

## VEHICLE BOOKING FORM

(BLOCK CAPITALS PLEASE)

NAME OF CLUB/SOCIETY: \_\_\_\_\_

NAME OF PERSON MAKING BOOKING: \_\_\_\_\_

POSITION IN CLUB/SOCIETY: \_\_\_\_\_

MOBILE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

	DAY	DATE	TIME	NUMBER OF PASSENGERS*	DESTINATION
START:	_____	_____	_____	_____	_____
FINISH:	_____	_____	_____	_____	_____

**\* A TRIP FORM AND JOURNEY PLAN MUST ALSO BE COMPLETED AND RETURNED BEFORE THE DATE OF THE TRIP**

NAME(S) OF REGISTERED DRIVER(S):  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Registered Captain/Chairperson or Treasurer)

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**CONFIRMATION** To be completed by the Activities Development Officer.

Please keep this portion to show the Receptionist/Duty Officer if required.

NB Wherever possible the date(s) requested will be reserved. On certain occasions however (sometimes at short notice) this may not be possible. Notice of such changes will be given.

TO: \_\_\_\_\_

THE FOLLOWING BOOKING HAS BEEN CONFIRMED:

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

VEHICLE ASSIGNED: \_\_\_\_\_

Pick up keys and logbook from \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_

Drop off keys and logbook to \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_

**BOOKING CHARGE: £ \_\_\_\_\_ PLUS CONGESTION CHARGE FEE: £ \_\_\_\_\_**  
BALANCE TO BE DEDUCTED FROM GRANT/SELF-RAISED FUNDS

**TOTAL £ \_\_\_\_\_ RECEIVED**

**RECEIPT NO:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_