator will get.

Bedtime Checklist

Turn OFF the stereo

Check to be sure the running lights and engine compartment blower switches are turned OFF

Check upper helm to make sure all switches are OFF.

Remove the key from the ignition & place on the dash.

Walk from the front to the back of the boat. Check to make sure all lights are turned OFF. Double check your mooring lines, they should be tight and secure, and properly tied to their stakes. Make sure the stakes are secure.

Insurance

All our houseboats are covered for all accidental damages suffered by our boat, dinghy or to a third party by the use of the boat. Terms of insurance include the deductible of 2200 EUR and are specified in the insurance contract. The insurance does not cover injuries, equipment breakage, damage to finish or the lost household goods. However, the captain may still also be financially liable for additional penalties if he has broken navigation rules or wilfully caused an accident.

Damage deposit

As mentioned above, the boat is covered for all accidental damages. However, the Captain remains financially liable with the amount of the damage deposit. The damage deposit guarantees the amount payable by the captain in case of:

- Compensation for the damage caused to the equipment or Houseboat during rent
- Compensation of the damage caused by loss of parts of the equipment, finishing and accessories

The Don'ts

- ∞ Do not tie ski boats to the railings of the houseboat. Our staff can instruct you on the proper cleat tying of small craft to the houseboat.
- ∞ Loud music and offensive noise is NOT PERMITTED. Please be courteous to other boaters.
- ∞ Driving a houseboat while intoxicated is illegal and is enforced. DON'T DRINK & DRIVE
- ∞ Do not operate your houseboat after dark. This is very dangerous and may result in the loss of your rental.
- ∞ The engine compartment is off limits to our guests.
- ∞ Houseboat races and tying houseboats together is not permitted.
- ∞ Firearms and fireworks are PROHIBITED on any Lake Päijänne Houseboat.

Equipments	Comfort 6 pers.	DeLuxe 6 pers.	DeLuxe 8 pers.
<i>Navigation</i>			
Boat hooks	1	1	1
Fenders	8	8	8
Mooring ropes	4	4	4
Swimming ladder	1	1	1
<i>Safety</i>			
Key for the boat	1	1	1
Fire extinguishers		2	2
Life buoy			
Life jackets			
Set of flares			
Binoculars	1	1	1
<i>Household</i>			
Broom			
Brush			
Dust pan			
Dustbin			
<i>Bedding</i>			
Pillows	6	6	8
Duvets	6	6	8
<i>Crockery</i>			
Dinner plates	6	6	8
Soup plates/bowls	6	6	8
Small plates	6	6	8
Mugs	6	6	8
Wine classes	6	6	8
Sparkling wine classes	6	6	8
Water classes	6	6	8
Table forks	6	6	8

Equipments	Comfort 6 pers.	DeLuxe 6 pers.	DeLuxe 8 pers.
Table knives	6	6	8
Soup spoons	6	6	8
Coffee spoons	6	6	8
<i>Kitchen</i>			
Kettle	1	1	1
Coffee maker	1	1	1
Saucepans	3	3	2
Frying pan	1	1	1
Kitchen knives	3	3	3
Bottle opener	1	1	1
Tin opener	0	1	0
Kitchen scissors			
Cooking set			
Cutting board			
Barbecue set			
Juice jug	1	1	2

Base

Oy Bellamer Ltd/Houseboat
 Jyvaskyla harbour/satamakatu
 40100 Jyvaskyla
 T: +358 40 164 6168
 E: info@houseboat.fi

Access:

By car: Drive road E9 to get in Jyvaskyla. Follow Lutakko or Congress centre Paviljonki signs. Drive straight and you will see Jyvaskyla harbour in your right hand side. Park in the Jyvaskyla harbour for awhile if you don't want to carry your suitcases from the parking garage. After that empty your suitcases and move your car to Paviljonki parking garage. Check the map from the parking.

By plane: Arrive to Helsinki Airport and after that take bus or train to Jyvaskyla. The busses come straight away from Helsinki Airport and if you prefer train take a local bus to Tikkurila train station. After that take a train to Jyvaskyla. If you arrive in Tikkakoski there are local busses to Jyvaskyla or you can always take a taxi.

By bus or train: Busses and trains arrive to Jyvaskyla travel centre. Go through the tunnel and you will see congress centre Paviljonki in front of you. After that turn right and walk straight until you are in Jyvaskyla harbour.