**Hemel Hempstead Explorer Scouts Minibus Booking Form**

Name of hiring group / unit …………………………………………………………

Requested start date of use …………………………………… Time ……………………..

Requested return date………………………………………… Time……………………..

Destination …………………………………….

Cost of use £……………. (Prices on website / how to book document)

Name of main driver ……………………………………. Licence number ………………………

Herts Minibus Permit No……………………………….. Expiry Date ………………………….

Details of points, claims or convictions in the last 5 year……………………………………………………………………………………….

Name of second driver ………………………………….. Licence number ……………………….

Herts Minibus Permit No……………………………….. Expiry Date ………………………….

Details of points, claims or convictions in the last 5 year……………………………………………………………………………………….

Any extra driver, please add details to back of this form.   
  
Please include valid copies of all drivers electronic driving licence, to submit to our insurers. These can be obtained at <https://www.gov.uk/view-driving-licence>

If you are not within Hemel Hempstead District, please enclose a copy of your section 19 minibus permit for our records – You will need to display this in the minibus during your hire.

I have read and agree to the terms and conditions of use and enclose a deposit for £250. This amount is equal to our insurance excess and will be cashed in the event of a claim. Your deposit cheque will be returned to you upon a satisfactory inspection of the minibus. The booking is not confirmed until the deposit has been received.

Hire payment via BACs is due at least 28 days before hire or at time of booking if within this time. Cheques will be accepted if BAC’s payment is not possible.

I agree that all drivers will have the relevant categories on their licence, and that they comply with Hertfordshire Scouts policy with regards to minibus competence.

Name…………………….………………………….……..

Signed …………………….………………………………

Position ……………………..………………..……………

Telephone Number ………………………………………..

Email address………………………………………………

Return to:  
HHEX Minibus, C/O Maureen Shelley, 1 Crossfell Road, Hemel Hempstead, Herts   
BACS Details:   
Hemel Hempstead Explorer Scouts. Account Number: 61238876 Sort Code: 40-24-07 Reference MB - [Group NAME]