**Market Weighton Scout Group Minibus**

**Booking Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Group or Organisation Details** | | | | |
| Name of Group or Organisation |  | | | |
| Name of Person making Booking |  | | | |
| Address |  | | | |
| Postcode |  | | | |
| Tel No (Day) |  | | | |
| Tel No (Eve) |  | | | |
| Mobile No |  | | | |
| E-mail Address |  | | | |
| **Details of Dates & Times Required** | | | | |
| Collection Date & Time |  | | | |
| Return Date & Time |  | | | |
| Number of Minibuses required? | ONE | TWO | | THREE |
| Trailer Required? | YES | | NO | |
| **Name of Primary Driver & Additional Drivers** | | | | |
| *(All Drivers must complete a ‘Driver Registration Form’ to be able to drive)* | | | | |
| Primary Driver Name Minibus ONE |  | | | |
| Additional Driver Name |  | | | |
| Primary Driver Name Minibus TWO |  | | | |
| Additional Driver Name |  | | | |
| Primary Driver Name Minibus THREE |  | | | |
| Additional Driver Name |  | | | |
| **Person to contact in the event of an Emergency** | | | | |
| Name |  | | | |
| Tel No (Day) |  | | | |
| Tel No (Eve) |  | | | |
| Mobile No |  | | | |
| **Organisational Status** | | | | |
| Your organisation if required to MUST hold a valid Section 19 Permit.  Please supply a copy with this application.  If you are unsure if you require one, then please contact us prior to making a booking. | | | | |
| Our organisation agrees to abide by the terms and conditions as set out in the Market Weighton Scout Group Minibus User Policy, and we understand that any breach of these conditions may result in request for future use being refused. We consent to Market Weighton Scout Group holding the above information about our organisation. | | | | |
| **Signed** |  | | | |
| **Name** |  | | | |
| **Date** |  | | | |

Please return completed form to: [mwscouts@btinternet.com](mailto:mwscouts@btinternet.com)

or by post to 10 Cliffe Road, Market Weighton, York, YO43 3BN

**Extract from User Policy**

1. **Making a Booking**

3.1 Bookings for the Minibus are only accepted from Non-Profit Groups, Private Groups & Charity Organisations that hold a valid Section 19 Permit which must be displayed by law in the vehicle during the hire.

3.2 All bookings are subject to a bond of £150 payable in advance with booking deposit. This amount is equal to our insurance excess and will be withheld in the event of a claim. The bond will be returned to you upon a satisfactory inspection of the minibus.

3.3 Your booking cannot be confirmed until the bond & deposit (25% of total usage charge) OR Bond & full usage charge, has been paid.

Once received a Booking Confirmation / Receipt will be sent & Booking added to the online calendar.

3.4 The balance is to be paid no later than 3 weeks prior to booking by cash, cheque or BACS (an email to confirm this is required).

Cheques payable to Market Weighton Scout Group, and posted to

John Speak MW Scouts 10 Cliffe Road, Market Weighton, York, YO43 3BN

BACS - Barclays / Market Weighton Scout Group / 20-43-47 / 20609889,

please send email to confirm payment by BACS

3.5 We reserve the right to decline, cancel or vary any booking and no liability is accepted for any loss, financial or otherwise, arising therefrom.

3.6 Should a group fail to turn up for a booked usage, or give less than 4 days notice of cancellation, we reserve the right to retain the full usage charge (the £150 bond will be returned)

3.7 Should a group cancel a booking with less than 2 weeks notice, we reserve the right to retain the 25% of the usage charge (the remaining 75% balance & £150 bond will be returned)

3.8 Keeping a vehicle longer than the pre-booked return time will render the user liable to a surcharge of £10 per hour, unless the delay is due to accident, breakdown or similar unforeseen incident.

3.9 The Minibus will be full of fuel on your collection, it must be returned full, the nearest filling station is BP at Shiptonthorpe (approx 1 mile)

3.10 Only fuel from BP or Shell garages maybe used, use of fuel from supermarkets is strictly prohibited, as it results in reduced fuel economy and has been known to cause engine damage to this particular type of vehicle.