**VOLUNTARY ACTION RUTLAND COMMUNITY VEHICLE BOOKING FORM (CVBF01)**

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| If you are a Transport User Group member and would like to book one of our Community Vehicles, please complete this form.**PLEASE SUBMIT TRANSPORT REQUESTS AT LEAST 10 WORKING DAYS BEFORE DEPARTURE**Return completed forms to:*VAR Transport Office*, *Voluntary Action Rutland, OEP 16a Suite 3, Oakham Enterprise Park,  Oakham, Rutland, LE15 7TU*Or E-mail to transportmgr@varutland.org.uk, TransportAdmin@varutland.org.uk **and** transport@varutland.org.uk  |
| Name of Registered Group:  |
| Address: *(including post code)*   |
| Name of person making the booking:  | Contact Number: |
|  |
| Contact e-mail address:  | Emergency Contact Number:  |
|  |
| Destination:  *(including post code)*  | Estimated Time of Arrival: *(At Destination)*  |  |
|  |
| Date Required: |  | Time Required:*(Pick Up)* |  | Date of Return: |  | Time of Return:*(From Destination)* |  |
|  |  |  |  |  |  |  |  |
| **Any additional information, pick up point, requests or comments:**  |
|  |
| **VEHICLE REQUIRED** |
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| VAR Car *(1 X wheelchair accessible and max 4 passengers)* |  |  |  | Wheelchair space required: |  |
| VAR Car *(maximum 6 passenger seats without wheelchair)* |  | Number of passengers: |  |
|  |
| Accessible Minibus*(13 passenger seats, various seating configurations)* |  |  | Number of passengers: |  |
|  | Number of wheelchairs/scooters |  |
|  |
| Accessible Minibus*(16 passenger seats , various seating configurations)* |  |  | Number of passengers: |  |
|  | Number of wheelchairs/scooters |  |
|  |
| Will you provide your own nominated driver? *(delete as appropriate)* | **YES / NO** |  | Do you require a VAR Driver? | **YES / NO** |
|  |
|  |
| **NB: ALL BOOKINGS ARE SUBJECT TO VEHICLE AND DRIVER AVAILABILITY** |
|  |
| It is strongly recommended that you contact the transport office prior to your departure to confirm the booking and details on;**01572 724705** |
|  |
| **Booking Confirmation** *(office use only)* |
|  |
| Authorised | YES / NO |  | Booking Reference Number |  |  | Date Booked |  |
|  |
| Operators Name:  |  | Signature: |
|  |  |  |
|  |
| *Please print additional copies as required for future bookings –* |

**Community Vehicles Terms and Conditions**

**Information for Community Vehicle bookings**

VAR works to support the Rutland community and in doing so we endeavour to provide affordable transport for meetings, events and social outings. These terms and conditions are in addition to the “User Group Agreement” issued on initial registration of the group.

**Additional cleaning charge applies where necessary.**

**Health & Safety:** Event organisers will be responsible for the health & safety requirements for all activities they are involved in. The organisers will also have a duty of care for all attendees.

**Booking Procedure**

Details of your event will be entered into our booking file once a form has been filled in with your instructions. We will send a confirmation booking number once the form has been received and authorised. The group representative will need to call the transport office at least 7 working days prior to the journey to confirm availability and details. (*Please ensure the event leader is aware of the booking details*).

Please note that **statutory** organisations will need a purchase order number to complete the booking process.

Once your booking has been confirmed, if you wish to cancel we require **2 working days’ notice** in writing, telephone call or by email. Failure to do this will incur a cancellation charge.

**Any late payments will also incur a charge of 5% compounded each month until the account is settled.**

VAR has Public Liability Insurance and insurance cover for the vehicles and their own fixtures and fittings. We will not be responsible for any equipment, etc. that you may bring with you.

**Weekend Bookings Maybe undertaken depending on vehicle availability.**

Please ensure that sufficient time is arranged for collecting the vehicle and keys, these will be confirmed at the time of confirmation.

**Out of Hours Bookings**

As an out of hour’s user, conditions and procedures for returning the vehicle and action to be taken in the event of a breakdown will be issued at time of confirmation.

Receipt of your signed and dated booking form confirms booking details and your agreement to comply with the terms and conditions. *Thank you*.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: transportmgr@varutland.org.uk , TransportAdmin@varutland.org.uk and transport@varutland.org.uk

Telephone: 01572 724705 (9am – 12am)