



1. All bookings are subject to a deposit which is payable in advance. Your booking cannot be confirmed until this deposit has been paid in full. A deposit cheque (payable to "Stevenage District Scout Council") of £250 is required. This amount is equal to our insurance excess and will be withheld in the event of a claim. The minibus shall not be hired out without receipt of a deposit. Your deposit will be returned to you upon a satisfactory inspection of the minibus.
2. For any hire by a Scout group within the Stevenage District of one week or more (summer camps and similar events), requires a £150 non-refundable deposit at the time of booking the minibus. Other bookings by a Scout group within the Stevenage District does not require a deposit.
3. The balance, in full, must be received by the time of collection. If you wish to pay the balance by cheque, please ensure the full payment has cleared prior to collection.
4. All cancellations must be made at least 30 days prior to the start of use, or you may lose your deposit.
5. All bookings for key and popular busy dates such as school holidays, require a 60 days cancellation notice. Failure to do so may result in the full cost of the booking being charged.
6. Priority booking is given to Stevenage District Scouts for key dates and popular busy dates such as school holidays.
7. Stevenage District Scout Council will not be held responsible for financial or personal loss in the event of mechanical failure. We strive to ensure that our minibus is serviced to the manufacturers specifications but cannot be held accountable should the vehicle develop a fault while carrying passengers. In the event of a breakdown, Stevenage District Scout Council is under no obligation to pay for alternative travel arrangements.
8. You must not let anyone work on the vehicle without our permission. If we do give you permission, we will only give you a refund if you have a valid receipt for the work.
9. Use of prohibited substances in our minibus is banned at all times. We reserve the right to cancel the hire with immediate effect and eject all passengers. We will not be held accountable for any resulting travel costs.
10. Our Minibus operates a strict no smoking policy by law.
11. The minibus MUST not be used for the transportation of goods or equipment unless this is stored in the designated storage areas of the minibus. Goods and equipment MUST NOT be placed on the seats under any circumstances.



12. Any damage caused to the interior of the minibus shall be the sole responsibility of the hirer. Any costs associated with repairs must be paid in the time frame agreed upon with Stevenage District Scout Council. An additional daily charge can be imposed should the vehicle be taken out of commission.
13. Engine damage resulting from the wrong type of fuel being used while on hire will be the responsibility of the hirer, who will have to pay the full repair costs.
14. Food & Drink - No greasy foods (pizzas, kebabs, chicken, burgers, chips, fizzy drinks etc) are to be consumed on the minibus at any time. Stevenage District Scout Council reserves the right to impose a valet charge of no less than £100 for cleaning of the minibus should any passengers damage it through deliberate misuse or illness. The hirer agrees to pay for all costs associated with returning the vehicle to an acceptable standard should they be responsible for causing the damage.
15. Any parking/speeding, traffic violations or congestion charges are the sole liability of the hirer or driver at the time of offence (a diary is provided to record who is driving and when). Stevenage District Scout Council will pass all information of our hirers on to the relevant authorities for them to collect fees or fines.
16. If any key is lost whilst the minibus is on hire, Stevenage District Scout Council will do all they can to provide a replacement, but, the cost of replacing the lost key will be taken from the hirer's deposit.
17. We operate a "Full to Full" policy. The minibus will be supplied to you with a full tank of diesel, and should be returned full. Any shortfall will be made up out of your deposit and the remainder will be returned to you.
18. All drivers will need to be aged between 21 and 70. You may be required to take an assessment with one of our approved assessors prior to your booking. A one-off charge of £20 per driver may be made for this assessment. Drivers will be required to share their Driving Licence information with Stevenage District Scout Council minibus administrators.
19. All organisations that borrow our minibus will need their own Section 19 minibus permit, if passengers contribute in any way toward the running expenses of the minibus. They must use the minibus under their own Section 19 permit, which they must display. If they cannot meet the conditions for a Section 19 permit, they will need a full PSV Operators License.
20. The tow bar MUST not be used without the consent of Stevenage District Scout Council. Upon our agreement, the hirer will be responsible for ensuring the maximum train weight is not exceeded for the vehicle, trailer and contents. When towing, the back rows of seats MUST not be occupied – reducing the capacity to 10 passengers.