

MINI BUS BOOKING FORM (Non 2AOH)

Name _____

Organisation _____

2AOH will request a donation of £30 per day to help offset the cost of insurance, Mot and Road Fund Licence plus 5p per mile to cover maintenance costs.

Date required. From _____ Time (approx) _____

To _____ Time (approx) _____

Destination _____

Purpose _____

Who will be driving?

1. _____

2. _____

3. _____

4. _____

**Have all drivers completed the ‘Driver Registration Form’. Yes / No.
If no then you must obtain and complete the form for each driver!**

I/We understand that the safe driving and maintenance of this vehicle is my responsibility whilst it is in my care and that whilst 2AOH will keep it in a safe roadworthy condition it is my responsibility to check the vehicle before driving.

I/We further understand that I/We are responsible for any offence (including parking) that may be committed whilst the vehicle is our responsibility and will provide full details including the name of the driver in charge at the time of the alleged offence.

In the event of an accident, howsoever caused, I/We accept full liability for any Insurance Excess imposed by 2AOH’s insurers. We further accept liability for the repair of any minor damage (following a professional inspection and estimate) to the vehicle if deemed of a

sufficiently minor nature that it does not require an insurance claim. This includes windscreen cover and the inadvertent use of PETROL instead of DIESEL fuel where the tank will require emptying and the injection system cleaning.

A deposit of £300 will be required seven days in advance of the booking to cover any charges that may be made. The balance will be repaid by cheque seven days after the vehicle is returned.

The vehicle will be handed over with a full tank of fuel. It is the responsibility of the user to return it with a full tank. Organisations failing to do so will be charged for the fuel used and an administration charge for taking the vehicle to and from the filling station will be made.

The vehicle will be handed over in a clean and tidy condition. It is the responsibility of the user to return it in the same state. A charge of £20 will be made if the vehicle has to be cleaned by 2AOH.

This vehicle is not to be used for HIRE or REWARD.

Signed _____ Date _____

On behalf of (Organisation) _____

Organisations Address _____

Post code _____

Telephone _____

**Please return completed form to
John McCartney
59 Chessmount Rise
Chesham
Bucks HP5 1RF**