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| Argyll and Bute Council | **Argyll & Bute Council****Application** **for Minibus Hire** |  |
| **Return Completed Form To: book.it@argyll-bute.gov.uk** |
| **Name of Club, Group or Organisation:** |
| **Permit Number:** |
| **Person Responsible for Let:**  |
| **Address:** **Postcode:**  |
| **Tel No:**  | **Mobile No:**  | **Email:**  |
| **The Protection of Vulnerable Groups (Scotland) Act 2007***It is the responsibility of the Club, Group or Organisation hiring the facility to ensure compliance with the PVG Act.**Guidance can be found at* [*www.crbs.org.uk*](http://www.crbs.org.uk) *If your Club, Group or Organisation falls within the remit of the PVG Act, have the necessary checks specified within the act been complied with?* YES [ ]  NO [ ]  N/A [ ]  (tick as appropriate) |
| **Date/Dates required:** **Bus Collection Point:****Time of Collection: Estimated time of return:****Total number in group:****Details of use i.e. purpose and where group are travelling to:****In the event of the vehicle being retained by the Club/Group/organisation overnight, please state address at which it will be garaged/parked:**  |
| **COMPLETION AND RETURN OF THIS FORM DOES NOT GUARANTEE HIRE – BOOKING IS ONLY ACCEPTED ON RECEIPT OF CONFIRMATION. MANAGEMENT RESERVE THE RIGHT TO CANCEL BOOKINGS AT ANY TIME.** |
| **Before Minibus keys can be handed out, the following criteria must be met:**1. **Payment must be made in full. The current charges are £53.00 for up to 4 hours, and £106.00 for a full day.**
2. **Photocard driving license and check code for all drivers must be provided at relevant Customer Service Point.**
3. **The group hiring the Minibus must have a valid Small Bus Permit.**
4. **All drivers must have passed the Council’s Driving Assessment.**

**The council has an excess of £2000 on its vehicle insurance policy. Community groups using minibuses will be liable for the first £250 of any uninsured loss.****I certify that I have read the regulations and agree to comply with all conditions.****Signature: Designation: Date:** |
| **FOR OFFICE USE** |
| **Date Granted:** | **Let Fee:** | **VAT:** | **Total:** |