

MINIBUS HIRE BOOKING FORM

Name of person requesting booking:	
Name of organisation:	
Contact telephone number:	
Who can we contact in the event of an emergency?	
Email address:	
Address:	

HIRE DETAILS

Name of person(s) driving minibus	
Date(s):	
Time(s):	

DOCUMENTATION REQUIREMENTS

Before hire of the minibus takes place, the following documents must be supplied:

Copy of driving licence	
Copy of company insurance policy	
Copy of MIDAS qualification	

Signature:	
Full name (use block capitals):	
Date:	

Please return the completed Booking Form to:

Community Office, St Aldhelm's Academy, Herbert Avenue, Parkstone, POOLE, Dorset BH12 4HS.

Tel: 01202 305177 or 01202 732500.

Email: rthompson@staldhelmsacademy.org

Note:

Arrangements for collecting the minibus keys will be confirmed by email.

FOR OFFICE USE ONLY

Date Received:		Date Confirmed:	
Caretakers Informed:		Documentation Received:	
Keys Collected By:		Keys Returned By:	
Invoice Number:		Date Paid:	