

Community Minibus Group Enquiry Form

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| First Name: | |
| Last Name: | |
| Group / Organisation Name: | |
| Billing Address: | |
| Postcode: | |
| Contact Number: | |
| Email: | |
| Day/Date Requested: | |
| Requested pick up time (from Toll Office): | |
| Requested drop off time (to Toll Office): | |
| Journey details to/from: | |
| Estimated mileage: | |
| Number of passengers (8 max): | |
| Details of purpose: | |

Please return this form fully completed to info@lochalsh.uk.

We will check our reservation diary and get back in touch with you regarding availability and to proceed with the booking.

Please note that in accordance with our minibus permit, group organisers must be members of KLCT in order to access the use of the minibus. We are currently in the process of issuing membership cards via post. Please ensure that if you are already a member of KLCT we have your up to date address details. If you are unaware of your membership number we can double check this for you – contact us on info@lochalsh.uk. If you would like to become a member of KLCT please visit our website to submit an application. [Become a member | Kyle and Lochalsh Community Trust](#).

Terms & Conditions of hire

- The mileage charge for the KLCT Community Minibus are:
 - 60 pence per mile for journeys up to 100 miles
 - 80 pence per mile for further mileage over 101 miles – deposit charge of £25.00 (deducted off final bill)
 - Overnight usage charge of £25.00**
 - Cancellation charge of £25.00**
 - Minimum hire charge of £20.00**
- These charges** shall be reviewed upon a monthly basis in line with hire frequency.
- An invoice will be issued following the return of the minibus and payment will be due by no later than 14 days from the invoice date.
- Use of the minibus is dependent on the following conditions being met:
 - Drivers must be over 25, have held a full open UK license for a minimum of two years, provide evidence of zero points on the license and have completed driver training unless prior qualifications can be provided
 - All users agree to operate the minibus within legal requirements
 - All passengers conduct themselves appropriately and understand that they represent the trust and sponsors, as well as their own group/organisation.
- The minibus is to be returned clean and tidy as standard. Failure to do this will result in a £50.00 cleaning fee.