

LODGE HILL MINIBUS
CONDITIONS OF HIRE 2012
REG NO: X931 HBP

1. BOOKINGS:

To book Lodge Hill minibus and check availability contact Lodge Hill Centre on 01798 831411 between 9am to 4pm Monday to Saturday. We will send/fax you a booking form. Return completed booking form along with payment within 7 days to secure your booking.

2. TERMS

Session (morning, afternoon or evening)

Youth groups **£36.25**

Non-Youth groups **£42.35**

Full day

Youth groups **£84.75**

Non-Youth groups **£97.00**

VAT will be added at the rate prevailing on the day of hire.
These rates are subject to periodic revision.

3. LODGE HILL MINIBUS IS NOT AVAILABLE FOR FOREIGN TRAVEL.

4. DRIVERS

Hirers are responsible for providing a driver over 25 years of age with a full current driving licence held for at least 3 years. A proposal form must be completed where the driver has had an accident during the past 3 years and/or conviction during the past 5 years. Drivers should have a current PSV licence or WSCC minibus permit.

5. CHECKS

Drivers are required to check for and report any signs of damage to the vehicle on collection and return. Drivers are responsible to ensure all safety checks are completed before each journey and any damage caused to the vehicle or injury to passengers resulting from failure to carry this out will be the responsibility of the hirers / drivers to make good.

6. FUEL

The vehicle will be supplied with a full tank of diesel and must be returned **full**. Hirers are responsible for the provision of diesel. All hirers are asked to adhere strictly to this. A charge calculated at the prevailing diesel costs per mile travelled will be levied if these terms & conditions are not met.

7. PASSENGERS

The total number of passengers at any time shall not exceed 14.

8. SPEED LIMIT

Drivers must not exceed 50 mph when laden, except on motorways.

9. ACCIDENTS

Any accidents or damage incurred during the booking period must be reported to our office within 24 hours.

10. BREAKDOWN

Use the QBE Helpline if any problems occur. Hirers should not change wheels.

Helpline No: 0800 389 1708 POLICY NO: 7078917M

Every effort is made to keep the vehicle in good mechanical order and Lodge Hill Trust cannot be held responsible for expenses, other than repairs, brought about by breakdown. Neither can Lodge Hill Trust be held responsible for any expenses incurred by an organisation arising from the non-availability of the vehicle.

11. INSURANCE

The vehicle and the passengers are insured with **QBE Insurance Ltd.**

Policy No: 7078917M

An excess charge of £150 is payable by the hirer in the event of any claim.

The hirer shall indemnify the Lodge Hill Trust against all claims for damages, compensation and/or costs or losses in respect of:

- a) death, bodily injury or illness to third parties and/or
- b) damage to third party property caused by or arising from or being incidental to the hirer's of the vehicle.

The hirer is responsible for loss or damage to Lodge Hill Trust property.

12. MINOR DEFECTS

A logbook is kept in the minibus, and must be completed for **every journey** undertaken, and any minor defects should be logged in the appropriate column.

13. CLEANING

It is the responsibility of the hirer to clean out the interior of the minibus. All litter should be taken away and disposed of. A dustpan and brush are provided in the vehicle. Failure to comply with this will mean an additional charge being made.

14. KEYS

Keys can be collected from Lodge Hill Centre, by arrangement. Keys must be returned immediately for the next hirer to use.

15. CANCELLATION

Cancellations can be accepted up to 21 days prior to the date booked. 50% of the total hire fee will be charged for cancellations made with less than 21 days notice.

16. LOW EMISSION ZONE – LONDON

As from 3rd January 2012 the LEZ will come into force covering all roads within Greater London, those at Heathrow & parts of the M1, M4 motorways within the Greater London Authority [GLA] boundary are included. To drive this vehicle in these areas it is the responsibility of the hirer to ensure they have paid the £100 daily charge. You can pay online at tfl.gov.uk/lezlondon or by telephone 0845 607 0009.