

TEST VALLEY COMMUNITY TRANSPORT SCHEME

MINIBUS HIRE



Booking form no:

BOOKING FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Form to be returned to: Test Valley Community Services, 2nd Floor East Wing, Wessex Chambers, South Street, Andover, SP10 2BN. Tel: 01264 356808. Fax: 01264 353010. Email: transport@tvcs.org.uk.

Bookings will be subject to confirmation after receipt of all relevant forms and information.

An invoice for the hire will be sent to you during the month following that in which the hire is incurred.

Organisation:	Member of Test Valley Community Services? Yes/No. <i>If No, please complete an Associate Membership application form (membership is essential)</i>
Contact Name & Address:	
	Postcode:
Phone: Home:	Work: Mobile:
Email(s):	
Invoice name and address (if different from above):	
	Postcode:

Day/date of journey (if more than one journey, please provide list of dates on separate sheet):	Start/finish location for the trip:
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Minibus to be collected from (base):	Time of collection of keys:	Time of departure with passengers:
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Destination:	Time of departure from destination:	Time minibus will be returned to base:
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Need to use passenger lift: Yes/No	No. of wheelchair users who will transfer to a seat:	No. of wheelchair users who will remain in their wheelchairs (note: overall capacity will be reduced – please get advice):
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Total number of passengers (including escorts, excluding driver) (largest vehicles take 16 passengers maximum):	Do you need TVCS to supply a driver: Yes/No (If yes, see T&Cs 14)
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If providing own driver, please give driver's name (must have current MIDAS certificate and appropriate Driving Licence: copies to be held by TVCS):	Driver's contact number(s): Landline: Mobile:	Name of TVCS driver (if TVCS providing driver) (leave for TVCS to complete):
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Any other important information:

Either (if form being completed by hirer): I have read and accepted the Terms & Conditions.

Signed:	Print name:	Date:
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Or (If form being completed by TVCS staff): Date booking taken (on phone):	Booking taken by (name of TVCS staff):
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