

Community Van booking enquiry form



www.oxford.gov.uk



1. DVLA Licence Check Code - generated from the following link
[View or share your driving licence information - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

2. Your Name

3. Your phone number

4. Your email address

5. Organisation or Group you are hiring for

6. Please provide a brief overview of what you will be using the van for

7. Date of booking required

8. By selecting below you are agreeing to the following terms and conditions of the van rental

Tick I agree

Community Van Booking – T&C's

1. The driver must have a current UK driving licence which has been checked through the DVLA share driving licence system [DVLA](http://www.gov.uk).
2. The driver must provide their own valid insurance to drive the van. This is not the responsibility of the Oxford City Council.
3. The hire fee of £24 must be paid upon collection of the van.
4. The van can only be hired for one day at a time. It can be collected from Rose Hill Community Centre from 9am and must be returned by 5pm on weekdays, the same day (4pm on Saturdays and 2pm on Sundays) If the van is not returned by this time a fee of an additional days hire will be charged (£24).
5. Vehicle check paperwork must be completed with a member of Rose Hill Community Centre staff prior to collection and once it's returned, with no exceptions.
6. The van must be returned in the condition it was hired in (as documented in the vehicle check paperwork). The driver is liable for any damage incurred during rental period.
7. The van must be left empty upon return. A fee of £24 per day will be charged for items left in the van until they have been collected.
8. Rose Hill Community centre is not obliged to offer a parking space for personal vehicles during the rental period and drivers should park on one of the adjoining streets.

Please return completed form with a copy of valid insurance to communityvan@oxford.gov.uk and we will confirm its availability within 3 working days